Title: **Driver Qualification and Training**

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>To ensure that all vehicle operators are properly authorized, licensed and qualified to drive while carrying out City business.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued by:</td>
<td>Industrial Safety and Workers’ Compensation</td>
</tr>
</tbody>
</table>

I. **POLICY**

It is the policy of the City and County of Honolulu (City) that no vehicle operator shall drive in the performance of City business unless properly authorized, licensed and qualified in accordance with applicable laws, rules, regulations and this policy.

II. **DEFINITION**

“Vehicle operator” means any driver of a City owned or controlled road vehicle including drivers from State, charitable and volunteer organizations, and drivers of private vehicles receiving mileage reimbursement from the City.

III. **REQUIREMENTS**

Requirements that must be met by vehicle operators prior to and in the course of driving in the conduct of City business are:

A. Possession of a valid and current driver license for the type of vehicle driven.

B. Department or agency authorization to operate the vehicle.

C. Personal liability insurance as specified by the Department of Budget and Fiscal Services for employees driving their personal vehicles on City business.

D. Training and evaluation as specified in Attachment A for operators of vehicles requiring a Class 4 and/or Commercial Drivers License (CDL).

IV. **RESPONSIBILITIES**

A. Department of Human Resources (DHR)

The DHR shall be responsible for the overall effectiveness of this program. To meet this responsibility, DHR shall:

1. Monitor the program to ensure required standards are met.

2. Maintain a vehicle accident file on each vehicle operator.

3. Administer the City’s Vehicle Accident Review Committee and Safe Driver Recognition and Awards Program.
B. DHR Division of Health Services

For vehicle operators requiring a Class 4 and/or Commercial Drivers License, the DHR Division of Health Services shall:

1. Conduct physical examinations to comply with the State of Hawaii Department of Transportation, Motor Vehicle Safety Office regulations.

2. Notify departments and agencies whether or not the vehicle operator meets medical standards.

C. Departments and Agencies

1. Assure that vehicle operators maintain a current and valid driver license. Vehicle operators whose licenses have been suspended by the courts, or expired, or who are unable to meet the required standards for driving for any other reason, shall not be permitted to drive in the conduct of City business. Drivers may be reassigned to other non-driving positions, or other alternative action may be taken in accordance with civil service rules and appropriate collective bargaining agreements.

2. Assign driving responsibilities only to those vehicle operators meeting the requirements of this policy.

3. Develop and implement procedures to assure that vehicle operators are properly licensed and qualified to drive the vehicles they are assigned and that employees who are not properly licensed and qualified do not drive.

4. Assign responsibility for carrying out the requirements of this policy to supervisors, commensurate with their classification and abilities.

5. Arrange or conduct remedial training as needed.

6. Comply with the provisions of Attachment A for vehicle operators requiring a Class 4 and/or CDL driver license.

7. Implement and monitor the federally mandated Drug and Alcohol Testing Program for CDL vehicle operators.

D. Vehicle Operators

1. Operate vehicles only when properly authorized and with a valid driver license.

2. Maintain a current and valid State of Hawaii driver license for the category of vehicle(s) operated.

3. Report to your department or agency head, driver trainer, manager or supervisor, or authorizing agent any court action taken against your driver license including the Order of Requirement for Proof of Financial Responsibility or Suspension/Revocation.
4. Comply with all laws, codes, rules and regulations relative to driving on State, City and private roadways.

5. Report all accidents to the Honolulu Police Department, DHR and your department or agency head and/or immediate supervisor.


7. Maintain your physical condition to meet established medical standards.

8. Attend required training and evaluation sessions outlined in Attachment A.
ATTACHMENT A

CITY AND COUNTY OF HONOLULU VEHICLE OPERATOR TRAINING AND IMPROVEMENT PROGRAM FOR DRIVERS OF CLASS 4 AND CDL VEHICLES

I. OBJECTIVE

A. To train City vehicle operators who drive vehicles requiring a Class 4 and/or CDL driver license to operate these vehicles safely, properly handle loads and comply with pertinent laws, ordinances and regulations.

B. To outline the training requirements for the satisfactory completion of a vehicle operator’s probationary period.

C. To provide uniform training for:

1. Vehicle operators of vans, buses, trucks, tractor trailers and any vehicle requiring a Class 4 and/or CDL driver license.

2. Regular employees who have been reallocated from a non-driving position to a driving position requiring a Class 4 and/or CDL driver license.

3. Temporary assignments to positions requiring a Class 4 and/or CDL driver license.

4. Remedial training of vehicle operators, when required.

5. Prospective vehicle operators requiring a Class 4 and/or CDL driver license.

II. PREREQUISITES

A. Meet current State Department of Transportation physical requirements.

B. Have a valid Class 4, CDL or other appropriate drivers license.

C. Have a learner’s permit for prospective drivers.

D. Pass a pre-employment/pre-duty drug test for CDL drivers, and others as applicable.

III. PROGRAM

A. Probationary Period

1. Classroom Training (8 hours, minimum) to include:

   a) Orientation

   b) Vehicle introduction and training on components

   c) Pre-trip inspection and procedures

   d) Reporting vehicle accident


2. **Skill Training (3 hours minimum)**, conducted in conjunction with regular assignment when possible

   a) **Driving fundamentals (2 hours minimum)**

   Driving fundamentals include: 1) starting engine, 2) shift pattern, 3) clutch – accelerator coordination, 4) braking, 5) up-shifting, 6) down-shifting and use of engine retarder, 7) steering judgment, 8) backing techniques, and 9) parallel parking.

   b) **Emergency procedures**

   This component covers emergency procedures associated with: 1) fires, 2) braking, 3) tires, 4) steering, 5) engine problems, 6) accelerator problems, and 7) other equipment failures.

   c) **Operational driving (1 hour minimum)**

   Operational driving is time spent operating the vehicle.

3. Evaluation and testing of vehicle operator on all items covered in Skill Training.

### B. Driver Improvement Program (DIP)

1. **Skill Evaluation (2 hours minimum)**

   The vehicle operator will demonstrate annually, or biennially provided the operator has five years of continuous experience in operating Class 4 or CDL vehicles, the ability to accomplish: pre-trip inspections; coupling and uncoupling combination units, as applicable; placing vehicle in operation; using controls and emergency equipment; operating vehicle in traffic and on hills; turning the vehicle; backing the vehicle; braking and slowing the vehicle down by means other than braking; parking; and securing the vehicle.

2. **Training (8 hours, annual or biennial, as applicable)**

   Training may be a formal defensive driver training course or tailgate lessons and may cover: serious accident reviews; selected reviews of pertinent parts of the CDL drivers’ manual, HRS Chapter 286, the Hawaii Drivers’ Manual, State Traffic Laws, the City and County of Honolulu Traffic Code and any other selected driving topics having special relevance.
C. In-service Training For Prospective Vehicle Operators (20 hours minimum)

1. Vehicle operator will be given all the training listed under Probationary Period above until fully qualified in all phases of driving. Material will be repeated as necessary.
2. Driver trainer evaluation.
3. Testing by qualified driver examiners.
4. Driver license and City certificate issued.

D. Standards

1. The written test is given to demonstrate adequate knowledge of the material presented during training.

2. Pre-trip
   a) Satisfactorily demonstrate pre-trip inspection in and out of cab.
   b) Demonstrate knowledge of equipment.

3. Skill (off street)
   Maneuver the vehicle safely forward and backward through an alley and an offset alley. Parallel and jack-knife park the vehicle.

4. Skill (on-road practical)
   a) The vehicle operator should complete the practical driving without violating the law, performing a dangerous action or maneuver and refusing to follow instructions.
   b) The vehicle operator should demonstrate ability to drive without excessive errors, including but not limited to, failing to keep right, speeding relative to road conditions, failing to yield the right-of-way, using poor judgment in traffic, failing to signal for turns, using improper gears, braking improperly, driving too slowly, stalling engine repeatedly, improper braking (delayed or abrupt), poor clutch control, inattention to traffic signals and signs and improper turning (too wide or short).