

Title:	Safe Driver Recognition and Awards	
Purpose:	To encourage driver safety and awareness and support the City's driver training and improvement program.	
Issued by:	Industrial Safety and Workers' Compensation	Date: February 15, 2005
References:	Hawaii Revised Statutes §286-108.5; Mayor's Directive 124 (9-16-76); CS Circulars 1088 (9-20-76), 1352 (6-16-82) and 18-88 (7-12-88); CS letter to HFD (3-31-81)	

I. POLICY

It is the policy of the City and County of Honolulu (City) to recognize and reward City drivers for sustained superior driving performance in those classes where driving is a major and integral element of work affecting class pricing.

II. AWARDS

Recognition will consist of an award symbolic of the number of years of accident-free driving. At the completion of the third year of accident-free driving, a driver will get a \$50 face value savings bond. This will continue through the tenth year. From the eleventh year on, the award will increase to a \$100 face value savings bond. An award year will begin July 1st and end the following June 30th to coincide with the fiscal year.

III. ELIGIBILITY

To be eligible for an award, an employee (except officers in the Honolulu Police Department) must permanently occupy a position in a class that requires regular operation of a city-owned motor vehicle as a major and integral element of work affecting class pricing. Also included are regular drivers of emergency vehicles in the Fire and Emergency Services Departments. Employees such as, but not limited to, fleet mechanics, painters, carpenters, engineering aids, technicians and inspectors, who operate vehicles only as an incidental part of their duties, are not eligible. Attachment A includes a listing of eligible classes. The Department of Human Resources (DHR) will add to these classes based on the foregoing eligibility criteria, as appropriate.

IV. STANDARDS

To qualify for awards, eligible employees must meet the following standards:

- A. Work in an eligible class at least 200 working days during the award year without an avoidable accident; or
- B. Work 90 shifts during the award year without an avoidable accident for fire fighting personnel.

The City's Vehicle Accident Review Committee (VARC) will determine when an accident is avoidable or unavoidable.

An avoidable vehicle accident is one where the operator of the vehicle did not take all reasonable precautions to prevent the accident. An unavoidable vehicle accident is one that occurs in spite of all reasonable precautions taken by the driver to prevent the accident.

An employee involved in an avoidable vehicle accident before receiving a three-year award, must start a new safe driving record. An employee who drives without an avoidable vehicle accident during the award year, but fails to work at least 200 working days or 90 shifts in a class listed in Attachment A (because of temporary assignment or work absences) is not eligible for an award. Such employee will lose driving credit for that award year only, but will not lose the safe driving record previously accumulated.

After receiving a three-year award, an employee has demonstrated skillful driving performance. Therefore, if involved in future avoidable accidents, such employee will not lose the driving record previously accumulated. The employee will lose driving credit only for the award year of the avoidable vehicle accident. The employee must then drive without an avoidable vehicle accident the following award year to earn the next safe driver award.

V. RESPONSIBILITIES

Responsibilities for the Safe Driver Recognition and Awards Program are established as follows:

A. Department of Human Resources (DHR)

1. Administer the Safe Driver Recognition and Awards Program.
2. Review departmental award recommendations for eligibility and compliance with established criteria.
3. Provide safe driver award certificates and awards other than US savings bonds, as appropriate.

B. Departments and Agencies

1. Disseminate information regarding this program to all eligible drivers within department or agency.
2. Maintain records on all eligible drivers. A record of drivers who received safe driver awards will be maintained by the DHR Industrial Safety Branch to help department's track annual award eligibility.
3. Submit recommendations for safe driver awards to the DHR Industrial Safety Branch before September 30th of each year for the fiscal year completed June 30th. Departments may also be requested to submit other pertinent driver records to help in determining eligibility for awards.
4. Provide for the purchase of earned awards in the operating budget. Obtain savings bond for each eligible driver.

ATTACHMENT A

**CLASSES WHERE DRIVING IS A MAJOR AND INTEGRAL PART OF CLASS CONCEPT
 (DRIVING AFFECTS CLASSIFICATION AND PRICING)**

Class Title	Pay Range
Bulky Item Collection Crew Leader	BC-09
Cesspool Pumping Equipment Operator I	BC-09
Cesspool Pumping Equipment Operator II	WS-09
Emergency Medical Technician I – III	AM-01, 02, 03
Fire Fighter II – III (Driving positions only)	SR-19, 21
Grounds Keeper-Truck Driver	BC-03
Heavy Truck Driver I – II	BC-07, 08
Heavy Truck Driver-Roller Operator	BC-07
Heavy Truck Driver-Trainer	BC-08
Heavy Truck Driver-Utility Worker I – II	BC-04, 06
Herbicide Crew Leader	BC-08
Light Truck Driver	BC-04
Messenger II	SR-06
Mobile Emergency Care Specialist I – II	AM-06, 06
Parking Violations Clerk II – III	SR-10, 12
Parks Refuse Collector-Driver	BC-05
Power Mower Operator-Truck Driver	BC-04
Power Washing Crew Leader	BC-08
Refuse Collection Crew Leader	BC-09
Refuse Collection Equipment Operator	BC-10
Storm Drain Cleaning Crew Leader	BC-09
Street Patching Crew Leader	BC-08
Streetsweeper Operator II	BC-09
Traffic Coning Driver	BC-07
Traffic Coning Supervisor	FI-07
Traffic Markings Driver	BC-07
Traffic Signs Driver-Leader	BC-07
Traffic Striping Equipment Crew Supervisor	WS-10
Traffic Striping Equipment Driver-Operator	BC-10
Tree Trimmer-Equipment Operator	BC-08
Tree Trimmer-Heavy Truck Driver	BC-07
Truck Driver	BC-06
Truck Driver-Equipment Operator	BC-08
Wastewater Heavy Truck Driver	BC-09