



Administrative Order

TITLE: *How's My Driving? Program*

NUMBER: AO-68
CANCELS 1/2004
APPROVED: November 3, 2008
ORIGINATOR: Human Resources
REVIEW: November 3, 2011

I. *Purpose*

To reduce the accident risk of Brevard County vehicles.

II. *Definitions and References*

- A. Department of Highway Safety and Motor Vehicles, *Florida Driver Handbook*
- B. Florida Statute, Title XXIII: Motor Vehicles, Chapter 316 - *State Uniform Traffic Control*
- C. Florida Statute, Title XXIII: Motor Vehicles, Chapter 322 - *Drivers' Licenses*
- D. AO 68a *Driver Complaint Resolution Form*
- E. Brevard County Merit System *Policy XII: Disciplinary Actions*
- F. Brevard County Merit System *Procedure XII: Disciplinary Actions*

III. *Covered Vehicles*

All on-road County vehicles and equipment are covered under this Program. The only exceptions are for Fire and rescue vehicles that are expected to respond to emergencies with lights and sirens and Animal Services vehicles equipped with emergency lights.

IV. *Program Guidelines*

- A. Each covered vehicle will be issued a *How's My Driving?* bumper sticker, which will include the phone number that a citizen can call and report unsafe driving of County vehicles and equipment.
- B. A representative from Risk Management will log the complaint on **A068a**. *Driver Complaint Resolution Form*.

V. *Complaint Resolution/Follow-Up*

A. Responsibilities

1. Risk Management

Risk Management will act as a clearinghouse for all driving-related complaints and concerns.

2. Department Directors

The department director, or his/her designee, will be responsible for:

- a. notifying the employee about the citizen complaint/concern;
- b. investigating the complaint/concern;
- c. contacting the citizen who made the complaint/concern;
- d. instituting corrective action (i.e., additional driver training, supervised ride-alongs to evaluate driving skills, review of department policies/procedures, etc.) when determined to be necessary;
- e. instituting disciplinary action in accordance with the Merit System Policies and Procedures, when determined to be necessary; and
- f. following up with Risk Management as to corrective action taken.

The department director, or his/her designee, will also be responsible for completing the following driver's license checks:

- a. Annual – all County employees who operate a County vehicle will be subject to an annual driver's license check.
- b. Periodic – any County employee who operates a County vehicle and who has three (3) citizen complaints/concerns against him/her during a quarter will be subject to a driver's license check.

3. Employees

All Brevard County employees who drive a County vehicle or equipment will be responsible for:

- a. obeying all traffic laws, in accordance with the Department of Highway Safety and Motor Vehicles, *Florida Driver Handbook* and Florida Statute, Title XXIII: *Motor Vehicles, Chapter 316 - State Uniform Traffic Control*;
- b. being courteous to other drivers; and
- c. attending all mandatory driver training;

B. License Suspensions/Revocations

Any County employee whose job duties involve driving a County vehicle who is found to have his/her license suspended or revoked may be terminated from employment for inability to perform their assigned duties, in accordance with *Brevard County Merit System Policies*.

VI. *Reservation of Authority*

The authority to issue and/or revise this Administrative Order is reserved to the County Manager.

Signed by: Peggy Busacca 11/3/08
Peggy Busacca, County Manager

***How's My Driving? Program
Citizen Complaint Resolution Form***

Citizen Name:	Phone #:
Address:	
Date of Incident:	Time of Incident: am/pm
Location of Incident (be as specific as possible):	
License Tag #:	Vehicle Type (truck, car, make, model, etc.):
Color:	Department (if able to identify):
Employee Name:	Is this the Employee's First Complaint? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, How Many Filed to Date? # Complaints _____
Nature of Complaint/Concern:	
Department Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Notified:
Recommended Corrective Action:	
Citizen Follow-Up Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Follow Up Completed: <input type="checkbox"/> Letter <input type="checkbox"/> Phone Call