

RESOLUTION 2023-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT-CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL REVISING POLICY 3145 DRIVER TRAINING AND RECORD REVIEW

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to the Board of Directors and District staff; and

WHEREAS, upon review and discussion, the Personnel Committee of the Board of Directors has recommended revisions to the Policy and Procedures Manual based on advice given by the District's legal counsel and Human Resources; and

WHEREAS, the Board of Directors has reviewed and considered said policy revisions to the BCVWD Policies and Procedures Manual, and finds the policies relevant and acceptable, and deems it to be in the best interests of the District that the following actions be taken,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District adopts the following revised policies superseding Part I, Section 36:

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| 3145 | Driver Training and Record Review |
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attached hereto as Exhibit A.

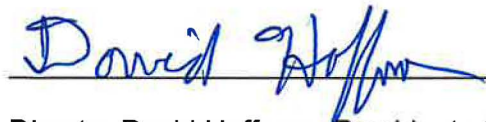
ADOPTED this 12 day of April, 2023, by the following vote:

AYES: Ramirez, Williams, Slawson, Covington, Hoffman

NOES:

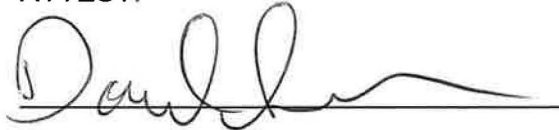
ABSTAIN:

ABSENT:



Director David Hoffman, President of the
Board of Directors of the
Beaumont-Cherry Valley Water District

ATTEST:



Director Daniel Slawson, Secretary to the
Board of Directors of the
Beaumont-Cherry Valley Water District

Attachment: Exhibit A: Policy 3145

3145.1 **Purpose.** The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by:

1. Applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; or
2. Establishing disciplinary procedures for different types of driving violations.

3145.2 **Scope.** This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide Drivers' license information but are not required to do so following State law.

3145.3 **Implementation.** The District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program ("Pull Program"). Records of employees operating a District vehicle are subject to compliance with DMV requests:

1. Every six (6) months; and
2. Immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment are deleted from the program.

3145.4 **Review Criteria.** The information generated during the record review will include the following:

1. Type of license;
2. Expiration Date;
3. Endorsements;
4. DMV action suspensions, revocations, and penal code violations; and
5. Vehicle Code Violations.

3145.5 **Disciplinary Procedures:**

1. A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:
 - a. They earn two (2) or more points within a rolling thirty-six (36) month period or receive a single violation totaling two (2) points.
 - b. They receive any moving violation in a District vehicle.
 - c. They are involved in an accident.
2. A driver will be placed on a twelve (12) month driving probation if they earn three (3) to five (5) points within a rolling thirty-six (36) month period. Additional point violations within this probationary period will result in a one-hundred twenty (120) day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, the employee will be terminated.
3. A driver will be suspended from District driving privileges for one hundred twenty (120) days if:
 - a. They earn four (4) or more points within a rolling twenty-four (24) month period.

- b. They earn six (6) or more points within a rolling thirty-six (36) month period.
 - c. They receive a citation for Driving Under the Influence (DUI), reckless driving, or speed contest on personal time.
 - d. If they are involved in two chargeable (resulting in a point violation) accidents within twenty-four (24) months of the original point violation. If their job routinely consists of driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.
4. A driver's District driving privileges will be permanently suspended if:
- a. They receive a citation for DUI, reckless driving, or speed contest during District business.
 - b. They receive two citations for DUI, reckless driving, or speed contest on personal time within a twelve (12) month rolling period. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.
5. Occasionally, it may be brought to the District's attention that an employee exposes the District to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

3145.6 **Defensive Driver Training:** All drivers shall attend an approved defensive driver training course at least once every four years or more often as specified in Disciplinary Procedures above. Directors are encouraged but not required to attend courses.