

VDH Driver Safety Policy

Application

All employees, or authorized agents, within the Virginia Department of Health (VDH) driving state-owned, rental, or personal vehicles while on agency business.

Purpose

VDH is committed to ensuring the safety, health, and well-being of all employees. This policy establishes Driver Safety and Monitoring Rules for all employees driving state-owned, rentals, or personal vehicles while on agency business. VDH representatives on agency business are expected to consistently adhere to all traffic laws, as well as, all of the safety and driver monitoring rules in this policy.

Authority

Department of General Services, Office of Fleet Management – [Policies and Procedures Manual](#)

Related Policies & Resources

OPGS Policy Number 8.4 - [VDH Fleet Management Policy](#)
DHRM Policy Number 1.05 - [Alcohol and Other Drugs Policy](#)
VDH Policy Number 2.10.1 – [Background Investigation Program](#)

Driver Safety Requirements

A. General Operation

Drivers should practice defensive driving by anticipating and observing the actions of other drivers and controlling the vehicle in a manner so as to avoid accidents. When operating the vehicle be aware that averting your eyes from the road may cause an accident. Use “best judgement” when changing climate control settings, using the radio, or accessing other settings on the vehicle’s dashboard. Securely store items in the vehicle to ensure their limited movement and unimpaired vision for the driver.

B. Cellular Phones or Handheld Devices

Cell phones, blackberries, smart-phones, GPS, or other electronic devices must be operated via a hands-free device or while the vehicle is in park. Any other use such as text messaging or emailing is prohibited while the vehicle is in drive and/or in motion.

C. Eating

Eating food is prohibited while driving a state-owned vehicle.

D. Compliance with Motor Vehicle Laws

It is the responsibility of each individual driver to observe all motor vehicle laws of Virginia. Drivers must not knowingly operate vehicles that do not comply with legal requirements.

VDH Driver Safety Policy

Employees must possess a valid driver's license prior to using a state-owned vehicle.

All violations and fines, including parking citations, are the responsibility of the assigned driver at the time of such violation. Abuse of motor vehicle laws by a driver may result in loss of the privilege of a state-owned vehicle.

E. Alcoholic Beverages and Drugs

Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs, or other substances. Conviction of such offenses may result in the loss of the privilege of driving a state-owned vehicle. No state vehicle may be used to transport alcoholic beverages.

F. Firearms

In accordance with Department of Human Resource Management Policy 1.80, no person should possess, brandish, or use a weapon that is not required by the individual's position in a state vehicle.

G. Driving Under Adverse Weather Conditions

Drivers who drive a state-owned vehicle during adverse weather conditions are cautioned to take extreme care to ensure the safety of driver and passengers.

H. Seatbelts

Seatbelts must be used by all occupants in accordance with state law. Never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seatbelt.

Driver Safety Monitoring

A. Uniform Accident Prevention Committee

The VDH Uniform Accident Prevention Committee (UAPC), chaired by the Agency Transportation Officer (ATO), is comprised of representatives for various VDH Offices and Health Districts. The UAPC makes impartial judgements on every incident that occurs in an agency-owned vehicle. The committee provides the Deputy Leadership Team (DLT) with a report on these judgements on a quarterly basis. The DLT is responsible for any actions that take place as a result of the UAPC's decision on the incident.

B. Driver's License Record Keeping

Only employees, or authorized agents, with valid driver's license may operate a state-owned vehicle.

Prior to any employee driving a state-owned vehicle, the Fuel Card Custodian(s) for that Office or Health District must verify the driver has a valid driver's license. There are two options* that each Office or Health District may choose from to be in compliance with this policy.

1. Annually, scan and maintain a copy of the employee's driver's license.

VDH Driver Safety Policy

- The copy can be maintained in a file kept by the Fuel Card Custodian or in the employee's HR file maintained by their supervisor.
 - The Fuel Card Custodian should never provide the vehicle keys and Voyager Card to an individual who does not have a driver's license on file.
2. Prior to each trip, check for a valid driver's license prior to providing an employee with state vehicle keys.

***The Office or Health District must choose one of these options and cannot rely on a combination of the two. (ex. Office chooses option 1. That office must scan and file the driver's license for all the travelers. In other words, the office cannot practice option 1 with one employee and then option 2 for the next employee).**

C. Driver's License Updates and Status Changes

For Offices or Health Districts participating in Option 1 above, it is the driver's responsibility to notify and provide the Fuel Card Custodian with the new license if there are any changes or updates to their driver's license (ex. address change).

If an employee, who has a driver's license on file with the Fuel Card Custodian, has their driver's license suspended or revoked, for any reason, they must immediately notify their supervisor.

- The supervisor should notify the Fuel Card Custodian to remove that driver's license from their records.
- If the driver later obtains a valid driver's license, it is their responsibility to update the Fuel Card Custodian with the new license in order to be eligible to operate a state-owned vehicle.

Driver Responsibilities

Review the Driver Safety Policy in its entirety. Annually sign and return the employee acknowledgement of this policy to the Office or Health District's Fuel Card Custodian prior to driving a vehicle while on agency business.

Policy Administration

Reviewer: _____ Signature on File _____ Date: _____

Steven VonCanon
Office Director for Procurement and General Services

Approver: _____ Signature on File _____ Date: _____

Richard Corrigan
Deputy Commissioner for Administration

Contact(s):

Contact Name: Seth Austin
Contact Title, Contact's Office/Division: Division Director for General Services
Contact's Email: Seth.Austin@vdh.virginia.gov
Contact's Phone Number: 804-864-7054

VDH Driver Safety Policy

Employee Acknowledgement of VDH Driver Safety Policy

VDH Employees driving state-owned, leased, rental, or personal vehicles that are required to drive on agency business at any time will be expected to consistently adhere to all the safety and driver monitoring rules above. Failure to adhere to this policy may result in disciplinary action per DHRM Standards of Conduct Policy #1.60.

Signature: _____ Date _____

Print Name: _____

Driver's License Number: _____ State Issued: _____