Driver Penalty System

The Department of Recreational Services has a fleet of ten vehicles and only those authorized by the department may operate these vehicles. The purpose of the department’s driver authorization program is to ensure proper use of the vehicles, safe driving practices, and reduce the risk of liability.

In order to ensure these objectives are met, the department has implemented a Driver Penalty System to address violations of safe driving practices. The Driver Penalty System is being implemented in tandem with the GPS device manufactured by Fleetistics which will be installed in each department vehicle.

The outlined penalties described below are in place to address the various driver violations. If a particular action is not outlined in the designated penalty description; then the Department of Recreational Services will use discretion in addressing the appropriate penalty for a designated action.

Definitions

- **Repeat violation**: A repeat infraction within one category. For the minor category violations, the driver has a total of 5 violations to accumulate. Once a sixth violation is committed, the driver will be elevated to the Intermediate Category. If a seventh violation is committed, the driver will be elevated to the Major Category. A repeat violation of an Intermediate Category elevates to the Major Category. Multiple violations on one trip are cited toward the total # of infractions on the driver’s record. The driver’s documented history will be rolling meaning the minor category infractions will rotate off the driver’s record once a year has passed since that infraction occurred.

- **Significant amount of time**: 30 seconds or more of the documented occurrence related to the violated action on one round trip with the vehicle.

- **Minor Maintenance reported**: Failure to report following but not limited to: low tire pressure, windshield wiper replacement, tire alignment, steering wheel radius, dashboard warning light on, broken/malfunction signals, broken/malfunction lights, broken/malfunctioning seatbelts, and/or leaks.

- **Major Maintenance reported**: Failure to report the following but not limited to: smoke under vehicle hood, flat tire, drained battery, and/or failure to report any type roadside assistance call.

- **Harsh Braking**: Triggered by the device when a force of about 1/2 G is exerted on the vehicle. The driver would be thrown forward towards the steering wheel and any vehicle load would shift to the front. Lose objects on the seat would likely be thrown to the floor.

- **Hard Acceleration**: Triggered by the device when a force of about 1/3 G exerted on the vehicle. The driver would be thrown back into their seat and the load could shift.
• **Harsh Cornering**: Triggered when a hard or aggressive turn causes a force greater than 2/5 G exerted on the vehicle. The load could shift and unrestrained objects on the seat could be thrown.

• **Speeding**: Triggered by the posted road speed on the traveled route. If there is no posted road speed information for a section of a trip then no violation will be logged there.

• **Seatbelt information**: Triggered when the driver isn't wearing a seat belt while the vehicle is moving faster than 6.21 mph.

• **Possible Accident**: Triggered when the accelerometer detects a change in speed of more than 90 km/h or 56 mi/h in 1 second in any direction. If possible, the device will send detailed forensic information about position, speed, and acceleration of the vehicle. False alarms are possible.

• **NOTE**: Department trailer use applies to the stated polices as the trailer and vehicle act as one during use.

**Minor Infraction**: A documented notice to the driver for each listed violation committed. A driver has up to 5 violations committed from the list before elevated to the Intermediate category. This includes but not limited to:

- NOT following the Department fuel up procedures.
- NOT parking the vehicle correctly in the M parking deck location.
- NOT properly returning a van packet to a designated location.
- NOT properly completing a trip ticket.
- NOT reporting a minor maintenance issue(s).
- NOT buckled during the trip.
- Traveling 10 mph over the posted speed limit for a significant amount of time.
- Traveling 15 mph over the posted speed limit at any point during the trip.
- Documented for harsh breaking, hard acceleration, and/or harsh corning.

**Intermediate Infraction**: 30 day suspension and re-taking the driver follow-up part of the certification procedure. This include but not limited to:

- A total number of minor infractions exceeded.
- Operating a vehicle outside the group’s request times.
- Operating a vehicle outside of the trip’s approved route.
- Parking a vehicle in an unauthorized location; unless the location has been pre-approved.
- Shuttling passengers from unauthorized locations.
- NOT staying together with other department vehicles in route to the same location (i.e. Touch the Earth Ski Trip).
- NOT reporting major maintenance issues.
- NOT reporting damage incurred on the vehicle during the trip.
- Using a cell phone/2 way radio while operating the vehicle.
- Operating a vehicle with more than 10 passengers.
- Operating a vehicle with storage on top of the van (i.e. roof rack storage).
- Operating a vehicle for more than 4 consecutive hours.
- Operating a vehicle with an attached trailer without being documented as trailer certified.
- Operating a vehicle with pets inside that are NOT providing assistance to disable users.
- Transporting non-registered trip participants.
- Reported to a department contact about the safety of their driving abilities (i.e. participant email notice).
- Striking a fixed object (i.e. parking deck bollard pole).
- Confiscating or improperly using Vehicle’s Parking Pass.
- NOT buckled for a significant amount of time.
- Documented for a possible accident rule violation.

**Major Infraction: Driving privileges terminated indefinitely pending review. This includes but not limited to:**

- A repeat violation of an intermediate infraction.
- A total number of minor & intermediate infractions exceeded.
- Traveling 15 mph over the posted speed limit for a significant amount of time.
- Traveling 20 mph over the posted speed limit at any time during the trip.
- Traveling at 85 mph or more at any time during a trip.
- At fault for any vehicular collision.
- Personally responsible for any traffic citation while in operation of a department vehicle.
- Operating a vehicle with possession/consumption of alcohol
- Operating a vehicle with consumption of tobacco
- Fraudulently using the vehicle fuel card.
- Unauthorized driver operating a department vehicle.

**Appeals**

Once the Sport Clubs Coordinator cites a driver for a listed infraction, the driver will be notified of the violation and the designated penalty. For minor infractions, the violation will rotate off the driver’s record once a year has passed since the violation date. Once a driver is issued a notice, they may appeal the ruling. The driver must submit the appeal in writing within five business days of the notification from the Sport Clubs Coordinator. The written appeal is to be directed to the Assistant Director of Recreational Services, Intramural Sports. The written appeal should include: the reason of the appeal, the desired outcome, and supporting evidence or documents. Once the appeal is submitted, please allow 3-5 days for the Assistant Director to review and follow-up with the driver concerning the determination of the appeal. Please note the determination of the appeal can be reduced and/or elevated.