

RESOLUTION 2017-1

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL APPROVING
A DRIVING POLICY FOR THE TOWN OF EATONVILLE**

WHEREAS, Association of Washington Cities Risk Management Service Agency (AWC RMSA) provides liability coverage to the Town of Eatonville; and

WHEREAS, in order to provide consistent administrative practices for members, reduce property and liability losses, membership in the AWC RMSA requires it's members to comply with the Member Standards as adopted by the RMSA Board of Directors; and

WHEREAS, managing those who drive Town of Eatonville vehicles is in the best interest of the Town and helps to reduce claims and damage to vehicles; and

WHEREAS, AWC RMSA recommends the loss prevention techniques and criteria that are in the Town of Eatonville Driving Policy; and

WHEREAS, the Finance Committee recommends approval of the policy; now, therefore,

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON, HEREBY
RESOLVES AS FOLLOWS:**

THAT: The Town of Eatonville Driving Policy is approved in the form attached hereto as Exhibit A.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 13th day of March 2017.

Mike Schaub, Mayor

ATTEST:

Kathy Linnemeyer, Town Clerk

Town of Eatonville Driving Policy

This policy applies to all employees, elected and appointed officials, and volunteers when driving vehicles owned by the Town of Eatonville, or their personal vehicle in performance of Town of Eatonville related business. Driving vehicles owned by the Town of Eatonville requires that all drivers shall meet the following criteria.

1. All drivers are required to follow the traffic laws of the State of Washington, or, if out of state, the traffic laws of that state.
2. All municipality-owned vehicles shall be operated by a driver who is at least 18 years old. The driver must also have at least 2 years driving experience before being permitted to operate municipal vehicles.
3. Every driver shall present a valid driver's license, which is of adequate classification to meet state law. A photocopy of the license will be maintained in the employee's personnel file. Upon expiration/renewal of the driver's license, the driver shall be required to present the new license for copy and filing.
4. All drivers will immediately notify their supervisor if any of the following changes occur in the driver's record: Suspended or revoked license, change from "Acceptable" status to "Borderline" or "Poor", change from "Borderline" to "Poor".
5. All drivers shall meet the driving record standards per attached table. Drivers will be screened at least every three years, utilizing this standard. No one whose Motor Vehicle Record (MVR) grading is "Poor" shall drive a municipality-owned vehicle, or personal vehicle on municipality business until that grading is upgraded to at least "Borderline."
6. Every driver shall complete and pass a Defensive/Distracted Driving Training at least once every 3 years.
7. Supervisors are responsible for providing training on the safe and correct operation of unusual vehicles such as 15-passenger vans, public works vehicles (other than pick-up trucks or cars), any vehicle towing a trailer, or other unique vehicles.
8. Drivers of emergency vehicles shall pass an approved Emergency Vehicle Operator Course (EVOC), or Emergency Vehicle Incident Prevention Course (EVIP) before operating emergency vehicles in the emergency mode.
9. Failure to follow this policy may result in disciplinary action including but not limited to a restriction on driving municipal owned vehicles, suspension, demotion or termination.

I have read the policy, understand the policy and agree to follow the policy.

Name: _____

Signature: _____

Date: _____

Eatonville Acceptable Driver Record Criteria

Number of violations (last 3 Years)	Number of at-fault accidents (last 3 years)			
	0	1	2	3
0	Acceptable	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

Major violations

To have been found guilty of any one of the following including:

- Driving under the influence of alcohol/marijuana, or drugs
- Failure to stop/report an accident
- Reckless driving/speeding
- Driving while impaired/distracted
- Homicide, manslaughter or assault arising out the use of a vehicle
- Making a false accident report
- Driving with a suspended/revoked license
- Driving without insurance
- Attempting to elude a law enforcement officer

Minor violations

Any moving violation other than a major violation including:

- Speeding (less than 10 mph over the posted speed limit)
- Failure to obey a traffic control device
- Using a wireless communication device in violation of RCW 46.61.667
- Driving while distracted
- Driving with a suspended/revoked registration
- Driving an unregistered vehicle

The following will not count against the driver as a violation:

- Motor vehicle equipment, load or size requirements
- Improper failure to display license plates
- Failure to sign or display registration
- Failure to have driver's license in possession (if valid license exists)
- A non-moving violation in which the driver has been charged with an infraction such as parking violation