

# Memorandum



CITY OF DALLAS

DATE June 1, 2018

Honorable Members of the Government Performance & Financial Management  
TO Committee: Jennifer S. Gates (Chair), Scott Griggs (Vice Chair), Sandy Greyson,  
Lee M. Kleinman, Philip T. Kingston, Tennell Atkins, Kevin Felder

SUBJECT **Driver Safety Program**

On Monday, June 4, 2018, the Office of Risk Management will brief the Government Performance & Financial Management Committee on the Driver Safety Program. I have attached the briefing for your review.

Please let me know if you need additional information.

  
M. Elizabeth Reich  
Chief Financial Officer

## Attachment

c: Honorable Members of the City Council  
T.C. Broadnax, City Manager  
Larry Casto, City Attorney  
Craig D. Kinton, City Auditor  
Billerae Johnson, City Secretary  
Daniel F. Solis, Administrative Judge  
Kimberly Bizer Tolbert, Chief of Staff to the City Manager  
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager  
Joey Zapata, Assistant City Manager  
Jo M. (Jody) Puckett, Assistant City Manager (Interim)  
Nadia Chandler Hardy, Chief of Community Services  
Raquel Favela, Chief of Economic Development & Neighborhood Services  
Theresa O'Donnell, Chief of Resilience  
Directors and Assistant Directors

# Driver Safety Program

Government Performance  
& Financial Management

June 4, 2018

Elizabeth Reich, CFO  
Zeronda Smith, Director,  
Office of Risk Management



**City of Dallas**

# Presentation Overview

- Background
- Purpose
- Progress Update
- Options Under Review

# Background

- June 2017 - Office of Risk Management (ORM) briefed BF&A committee on the City's auto incident activity
- Discussed administrative directives, personnel, technology and incentive options to help reduce the City's auto incident and claim activity

# Purpose

- Provide Updates
  - Administrative Directives
  - Personnel Needs
  - Technology Solutions
  - Incentive & Awards Program
- Provide Updated Claim Activity Stats

# AD 3-3 Driver Safety

Section	Effective FY 2010 (OLD)	Effective FY 2018 (NEW)
Definitions	Used terms “collision” and “incidents”	All vehicle or equipment events are now referred to as “incidents”
The Police Department	Respond to all service requests regarding collisions or incidents involving City equipment	<p>Respond to all service requests regarding incidents involving City equipment in which someone involved in the incident has claimed to have suffered an injury as a result of the incident or calls from citizens in accordance with the Police Department’s rules and procedures</p> <p>Dispatch Incident Investigator to the scene of every incident involving City equipment to conduct an incident investigation and complete an incident reporting packet</p>

# AD 3-3 Driver Safety

Section	Effective FY 2010 (OLD)	Effective FY 2018 (NEW)
Classifying Preventability and Assigning Points	<p>Collision Classification Point Table – Point could be assessed up to 4 points per collision</p> <p>6 types of classifications</p>	<p>Now it is the “Incident Classification” – Points can be assessed up to 3 points per incident</p> <p>4 types of classifications</p>
Disciplinary Action	<p>Disciplinary Action Table – is recommended and departments “may” follow it</p> <p># of collisions was not a factor in the disciplinary action table</p> <p>Employees who have accumulated seven or more points should be removed from driving status</p>	<p>Now referred to as “Minimum Disciplinary Action Table”</p> <p><b>Mandatory minimum</b> disciplinary actions</p> <p># of incidents is now factored into the disciplinary action</p> <p>4 points or greater, employee will also be removed from driving status for a minimum of six months, and cannot begin driving again until the employee has received remedial training and been cleared to resume driving</p>



# AD 3-49 Drug and Alcohol Testing of Applicants and Employees

Section	Effective FY 2010 (OLD)	Effective FY 2018 (NEW)
Sections 5, 6, 7 & *	Addresses 2 classification of employees and procedures group by sections	Clearly divides AD into 3 classification of employees and with specific procedures to follow: <ol style="list-style-type: none"> <li>1) <b>Non-Safety Sensitive</b>,</li> <li>2) <b>Non-DOT Safety Sensitive</b></li> <li>3) <b>DOT-Safety Sensitive</b></li> </ol>
Section 9	Employees may be discharged for reporting for work or remaining on duty while having an <b>alcohol concentration of 0.04 or greater</b>	Lowered the alcohol concentration to <b>0.02 or greater</b> to reflect DOT regulation
New Section	n/a	Added a new <b>Self-Reporting</b> section for employees and supervisors



# Personnel

- New Unit – Incident Investigations
- Lessen the burden on DPD investigating City equipment-related incidents
- Centralized DPD and DFR City equipment incident reviews (independent reviews)
- Staffing
  - 1 Incident Investigation Manager
  - 3 Incident Investigators
  - 6 Safety Specialists to DPD and DFR incident review committee
  - Salaries - \$592,500

# Technology Solutions and Incentive/Awards Program

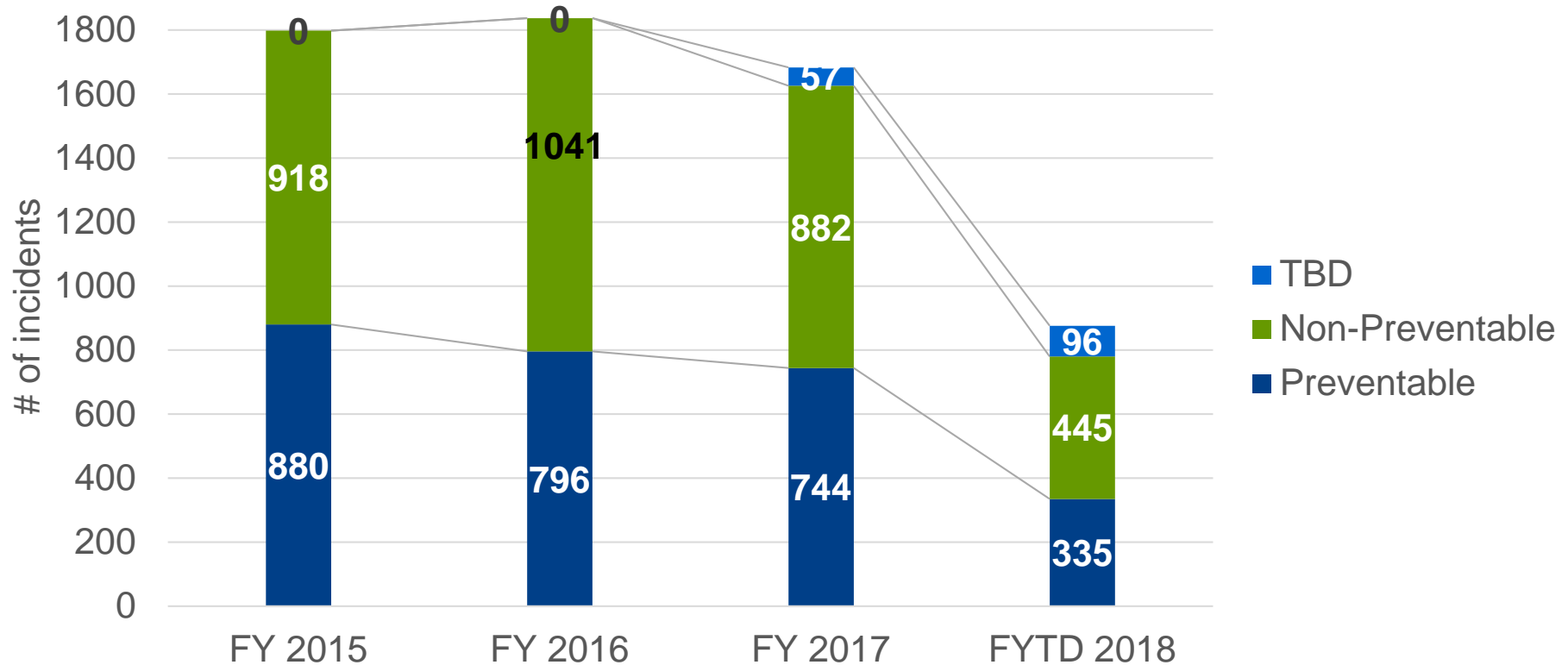
Solution/Program	Annual Cost	Recommended Procurement Method	# of Responses
Intersection Emitters (Signal Pre-Emption)	\$4,324,723	Houston-Galveston Area Council (HGAC) contract	1
Onboard Monitoring System for 3,442 vehicles	\$3,090,916	U.S. General Services Administration (GSA) contract or formal RFP process	1
Simulator Training	\$239,500	Formal RFP process	2
Incentive/Awards	TBD	Formal RFP Process	n/a
<b>TOTAL</b>	<b>\$7,655,139</b>		

# City Equipment Incidents Cost

Type	FY17	FY18 YTD
Commercial Shop Repairs	\$2,162,180	\$319,098
3 <sup>rd</sup> Party Auto Claims	\$1,043,767	\$566,271
Workers' Comp Claims	\$1,014,282	\$163,170
Totaled Out Vehicles	\$5,735,209	\$138,046
In-house Parts	\$253,270	\$20,673
In-house Labor	\$155,442	\$4,432
Appraisals	\$136,492	\$11,973
Towing	\$3,869	\$13,003
Rental	Not available	Not available
<b>TOTAL</b>	<b>\$7,270,305</b>	<b>\$1,236,666</b>
<b>*Replacement Cost</b>	<b>\$5,735,209</b>	<b>\$384,300</b>

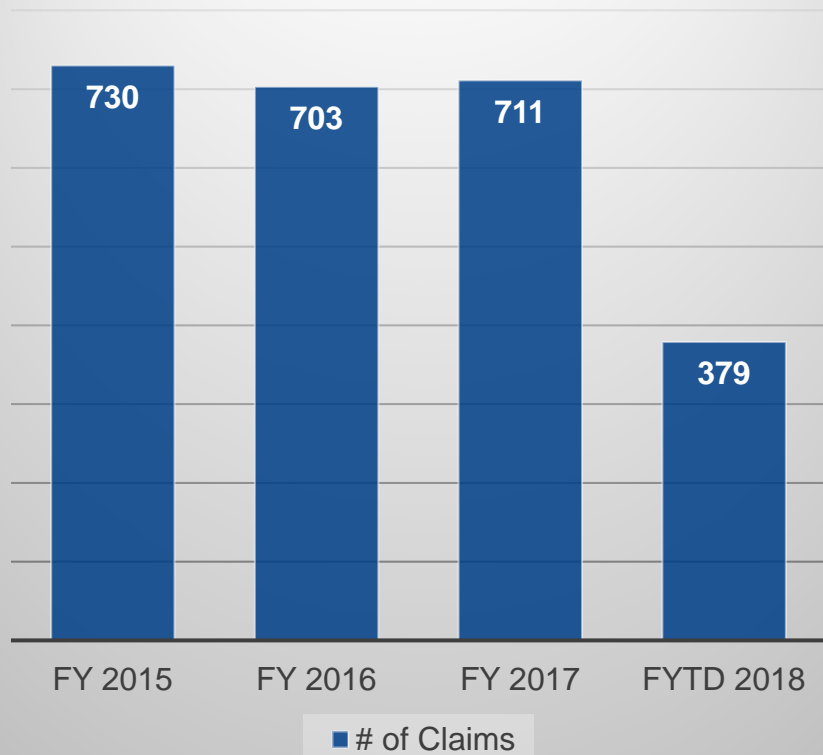
# Preventable and Non-Preventable

Incidents as of 04/30/18

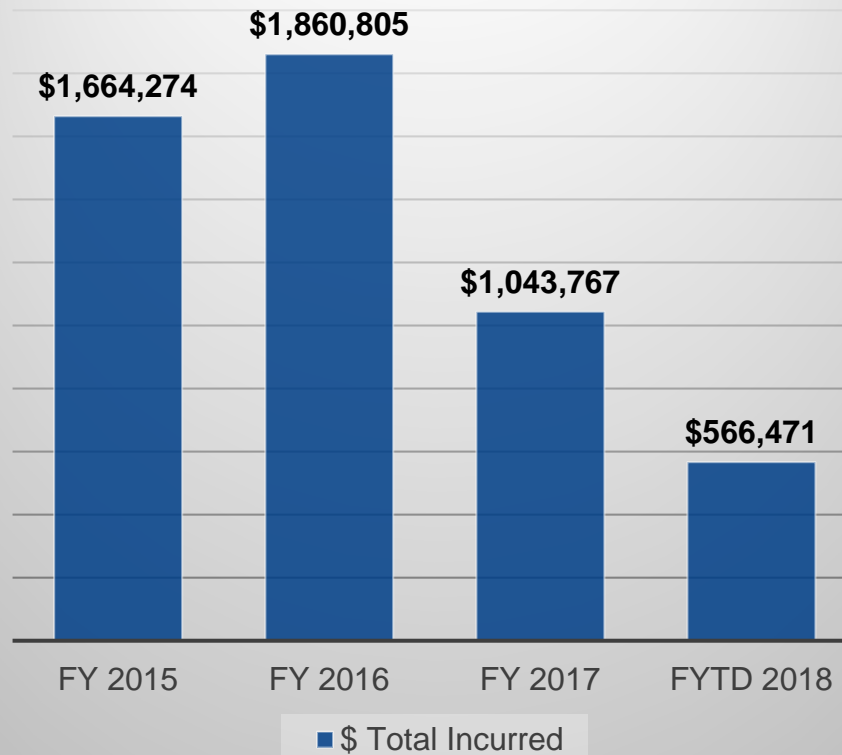


# Liability Claims – Valued as 04/30/18

## # of Claims

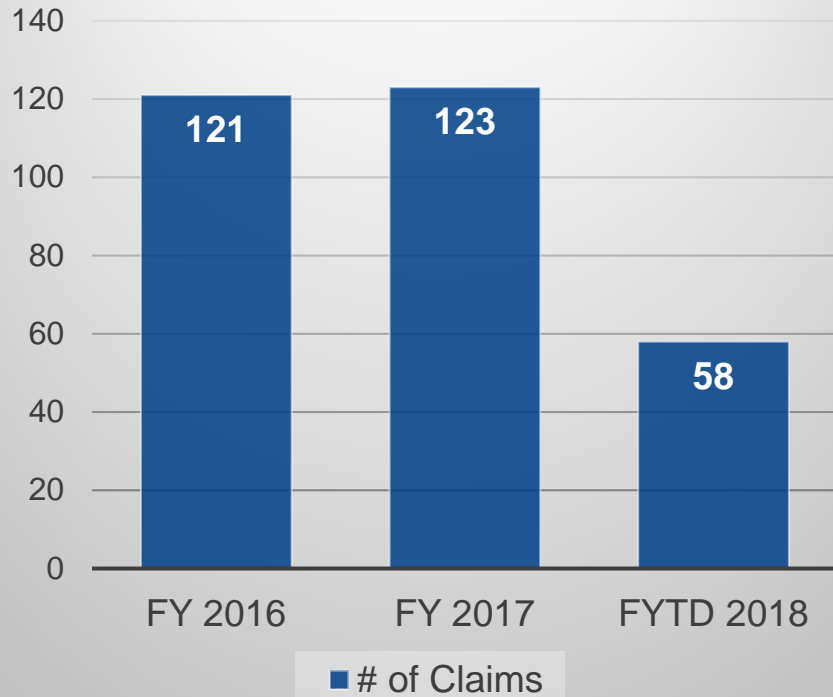


## \$ Total Incurred

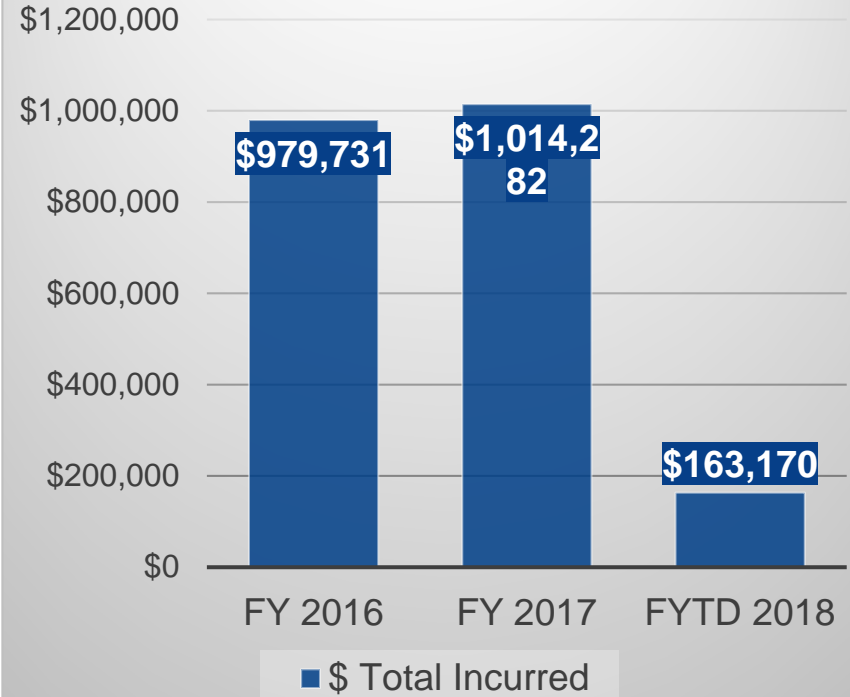


# Work Comp Claims from City Equipment Incidents-Valued as of 4/30/2018

## # of Claims



## \$ Total Incurred



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