



PERSONNEL POLICIES AND PROCEDURES

SECTION 900

Safety and Health

Table of Contents

Policy Statement 901

Safety Commitment 902

Cardinal Rules of Safety 903

Organizational Safety Recognition 904

Injury Reporting..... 905

On-the-Job Injury Review/Injury Repeater Program 906

Safety Committee 907

No Policy for this Section 908

No Policy for this Section 909

No Policy for this Section 910

No Policy for this Section 911

No Policy for this Section 912

No Policy for this Section 913

No Policy for this Section 914

Prescription Safety Eyewear Subsidy..... 915

No Policy for this Section 916

No Policy for this Section 917

No Policy for this Section 918

No Policy for this Section 919

No Policy for this Section 920

Electrical Safety 921

No Policy for this Section 922

No Policy for this Section 923

No Policy for this Section 924

No Policy for this Section 925

No Policy for this Section 926

No Policy for this Section 927

No Policy for this Section 928

No Policy for this Section 929

| | |
|---|-----|
| No Policy for this Section | 930 |
| No Policy for this Section | 931 |
| No Policy for this Section | 932 |
| No Policy for this Section | 933 |
| No Policy for this Section | 934 |
| No Policy for this Section | 935 |
| No Policy for this Section | 936 |
| No Policy for this Section | 937 |
| No Policy for this Section | 938 |
| No Policy for this Section | 939 |
| No Policy for this Section | 940 |
| No Policy for this Section | 941 |
| No Policy for this Section | 942 |
| No Policy for this Section | 943 |
| No Policy for this Section | 944 |
| No Policy for this Section | 945 |
| No Policy for this Section | 946 |
| No Policy for this Section | 947 |
| No Policy for this Section | 948 |
| No Policy for this Section | 949 |
| No Policy for this Section | 950 |
| No Policy for this Section | 951 |
| No Policy for this Section | 952 |
| No Policy for this Section | 953 |
| No Policy for this Section | 954 |
| No Policy for this Section | 955 |
| No Policy for this Section | 956 |
| No Policy for this Section | 957 |
| No Policy for this Section | 958 |
| No Policy for this Section | 959 |
| No Policy for this Section | 960 |
| Driver's Licensing and Collision and Incident | 961 |
| No Policy for this Section | 962 |
| No Policy for this Section | 963 |
| No Policy for this Section | 964 |
| Seatbelt Usage In/On City Vehicles/Equipment..... | 965 |
| Distracted Driving/Equipment Operation | 966 |

SECTION 900. SAFETY AND HEALTH

901. Policy Statement

- .1 The City of Tulsa is an organization committed to safe working conditions, safe behaviors and safety excellence in everything we do. The purpose of these policies is to assist in the prevention of accidents, illnesses and injuries by establishing programs and procedures by which to conduct work and protect employees, contractors, customers and the community we serve in the City of Tulsa.
- .2 Safety excellence will be achieved through leadership commitment, the continual development of the safety and health programs, learning and communications, employee empowerment, safety processes and systems, accountability, employee safety award/recognition and the continual measurement for improvement of all the elements within the safety and health program.
- .3 Programs and procedures in these policies are considered minimum standards to follow for safe operations. All policies contained within this policy supersede any policies or procedures located within any other document. Compliance with all requirements established in these policies is mandatory.
- .4 These policies do not attempt to address every situation that may arise in the workplace. However, when combined with good judgment, common sense and knowledge, employees, supervisors and managers can work together to provide the safest possible work environment for the employees of the City of Tulsa.

902. Safety Commitment

The safety and health of employees, contractors, vendors and citizens will also be the City of Tulsa's most important core value. As a result of this commitment, employees can have the following expectations:

- .1 City of Tulsa leaders are committed to keeping employees safe at work, as well as home.
- .2 City of Tulsa management will lead employees in every aspect of our safety improvement process.
- .3 All employees will be given the knowledge and skills necessary to safely perform their jobs.
- .4 All employees in our organization share in the responsibility of practicing and being safe, regardless of any situation.
- .5 All City of Tulsa employees are responsible for preventing and reducing workplace injuries, illnesses and accidents, regardless of any situation.

903. Cardinal Rules of Safety

The health and safety of employees is both a management and individual responsibility. Every action must be performed with a focus on health and safety. The cardinal rules of safety are of utmost importance in laying the foundation for a safe workplace and cannot be compromised. Any breach of the following rules by any employee will result in a pre-termination hearing being conducted to determine the appropriate disciplinary action to be taken, up to and including termination.

- .1 Failure to wear a seatbelt.
- .2 Knowingly operating a City vehicle without a valid, applicable State license.
- .3 Willfully or intentionally circumventing a safety device or policy or failure to wear personal protection as required.
- .4 Distracted driving/texting while driving.
- .5 Knowingly putting yourself, another employee or any other person in imminent danger or knowingly failing to protect the public.
- .6 Failure to report an on-duty accident or injury incident or failure to cooperate and be truthful in a safety investigation
- .7 Failure to prepare safety related documentation.
- .8 Willfully or intentionally failing to enforce safety policies and violations.

904. Organizational Safety Recognition Policy

.1 Purpose

- .11 The City of Tulsa understands the importance of recognizing safe behaviors to continually improve the safety culture of the organization. The Safety Recognition Policy's purpose is to establish programing to recognize City of Tulsa employees and work groups demonstrating safety excellence in accordance with the City's safety and health vision. This policy allows for the recognition of non-city individuals and organizations having assisted the City of Tulsa achieve safety excellence in accordance with the City's safety and health vision.

.2 Overview

- .21 With the approval and guidance of the City of Tulsa's Safety Oversight Committee, the City of Tulsa will establish and maintain a branded safety recognition program. The program will be implemented in all departments and shall have processes for the recognition of individual and group awarding. The program shall have an immediate recognition component and an

organizational-wide recognition component. The program shall be designed to be efficient and remain cost effective in order to continually maintain the safety recognition programming. The safety recognition program shall include processes for program branding, recognition, and the distribution of recognition. The program shall always keep the spirit of being City of Tulsa safety recognition rather than a departmental recognition. Safety recognition programming shall be administered by City departments to allow for employee recognition by management (i.e. directors, managers, supervisors) in all sworn and non-sworn City of Tulsa departments. These individuals are the appropriate bodies to recognize the safe actions or behaviors of their employees.

.3 Recognition Process

- .31 Individuals and/or work groups who demonstrate safety excellence beyond expected safety performance through either safe actions, behaviors, ideas, innovations, leadership, modeling, or mentoring are eligible for recognition.
- .32 When an employee or work group demonstrates safety excellence per the definition in 904.3.31, a supervisor witnessing the behavior should complete the Certificate of Recognition online, print it, and award it to intended employee.
- .33 The awarding supervisor is responsible for recognizing the recipient(s) in front of their peers in a manner that they see fit for their department, as close to the safe action earning the recognition as possible.
- .34 The awarding supervisor/manager should complete a synopsis of the action that earned the recognition and submit that synopsis to the Safety Oversight Committee as a nominee for higher organizational recognition.
- .35 Notice of the recognition should be forwarded by the awarding department to the Safety Manager in Human Resources for tracking purposes.
- .36 The Safety Oversight Committee will review those recipients periodically, for higher organizational recognition.

.4 Safety Recognition Guidelines

- .41 Supervisors, managers and other City staff are encouraged to bring creativity within the policy and program guidelines, as safety risks vary among the city work groups.
- .42 In addition to a Safety Certificate of Recognition, other meaningful items deemed appropriate by the department, approved by the Safety Oversight Committee and appropriately branded (if necessary) can be presented/awarded, examples include but not limited to; hats, pins, plaques, luncheons, gift cards, etc.

- .43 All items associated with the recognition program shall be approved by the Safety Oversight Committee and be appropriately branded by or through approval of the City of Tulsa Communications Department.
- .44 Any manager, supervisor or other employee of the City of Tulsa can nominate an employee for a safety recognition award.
- .45 Any employee that nominates a fellow employee must submit, by email or in person, the nominee's name and the circumstances which resulted in the nomination, to the employee's manager or supervisor.

.5 Certificate of Recognition

- .51 A branded safety recognition certificate designed to represent the City of Tulsa Safety Recognition Program shall be used by all City Departments and a template located on the City's intranet. The certificate shall remain unchanged according to current program branding. Any changes to certificates must be approved by the Safety Oversight Committee

.6 Organization Wide Recognition

- .61 The Safety Oversight Committee will periodically review safety recognition recipients for an organizational-wide recognition. The organizational-wide recognition awarding will be by the Mayor and will be featured with a synopsis of their safe contribution to the City with a personal bio in City of Tulsa newsletters as well as other social media outlets managed by the City of Tulsa Communication Department.

.7 Recognition of Non City Contributors

- .71 Recognition can be given to individuals and organizations that have assisted the City in the pursuit of safety excellence. These individuals and organizations have shown dedication to improving the City of Tulsa's safety culture through the sharing of ideas, mentorship, processes, promotion, and training. Nominations in this category shall be submitted to the Safety Oversight Committee for approval. Nominations shall include a synopsis of how the individual or organization earned the recognition
- .72 Recognition shall be in the form of the current branded program Certificate of Recognition. Any other means or forms of recognition shall be approved by the Safety Oversight Committee.

905. Injury Reporting

Definitions:

Atmosphere Problem: means that one or more toxic or flammable gases has exceeded the maximum allowed by OSHA or that oxygen levels have gone above or below allowable limits set by OSHA.

Documentation: means written or electronic verification that an event has transpired, including relevant details.

Distracted Driving: means operating equipment or a motor vehicle while engaged in an activity not directly related to the actual operation of the equipment or motor vehicle, to the point of creating a dangerous situation.

Employment: means while “on the clock” or while engaged in activities related to their employment with the City of Tulsa.

First Aid: means treatment provided by anyone other than a licensed medical professional for an injury or illness provided.

Hazard Mitigation: means the elimination of a hazard or potential hazard.

Immediate: means without delay or when safe to do so

Imminent Danger: means that injury or death is likely or certain to occur.

Incident: means an event or a series of related events that causes an injury.

Injury: means violence to the physical structure of the body and such disease or infection as may naturally result, which arises out of and in the course of employment if such employment was the major cause of the specific injury or illness.

Injury Hotline: means the toll free number for the service contracted by the City of Tulsa for reporting injuries.

Life or Limb Emergency: means any medical condition that could result in loss of life, loss of a body appendage, disfigurement, or permanent loss or impairment of any normal body function.

Medical Treatment: means treatment provided by a licensed medical professional for an injury or illness.

Near Miss: means that an event or events occurred in which an accident or injury was narrowly avoided.

Personal Protection: means Personal Protective Equipment (PPE).

Subject Matter Expert: means a person who is an expert in a particular area or topic.

When any employee has been injured in the course of employment with the City of Tulsa, it is important the safety and well being of the employee is addressed and the injury is properly reported and investigated. Responsibility for this lies with employees, supervisors and managers. In the event of an injury, the following steps should be taken.

.1 Safety Staff Notification

- .11 Safety and Health Section staff shall be notified immediately by an exempt supervisor via telephone when either a fatal injury occurs or any injury serious enough to require an employee's admission to a hospital. Additionally, the Safety Staff shall immediately receive notice of any injury or near miss arising from an excavation collapse, confined entry procedure atmosphere problem or fall from a height of more than six (6) feet which could place employees in imminent danger.
- .12 Based on the initial phone contact information, the Safety and Health personnel will decide whether an additional job-site or other investigation will be performed by Safety in addition to the departmental investigation. Safety staff may be reached through dispatch at 918-586-6999.

.2 Employee's Responsibility

- .21 Employees are encouraged to treat injuries which occur in the course of employment with the City with First Aid when possible.
- .22 For any injury which occurs in the course of employment with the City, the employee should report the injury to the Injury Hotline at 1-877-461-7671 within twenty-four (24) hours of the time of injury.
- .23 When any employee has been injured in the course of employment with the City regardless of the extent, he should report the injury immediately to their exempt supervisor. If their exempt supervisor is unavailable, the employee shall report the injury to any exempt supervisor available.
- .24 If medical treatment beyond First Aid is needed the employee should be taken to City Medical or OSU Medical ER if after hours. If the supervisor believes the employee is in need of medical treatment, the employee is required to participate. Refusal to do so will be addressed through the disciplinary process.
- .25 At no time should employees personally arrange medical treatment from the City Physician. Employees should take with them a Consent of Treatment Form (TUL 4538) completed and signed by their exempt supervisor, or have their exempt supervisor make arrangements as described in 905.32

- .26 When an injury or incident occurs which requires medical treatment other than First Aid, employees will be required to take part in the injury investigation process to discuss the reasons for the injury and how it could be avoided in the future. The injury investigation process shall take place before the employee returns to work.

.3 Supervisor's Responsibility

- .31 If the employee has declined medical treatment for their injury, but the supervisor determines through observation that the employee is in need of medical treatment, the supervisor shall ensure the employee received sufficient initial medical treatment. The supervisor shall not refuse the employee's right to seek medical treatment.
- .32 If medical treatment is necessary the supervisor shall send the employee to City Medical. The employee should be sent to City Medical with Consent of Treatment Form (TUL 4538) completed and signed by an exempt supervisor. In instances when a supervisor is not able to complete the form (such as an urgent need for treatment or responding from a field location), a phone call or e-mail to City Medical would be sufficient to authorize treatment. An employee will not be seen at City Medical without proper authorization unless the City Physician determines there is an urgent need for immediate medical treatment. If the City Physician is not available and if emergency treatment is required, the employee should be taken to OSU Medical Center Emergency Room.
- .33 If a life or limb emergency occurs, the employee shall be transported to the nearest emergency medical facility. It is the responsibility of the supervisor to ensure that the City Physician is notified of such treatment immediately. The supervisor or manager should accompany or meet the employee at the medical treatment facility to ensure the employee receives care.
- .34 The supervisor shall report the injury to the Injury Hotline on behalf of the employee when the employee is unable to call the Injury Hotline within 24 hours of the time of the injury.
- .35 It is imperative the Safety and Health Section of the Human Resources Department be notified by the supervisor immediately as directed within 905.1. This will ensure a complete investigation is performed and OSHA reporting procedures are followed.
- .36 When an injury occurs which requires medical treatment beyond First Aid, the supervisor will conduct an initial investigation using the 905A Supervisor Initial Injury Form. If the employee's supervisor is not available, another supervisor or manager should conduct the initial investigation. The initial investigation should include a site visit of where the injury occurred. The 905A Form should be completed and submitted to the employee's Division/Section Manager within twenty-four (24) hours of the reported injury.

- .37 In most situations, the Injury Investigation Team will meet to perform a complete injury investigation process using the 905B Injury Investigation Report Form and implement hazard mitigations within 72 hours of the reported injury. The Injury Investigation Team should consist of the Department Head, Division/Section Manager, the employee's exempt Supervisor and the injured employee. If needed, a representative from the Safety and Health Section and subject matter expert deemed necessary can join the Injury Investigation Team. In instances where medical treatment is immediately necessary, the supervisor should arrange such a meeting with the employee at the earliest possible time the employee is able to attend and/or participate in the meeting. Every effort should be made to meet with the employee within 72 hours of the injury should the employee be taken off work. In all instances, this meeting shall take place before the employee returns to work. Any supervisor who allows an employee to return to work before the Injury Investigation process takes place will be subject to disciplinary action.
- .38 The 905B Form shall be signed by all individuals who participate in the investigation and electronically submitted to the Safety Data Analyst. The Department should retain a copy of the form and also provide a copy to the employee. The 905B Form should be given to the Division/Section Safety Committee for review/auditing and a communication to all employee about the hazard and hazard mitigations taken.
- .39 The Job Hazard Analysis Form (JHA) for the task involved in the injury shall be completed electronically and submitted for review for the Safety Data Analyst. The Division/Section shall maintain a copy of the JHA Form.
- .4 Manager's Responsibility
- .41 Managers should ensure an injury investigation is completed and the 905A Supervisor Initial Injury Form is initiated within twenty-four (24) hours.
- .42 Managers should participate with the Injury Investigation Team. A Manager may fill in for a Supervisor or Department Head on the Injury Investigation Team, but should not substitute for both simultaneously.
- .43 Managers should sign the 905B Injury Investigation Report Form indicating their participation in the investigation.
- .5 Department Head's Responsibility
- .51 Department Heads shall understand and endorse the Injury Investigation Process. Department Heads shall establish an after-hours reporting procedure for their department. Department Heads shall ensure all employees are trained and made aware of the normal injury reporting procedures, including after-hours procedures.

- .52 Department Heads shall participate in completing the Injury Investigation process established in this policy. If a Department Head is not able to attend or participate due to absence, a designated individual should participate on his behalf. Department Heads will sign the form noting their attendance and participation in this investigation.
- .53 Department Heads shall ensure electronic records of reported injuries are retained for trending and auditing purposes.
- .54 Department Heads shall provide support and positive leadership to enforce the safety mission of the City.

906. On-the-Job Injury Review/Injury Repeater Program

.1 Policy Statement

In order to aid in the reduction and severity of on-the-job injuries, all departments are required to establish a management level injury review process for the review of all work related personal injuries within specific departmental work units.

Additionally, all departments will establish an Injury Repeater Program administered by management and subject to review by the Safety and Health Division or Human Resources, in accordance with this policy.

.2 Purpose and Scope

- .21 The purpose of the injury review process is to review injury investigations, evaluate process performance, identify trends and monitor hazard mitigation follow through. Communication of findings to other areas within the department is also included in this process.
- .22 The purpose of the Injury Repeater Program is to identify employees with repeat injuries and design an injury prevention program specifically directed at injury repeaters by focusing all available safety and health resources at determining and correcting previous issues.
- .23 This policy will apply to all non-sworn employees within the City of Tulsa, excluding the Police and Fire Departments. Sworn employees will be subject to similar review through their department policies.

.3 Definitions

- .31 Injury Repeater means an employee who has sustained two or more OSHA recordable injuries in the prior thirty-six month period. Report Only injuries (including exposures) as well as near misses will be reviewed during the injury review process and considered when designing the injury prevention program.

- .32 Injury Repeater/Prevention program is a program designed to improve the employee's safety performance during the established timeframe.
- .33 OSHA Recordable Injury means any injury which results in medical treatment beyond first aid, results in lost time from work, or restricted work assignment.
- .34 Report Only Injury is any reported injury (including exposure) that does not result in any lost time from work, restriction of duties, or medical treatment.

.4 Injury Review Process

- .41 The injury Review team members will be appointed at discretion of the department head or designee.
- .42 The injury review process will be held monthly.
- .43 A written summary of the review will be created and copies distributed to the appropriate supervisors, the employee, the employee's personal work unit file as well as the Safety Data Analyst within Human Resources. A composite file of all injury review summaries will be maintained by the manager for review by Safety and Health personnel and department heads.

.5 Injury Repeater/Prevention Program

- .51 The Division/Section Manager will determine if an employee should be placed in the Injury Repeater/Prevention Program according to the definitions found within Section 906.3.
- .52 An employee's manager and supervisor and Safety and Health staff representative will meet and design an injury prevention program and establish an abatement time frame specifically for an employee who qualifies as an injury repeater.
- .53 The employee's injury prevention program will be documented and copies provided to the department head, to the employee, to the Safety and Health Section representative, and to the employee's file.
- .54 An employee's prevention program may consist of one or more of the following actions:
 - .541 A work method review/evaluation of the employee.
 - .542 A physical evaluation to be performed by City Medical, which could include a fitness for duty evaluation.
 - .543 Retraining in basic job skills.
 - .544 Specific safety training; i.e., lifting, use of chemicals, etc.

- .545 Scheduled supervisory follow-up.
- .546 Strength building or work hardening programs (must be approved by City Medical)
- .547 Referral to the Employee Assistance Program
- .548 Requirement that the employee conduct special safety training sessions (safety tailgate training sessions for field employees) related to preventing similar injuries.
- .55 The manager and the supervisor, with assistance from a Safety and Health staff representative, will meet periodically during the abatement program to review the employee's progress and the need for changes or adjustments to the program or actions set forth to improve safety performance.
- .56 Failure of the employee to improve safety performance during the injury repeater/prevention program may result in disciplinary action up to and including termination.

907. Safety Committee

Purpose:

In accordance with the City of Tulsa's commitment to safety, each department/division will be responsible for establishing a health and safety committee. The safety committee will provide leadership in the development, implementation, education and involvement in workplace safety.

Each department is responsible for determining the number of safety committees needed at a department/division level, giving consideration to the particular size of their department and ability to appropriately address safety needs. Appendix A-E are meant to serve as suggested guidelines, rather than an extension of policy:

Scope:

- .1 The safety committee will be established with the following objectives:
 - .11 To maintain and enhance employee interest in health and safety issues.
 - .12 To help ensure managers, supervisors and employees are aware that they are primarily responsible for the prevention of workplace accidents.
 - .13 To provide an opportunity for the free discussion of health and safety issues and possible solutions.
 - .14 To reduce the risk of workplace injuries and illness.

- .15 To inform, educate, train management and employees about health and safety issues.
 - .16 To assist with the City's safety excellence recognition programming.
- .2 All safety committees, in order to be effective, will do the following:
- .21 Develop committee goals and bylaws to define the specific functions of the committee.
 - .22 Define all duties and responsibilities of committee members.
 - .23 Members shall include representation from different levels and areas of the particular department/division.
 - .231 Selecting committee members shall be determined through volunteering or recruitment by Management and Non-Management.
 - .24 Meet monthly, a total of 12 meetings per calendar year.
 - .25 Make committee member attendance mandatory.
 - .26 Maintain a committee size of no less than 4 members.
 - .27 Record minutes that summarize the issues discussed, propose actions to be taken, personnel responsible to follow-up on each item. Minutes shall be published and provided to all employees. Distribution of the minutes is to be prior to the next meeting to allow for corrections to be addressed.
 - .28 Committees shall provide a means to receive suggestions and input of safety issues from all employees. The committee shall provide the employee with the option to be identified or remain anonymous when submitting information.
 - .29 Determine a specific day and time the committee will regularly meet and follow a set agenda.
- .3 Management Responsibilities:
- .31 Management shall monitor the committee to ensure it meets the set goals.
 - .32 Management shall support the committee to ensure all employees understand the commitment to safety.
 - .33 Management shall provide timely review, feedback, and appropriate implementation of committee recommendations/decisions.

- .34 Management shall determine the number of safety committees needed at a department/division level.
- .4 All division safety committees will report issues to the department safety committee/and staff on a regular basis.
- .5 Terms of service for committee members and rotation of elected officers may be determined on an individual committee basis.
- .6 The committee will determine the need for sub-committees
 - .61 Sub-committees can be formed with committee members or non-committee members or a combination of both.
- .7 The committee shall review its progress annually (see Appendix).
- .8 The safety committee will assist in the development and administration of the City's safety recognition programming.
- .9 Definitions:
 - .91 Safety Committee: A safety and health committee is a group that aids and advises both management and employees about matters of safety and health pertaining to plant or work site operation.
 - .92 Sub-Committee: A short term subdivision of the main safety committee organized for a specific purpose or task, reporting its findings back to the main committee representatives. Members may be comprised of City of Tulsa employees and/or non-City of Tulsa employees that are experts on the subject.
- 908. There is no policy that corresponds with this section number.
- 909. There is no policy that corresponds with this section number.
- 910. There is no policy that corresponds with this section number.
- 911. There is no policy that corresponds with this section number.
- 912. There is no policy that corresponds with this section number.
- 913. There is no policy that corresponds with this section number.
- 914. There is no policy that corresponds with this section number.
- 915. Prescription Safety Eyewear Subsidy
 - .1 Prescription safety eyewear for employees shall meet the requirements and specifications set forth in the American National Standard for Occupational and

Educational Personal Eye and Face Protection Device, (ANSI) Z87.1-2010 and CFR 1910.133 or CFR 1926.102.

- .11 Prescription safety eyewear frames will be high impact, tight fitting, plastic only (no wire frames), integrated side shields, non-electrical conducting and the lenses will be made of poly carbonate.
- .2 Safety eyewear shall be worn in accordance with each Department's safety policies or as specified in the Job Hazard Analysis.
- .3 PPE and other safety requirements should be defined in other more job specific policies such as the Job Hazard Analysis.
- .4 Purchasing Requirements
 - .41 An authorization form must be completed and signed by authorized personnel (department head or his designee) and supplied to the vendor at the time of purchase.
 - .42 One pair of subsidized prescription safety eyewear per year will be used as a basic guideline. Any deviation from this guideline shall be at the discretion of the department head and based on employee eyewear needs.
 - .43 New employees will need to wear safety eyewear over their personal prescription lenses until they are able to purchase safety prescription lenses.
- .5 Costs and Payment
 - .51 The subsidy is \$100.00 per pair.
 - .52 Any employee approved for prescription safety eyewear shall have the option of using payroll deduction for their share of the cost. The deduction will be made in two consecutive months from the second monthly paycheck. The amount deducted in each of the two checks shall amount to 50% of the employee's cost.
 - .53 If an employee desires not to use payroll deduction their portion will be paid at the time of the purchase. Any eyewear in addition to the subsidized pair cannot be payroll deducted.
 - .54 Should a probationary employee terminate for any reason before three months, reimbursement of the \$100.00 subsidy shall be made to the City of Tulsa.
 - .55 Employees shall be permitted to purchase extra prescription safety eyewear, without subsidy, at those prices quoted to the City of Tulsa.

- .56 The departments will forward to Auditing a list of requests for payroll deduction showing the amount to be deducted from the second paycheck for two consecutive months.
- .57 Vision correction and eye health exams will not be covered under this policy, so there will be no reimbursements from the City for these services. Employees must obtain an eye glass prescription from their personal eye doctor or the vendor's eye doctor prior to ordering safety eyewear.

.6 Authorized Vendors (see Appendix 915 A)

- 916. There is no policy that corresponds with this section number.
- 917. There is no policy that corresponds with this section number.
- 918. There is no policy that corresponds with this section number.
- 919. There is no policy that corresponds with this section number.
- 920. There is no policy that corresponds with this section number.
- 921. There is no policy that corresponds with this section number.
- 922. There is no policy that corresponds with this section number.
- 923. There is no policy that corresponds with this section number.
- 924. There is no policy that corresponds with this section number.
- 925. There is no policy that corresponds with this section number.
- 926. There is no policy that corresponds with this section number.
- 927. There is no policy that corresponds with this section number.
- 928. There is no policy that corresponds with this section number.
- 916. There is no policy that corresponds with this section number.
- 929. There is no policy that corresponds with this section number.
- 930. There is no policy that corresponds with this section number.
- 931. There is no policy that corresponds with this section number.
- 932. There is no policy that corresponds with this section number.
- 933. There is no policy that corresponds with this section number.

934. There is no policy that corresponds with this section number.
935. There is no policy that corresponds with this section number.
936. There is no policy that corresponds with this section number.
937. There is no policy that corresponds with this section number.
938. There is no policy that corresponds with this section number.
939. There is no policy that corresponds with this section number.
940. There is no policy that corresponds with this section number.
941. There is no policy that corresponds with this section number.
942. There is no policy that corresponds with this section number.
943. There is no policy that corresponds with this section number.
944. There is no policy that corresponds with this section number.
945. There is no policy that corresponds with this section number.
946. There is no policy that corresponds with this section number.
947. There is no policy that corresponds with this section number.
948. There is no policy that corresponds with this section number.
949. There is no policy that corresponds with this section number.
950. There is no policy that corresponds with this section number.
951. There is no policy that corresponds with this section number.
952. There is no policy that corresponds with this section number.
953. There is no policy that corresponds with this section number.
954. There is no policy that corresponds with this section number.
955. There is no policy that corresponds with this section number.
956. There is no policy that corresponds with this section number.
957. There is no policy that corresponds with this section number.

958. There is no policy that corresponds with this section number.
959. There is no policy that corresponds with this section number.
960. There is no policy that corresponds with this section number.
961. Driver's Licensing and Collision and Incident Policy

.1 Purpose

- .11 To provide the guidelines and rules by which employees and other persons may be authorized to operate City vehicles and equipment for the purpose of protecting our employees from injury, our fleet of vehicles and equipment from damage, and to reduce property loss. To provide the guidelines and rules by which to acquire and maintain a City of Tulsa's driver's license.

.2 Who needs a City of Tulsa driver's license

- .22 Any City of Tulsa employee who drives or operates a City vehicle or piece of equipment, or who uses his/her personal vehicle while performing work on behalf of the City of Tulsa, or who operates vehicles leased or utilized by the City of Tulsa. City of Tulsa employees are required to have their City of Tulsa driver's license and their state issued driver's license on their persons at all times when they are operating vehicles or equipment for which a City of Tulsa driver's license is required.

.3 Requirements for obtaining a permanent City of Tulsa driver's license and retaining City of Tulsa Driving Privileges

To obtain, individuals shall:

- .31 Be an employee of the City of Tulsa or be authorized, in writing, by the Safety and Health Manager to operate City vehicles or equipment
- .32 Be able to demonstrate (upon request) the ability to exercise safe driving techniques during the operation of City vehicles and equipment.
- .33 Be free of any physical or mental condition impairing an individual's ability to safely operate vehicles and equipment.
- .34 Have completed the Driver's Orientation and Education class administered by the Safety & Health Section.
- .35 Upon request, provide any relevant information required by the Safety and Health Section for purposes of determining license related issues.

- .36 Hold a valid State of Oklahoma driver's license with full rights and privileges. Failure to notify your section manager of any suspension or revocation of your State of Oklahoma driver's license shall result in disciplinary action by your department and revocation of your City of Tulsa driving privileges by the Collision Review Board.
 - .37 The employee shall notify the Safety and Health Section of Human Resources of any change in his/her Oklahoma Driver's License number.
- .4 Requirements for obtaining a temporary City of Tulsa driver's license
- .41 If all of the requirements for obtaining a permanent City license are met except the Driver's Orientation and Education class, the Safety and Health Section can issue a temporary license upon Department Head approval for a maximum of six months.
 - .42 The Safety and Health Section may also waive the requirement for an Oklahoma driver's license for a specified period of time if the individual has a valid out-of-state driver's license.
 - .43 Temporary COT driver's licenses are obtained at the Safety Training Center.
- .5 Revocation or Suspension of a City of Tulsa driver's license shall occur if:
- .51 The licensee has been evaluated by the City Physician and found to have a physical or mental disability which would impair the safe operation of a vehicle or piece of equipment.
 - .52 The licensee has operated the City vehicles or equipment while impaired by alcohol (.04% or higher based on a breath test or blood alcohol test) or has been reasonably shown to be involved in substance abuse involving illegal or legal drugs.
 - .53 The licensee has demonstrated through an investigation that he/she is no longer a safe and/or careful driver capable of being entrusted with operating City of Tulsa vehicles or pieces of equipment.
 - .54 The licensee has accumulated twelve (12) or more points in a thirty-six (36) month period against his/her City of Tulsa driver's license as the result of collision; or the licensee has accumulated twelve (12) or more points in a twenty-four (24) month period against his/her City of Tulsa driver's license as the result of incidents. (Collision points will be totaled separately from incident points.)
 - .55 The licensee's State of Oklahoma driver's license is suspended or revoked. In such cases of state license revocation, the licensee shall contact his/her exempt supervisor and the Safety and Health Section immediately.

- .56 The employee fails to notify the State Department of Public Safety of any change in his/her home address pursuant to OS §47-6-116.
 - .57 The employee fails to notify the Safety and Health Section of Human Resources immediately of any citations issued while operating a city vehicle. (A copy of Citations shall be forwarded to the Safety and Health Section.)
- .6 Reporting Procedures (non-sworn) for Vehicle and Equipment Collisions or Incidents
(See sections .7 and .8 for procedures for sworn employees)
- .61 Supervisors and employees shall ensure the Safety and Health Section is contacted immediately for an investigation (except Police and Fire Departments) when any employee is involved in a City of Tulsa vehicle/equipment collision or incident which results in property damage and/or bodily injury, regardless of how minor (see 961 Appendix A for reporting instructions)
 - .611 Employees shall remain at the scene of the collision or incident if not injured and shall remain there until the investigation is completed or they have been cleared to leave the scene by the investigator from the Safety and Health section.
 - .612 If the vehicle(s) involved in the collision are obstructing the regular flow of traffic and the city vehicle can be moved and no one is injured in the collision, then the city driver shall make every reasonable effort to remove the obstructing vehicle from the roadway so the regular flow of traffic is not blocked. DO NOT MOVE CITY VEHICLE IF the collision occurred anywhere other than a public traveled street, roadway, or highway.
 - .613 Clear the roadway by pulling off to the nearest agreed to location (emergency pullout, shoulder, off ramp shoulder or parking area).
 - .614 If collision/incident or property damage from a collision/incident or injury from a collision/incident occurs anywhere at any time 24/7, Employees shall follow Department/Division specific reporting procedures to immediately notify the City of Tulsa Sewer Dispatch at 918-586-6999 and report the event for investigation. If police are needed for a non-emergency collision, the City of Tulsa Sewer Dispatch will notify the Tulsa Police Department at 918-596-9222. If emergency responders are needed 911 should always be called first prior to notifying dispatch.
 - .615 Employees shall immediately notify their exempt supervisor.
 - .616 Collisions/incidents involving employees driving their personal vehicles, leased vehicles, or other vehicles while being utilized on behalf of the City of Tulsa shall be reported to the exempt supervisor.

The Safety & Health Section will not normally investigate collisions in personal vehicles. Collisions in City leased or rented vehicles will normally be investigated.

- .62 Employees shall be personally responsible for any traffic violation citation received while operating a city vehicle or piece of equipment and shall immediately notify their exempt supervisor and fax or interoffice a copy of the citation(s) to the Manager of Safety & Health. Failure on the part of the employee to notify his/her exempt supervisor may result in disciplinary action and failure to fax or interoffice a copy of the citation(s) to the Safety and Health Manager may result in loss of driving privileges by the Collision Review Board.
- .63 If an employee or supervisor for an employee fails to properly report a vehicle or equipment collision or incident or receipt of a driving citation, DUI, or revocation or suspension of the Oklahoma Driver's license, the Collision Review Board will request in writing that the department head hold a disciplinary review for those individuals. The department head shall provide the results of the pre-action or pre-termination hearing to the Collision Review Board prior to the next scheduled meeting. (A copy of Citations shall be forwarded to the Safety and Health Section.)
- .64 Managers and supervisors shall ensure their employees understand the collision/incident reporting procedure and that they maintain the collisions reporting information cards in their vehicles. (See 961 Appendix A) Cards can be obtained from the Safety and Health Section.

.7 Fire Department Vehicle Accident Collisions Reporting Procedures

- .71 The Tulsa Fire Department shall, at the conclusion of each monthly meeting, forward on to the Human Resources, Safety & Health Manager, the results of that meeting in the following format so that a city wide collision database can be maintained.

.711 Name of Employee, OK Driver's License # or last four digits of ss#, Date of collision Decision of the ARB, Reason for the decision.

Example: John Doe, 080112451, 10/26/06 minor incident, failure to allow adequate clearance.

.8 Police Department Vehicle Collision Reporting Procedures

- .81 The Tulsa Police Department shall, at the conclusion of each monthly meeting, forward on to the Human Resources, Safety & Health Manager, the results of that meeting in the following format so that a city wide collision database can be maintained.

- .811 Name of Employee, OK Driver's License # or last four digits of ss#, Date of collision, Decision of the ARB, Reason for the decision.

Example: John Doe, 080112451, 10/26/06, minor incident, failure to allow adequate clearance.

.9 Collision Review Committee (CRC) Policy and Procedure

- .91 All collision recommendations and determinations affecting fault/no fault decisions shall be made with reference to defensive driving techniques and collision prevention practices.
- .92 The Human Resources Department Safety and Health staff, along with a representative from the employee's department, with input from union representatives in attendance, shall make an initial determination of fault/no fault and improper driving action. The Safety and Health Section staff and the department representative shall be the voting members of this committee. The Safety and Health Manager or designee shall chair the Collision Review Committee; and shall inform the employee of the CRC's decisions through his/her Section Manager for non-sworn employees or through the appropriate Chief for Police and Fire Department employees. The Safety and Health Manager shall forward this written notification to the appropriate department with ten (10) working days after the date of the Collision Review Committee's decision; and shall forward to the Collision Review Board initial decisions made by the Review Committee and all instances of employees' failures to properly report their collisions.
- .93 The CRC shall make determinations based upon defensive driving techniques, a review of the Safety and Health Section's investigation reports, Police investigation reports, and any department investigation reports.
- .94 Employees shall have ten (10) working days to request, in writing, a reconsideration hearing by the Collision Review Board. This written notification of a request for reconsideration shall be submitted to the Safety and Health Manager by indicating on the "Employee Driving Record" form letter his/her desire to have reconsideration by checking next to the "yes" box of "Does the employee request reconsideration?"
- .95 If employee requests reconsideration, no disciplinary action is to be taken by the department pending the reconsideration decision by the CRB.

.10 Collision Review Board (CRB) Policy and Procedure

- .101 The Collision Review Board (CRB) shall consist of three (3) voting members for all non-labor and trades employees; the Safety and Health Manager of the City of Tulsa or designee, the City Attorney of the City of Tulsa or designee, and an upper management representative (Section Manager or above) from the employee's non-sworn department; or a sworn management

representative (Major or above) from the Police Department; or a sworn management representative (an Assistant Chief or above) from the Fire Department. The CRB shall consist of four (4) voting members for all employees in the Labor and Trades classification; the same three (3) members as listed above, and one representative from AFSCME. Representatives from unions and the Safety and Health staff, and the initial Collision Review Committee shall be invited to provide input and discussion prior to voting. The Safety and Health Manager of the City of Tulsa or designee shall chair the Collision Review Board.

- .102 The CRB agenda shall consist of reconsiderations requested by employees, a review of any driver's state or city license suspensions and/or revocations, and other special program cases.
- .103 The CRB will hold one (1) regular meeting each month and such special meetings as may be necessary upon request of the Chair.
- .104 Two (2) voting members shall constitute a quorum and a majority vote of any such quorum shall be decisive for all non-Labor and Trades employees. For employees in the Labor and Trades classification three (3) voting members shall constitute a quorum and a majority vote of any such quorum shall be decisive. In the case of a tie, the most senior level member of the Safety & Health staff not sitting on the regular voting board shall cast their vote to break the tie.
- .105 The Safety and Health Manager shall notify the employee in writing within ten (10) working days of the CRB's decision.
- .106 The CRB shall administer and maintain the Collision Review Board Safety Record Point System.
- .11 Collision Review Board Driving Record Point System
 - .111 The driving record point system which is utilized by the CRB does not constitute any form of discipline. Its purpose is to track the driving performance of employees entrusted with operation of City vehicles and equipment and to consistently evaluate whether the issued City driver's license should be revoked, suspended or reinstated and to determine if the employee needs remedial training.
 - .112 If an employee accumulates twelve (12) or more points in a thirty-six (36) month period as the result of collisions, or twelve (12) or more points in a twenty-four (24) month period as the result of incidents, his/her driving/operating privileges shall be suspended by the CRB for six (6) months first occurrence and twelve (12) months second occurrence. The Collision Review board shall also establish any appropriate restrictions which may be imposed as a condition for reinstatement at the end of the license suspension term.

- .113 Employees shall receive written notification of the Collision Review Committee's decision pertaining to their collision/incident. Employees shall sign a copy of the "Employee Driving Record" form and return that signed copy to the Safety and Health Manager. If an employee wants reconsideration of the Review Committee's determination he/she has ten (10) working days to notify the CRB of his/her desire. The employee shall check the yes box on the "Employee Driving Record" form that asks if he/she wants a reconsideration, sign and date the form and return it to the Safety and Health Manager.
- .114 Upon receipt of any timely presented request for reconsideration, the Safety and Health Manager shall place such requests on the agenda of the next regular CRB meeting and shall notify the employee concerning the place and time when the Review Board will meet to permit the employee's attendance.
- .115 Any employee aggrieved by the final decision of the Collision Review Board, as affirmed or modified at reconsideration hearing, shall have the right to appeal the CRB's decision through the grievance procedure set forth in the Personnel Policies and Procedures Manual or collective bargaining agreement as appropriate for the employee's classification.

.12 Definitions applicable to driving record point system

At Fault Collision/Incident: Includes the following categories: chargeable collision, preventable collision, preventable incident, minor collision, minor incident, and driving violation.

Chargeable Collision: The action(s) of the driver was/were the primary cause of the accident when viewed with regard to the application of proper defensive driving techniques.

Minor Collision/Incident: The action(s) of the driver was/were not flagrant or excessive and the damage was very minor as determined by the review process. Generally, for this category to be considered the damage must be validated in writing by proper authority to be less than one thousand, two hundred dollars.

Non-chargeable Collision: The action(s) of the driver was/were not the primary cause of the collision.

Non-chargeable Incident: The action(s) of the driver/operator was/were not the primary cause of the incident and did not contribute to its occurrence.

Operating Violation: Negligent operation of City vehicles/equipment while in the care, custody and control of the operator (moving and non-moving) and/or a police citation is issued. Points assessed for Operating Violations will be recorded into either the Collision or Incident category depending on the location of the violating event.

Preventable Collision: The Action(s) of the driver was/were not the primary cause of the accident, but did contribute to its occurrence by failure to apply proper defensive driving techniques.

Preventable Incident: The action(s) of the driver/operator could have prevented the incident from occurring if proper operation techniques had been utilized.

Report of Damage: The vehicle or piece of equipment was properly secured and not being operated when damage was sustained.

.13 Point Structure by Category

| Computer Class | Category | Points |
|----------------|--------------------------|--------|
| 01 | Chargeable Collision | 4 |
| 02 | Preventable Collision | 3 |
| 03 | Preventable Incident | 2 |
| 04 | Operating Violation | 2 |
| 05 | Non-Chargeable Collision | 0 |
| 06 | Non-Chargeable Incident | 0 |
| 07 | Report of Damage | 0 |
| 08 | Minor Collision | 2 |
| 09 | Minor Incident | 1 |

.131 Failure to report shall add one point to the total number of points awarded for a specific accident collision or incident. This does not preclude the Department from taking additional disciplinary action.

.14 Department Administrative Review

.141 When the CRB becomes aware of collisions not being properly reported, an employee leaving the scene of an collision/incident, the first or second loss of a state driver's license, an employee making any false representation to secure or maintain a City of Tulsa driver's license for any reason, or of an employee failing to properly notify his/her department and the Safety and Health section of the suspension/revocation of his/her state driver's license, a letter explaining the problem will be forwarded to the department head for departmental action.

.142 Employees in positions whose essential tasks require driving, who suffer an initial loss or unacceptable modification, as determined by the Collision Review Board, of their City and State driver's license for a period of six (6) months or less shall be recommended for review by the department. Review should include the effect of the loss/suspended license on the ability to perform essential job functions. The employee's department shall take further appropriate action taking into consideration the employee's total City driving record and employment record. Any case involving drug or alcohol abuse in the loss of his/her state or City driver's license shall include mandatory participation in the EAP.

- .143 Employees in positions whose essential tasks require driving who suffer a second loss or unacceptable modification of their City and/or state driver's license in any five (5) year period or who lose either license in excess of six (6) months, shall be scheduled for a pre-termination hearing. Review should include the effect of the loss/suspended license on the ability to perform essential job functions.
- .144 Employees in positions whose essential tasks do not require driving but are required to possess a state and City driver's license and who suffer a loss of either license inhibiting their duty of driving a city vehicle, shall have the individual circumstances reviewed by their department.

Such department review shall take into consideration the employee's total City driving record and employment record. Any case involving drug or alcohol abuse in the loss of an employee's state of City driver's license shall include mandatory participation in the EAP.

- .145 Any action taken by the department will be provided in writing to the CRB and will be forwarded for review by the Management Safety Committee.

.15 Special Safety Training for Drivers/Operators

- .151 Managers and supervisors shall track their employees' driving records and observe operators' habits to determine unsafe practices. When safety training and/or testing appears appropriate, the supervisor and/or manager shall contact the Safety and Health Section.
- .152 The Safety and Health Section shall monitor employees' driving records. Those employees with six (6) or more points on their COT driving record or a COT driving record history that substantiates driving problems are subject to evaluation and enrolled in Safety and Health Section Remedial Defensive Driving Program.

.16 Collision Repeaters Program

- .161 Any employee suffering two (2) at fault collisions, or accumulating eight (8) accident collision points within any three (3) year period shall be reviewed through collision repeaters process which shall be managed by departmental supervision. Any employee suffering two (2) at fault incidents, or accumulating eight (8) incident points within any two (2) year period shall be reviewed through collision repeaters process which shall be managed by departmental supervision. Collision repeater category employees shall meet with the Division Head (Section Manager in Public Works), the first line supervisor, and a representative from the Safety and Health Section to discuss and review the circumstances of their accidents collisions or incidents, and methods of ensuring the problems leading to those occurrences are identified and corrected.

- .162 Documentation of the Collision Repeater Program session by the department shall be maintained in each employee's departmental personnel file for future reference and Safety & Health Staff audit purposes. Corrective steps to be considered by department management in reference to Collision Repeater employees may include the following:

Defensive Driving Program Attendance
 Internal Driver/Operator Testing
 Internal Driver/Operator Retraining
 Employee Assistance Program
 Medical Examination
 Safety and Health Driver/Operator Assessment Program

.17 Corrective Actions

- .171 Normally, employees who suffer an initial accident collision or incident, which is deemed to fall within the "at fault" categories, shall be reviewed by the department for appropriate corrective action.
- .172. Normally, employees accumulating six (6) or more points within a two (2) year period shall be scheduled for a pre-action hearing in addition to being included in the Collision Repeaters Program.
- .173 Employees in positions whose essential tasks require driving a City vehicle who accumulate twelve (12) or more points within a twenty-four (24) month period shall be scheduled for a pre-termination hearing.
- .174. The progressive corrective steps provided in .171 through .173 above to address Collision Repeater category employees shall not preclude the department's right or obligation to effect immediate and higher level corrective action as determined appropriate through pre-action or pre-termination processes where it has been reasonably determined the employee's or supervisor's actions involved rules violations, gross negligence or willful damage.

.18 Policy Standards

- .181 Nothing within this policy shall restrict or modify the policy provisions of Safety Policy 109, Drug and Alcohol Testing Provisions.

962. There is no policy that corresponds with this section number.

963. There is no policy that corresponds with this section number.

964. There is no policy that corresponds with this section number.

965. Seatbelt Usage In/On City Vehicles/Equipment

.1 Policy Statements

Operators and passengers of vehicles/equipment being operated on behalf of the City of Tulsa shall be required to use seatbelts. Regardless of location, a seatbelt shall be worn during the operation of any motor vehicle or equipment that has been equipped with a seatbelt.

.2 Purpose

To enhance and protect the lives and safety of its employee, and to reduce the losses in work hours and productivity resulting from injuries from vehicle/equipment accidents, and in order to better serve its employees and the citizens of the City of Tulsa.

.3 Program Administration

.31 The administration of the seatbelt use program shall be the responsibility of the Safety and Health Section of the Human Resources Department.

.32 The Safety and Health Section of the Human Resources Department will prepare seatbelt use educational programs for employees and will assist departments with seatbelt use education and training sessions.

.33 Each City department given control of City vehicles/equipment shall be responsible for properly maintaining and/or installing the required seatbelts.

.34 Seatbelts that are not operational shall be grounds for removing a City vehicle or piece of equipment from service temporarily until maintenance, repair or installation has been satisfactorily completed.

.4 Enforcement and Disciplinary Actions

.41 An employee who fails to use the seatbelt during the operation of, or as a passenger in, a vehicle/equipment being operated on behalf of the City of Tulsa shall be considered in violation of Rule #1 Section 903 (Cardinal Rules of Safety) as well as Work Rule 19 Section 411.3 (Performance of Unsafe Work Practice) of the Personnel Policies and Procedures Manual, and disciplinary action of this section shall apply.

.42 An employee not wearing a seatbelt who is injured in an accident/incident during operation of, or as a passenger in a City vehicle/equipment being operated on behalf of the City of Tulsa, will be subject to denial of injury leave.

.5 Police Exemption Guidelines

.51 Whenever a police officer may reasonably anticipate an emergency exit from the police unit, taking into consideration the officer's duty to report his status

on the radio, or to obtain police equipment (i.e. police helmet, safety vest, shotgun) the officer is exempt from the seatbelt usage policy. This would necessitate a decision on the officer's part when to remove the seatbelt within a reasonable distance (normally hundreds of feet from any type of call).

- .52 Operators and police passengers during routine transportation of prisoners may be free from seatbelt restraints if it is felt the person being transported could become violent or combative.

966. Distracted Driving/Equipment Operation

Purpose:

The City of Tulsa values the safety and well-being of all employees. In order to increase employee and public safety and to eliminate unnecessary risks resulting from distracted driving and equipment operations we are implementing this policy.

Scope:

- .1 City of Tulsa employees may not use personal or City-issued cellular telephones (including hands-free cellular phones), mobile electronic data devices or engage in any other type of cognitive, physical, or visual distraction that may cause a driver to become inattentive during the operation of vehicles and equipment.

Use of the above devices is prohibited:

- .11 When employee is operating a vehicle/equipment owned, leased or rented by the City of Tulsa including when the motor vehicle/equipment is on City of Tulsa property.

- .12 When the employee is operating a personal motor vehicle/equipment in connection with City of Tulsa business.

- .2 City employees are required to:

Park in a safe location prior to engaging in use of cell phones and mobile electronic data devices. Equipment operators must stop equipment operations and put equipment into a safe resting or parked position prior to engaging in the use of cell phones and mobile electronic data devices.

- .21 Program electronic navigation devices prior to the operation of vehicles/equipment.

- .3 Violations of this policy will result in:

- .31 A pre-termination hearing to determine the appropriate disciplinary action to be taken, up to and including termination per City of Tulsa Policy 903.

- .4 Emergency Exclusions

- .41 Drivers/Operators may use cellular phones to report a collision or other immediately dangerous life or health situation to emergency responders. If a driver/operator must use such devices to make a call or report an emergency, the driver/ operator should first make all efforts to stop in a protected area, secure the vehicle and then make the call.

- .42 Employees may use electronic mobile data devices while driving/operating during public safety emergency response situations or while conducting City business to abate illegal activity.
- .5 The use of the City's two-way communication radio system while driving/operating is excluded from this policy.
- .6 Management Responsibilities
 - .61 Shall ensure that all employees are informed of this policy, understand and comply with its directive.
 - .62 Shall periodically refresh employees on the contents of this policy.
 - .63 Shall create a plan to communicate with their employees in a way that eliminates distracted driving/operation opportunities.
 - .64 Shall observe employees driving habits and appropriately manage and discipline employees for distracted driving/operation behaviors and non-compliance of this policy.
- .7 Employee Responsibilities
 - .71 Shall comply with this policy as a driver/operator and passenger. Passengers may use mobile communication devices for short term city business and private use while the vehicle or equipment is in operation by another employee. Electronic game playing and personal social media use is not an acceptable use of mobile electronic data devices while working. Passengers are to be attentive co-pilots and not cause distractions to the driver.
 - .72 Shall bring to the attention of management any issues that are causing the non-compliance of this policy.
- .8 Definitions
 - .81 Cognitive Distraction: When a driver/operator's mind becomes unsafely distracted while driving or operating equipment.
 - .82 Physical Distraction: When a driver/operator removes their hands and/or feet off of the controls while driving or operating vehicles/equipment.
 - .83 Visual Distraction: When a driver/operator takes their eyes away from the road or area they are operating in for an unsafe amount of time while driving or operating vehicles/equipment.
 - .84 Mobile Electronic Data Devices: Devices that allow for data communications, data viewing/recording, navigation, and other similar devices.

- .85 Safe Location: Safe areas to park vehicles/equipment in order to perform duties that may cause distractions if performed while driving/operating. These areas can include parking lots, curbside of residential streets or other curbside areas of low speed and low traffic volume locations. Special consideration shall be given to parking in well-lit areas during low light and low visibility situations. Highway shoulders are not considered a safe parking location.