

Driver Incident Evaluation Form

The purpose of this evaluation form is to suggest levels of disciplinary action for drivers who have been involved in traffic accidents involving bodily injury or property damage; observed to be operating a vehicle in a substandard manner, cited for a driving infraction, or otherwise found to be operating a company vehicle in an unsatisfactory, potentially dangerous fashion.

Levels of Disciplinary Action

- Level 1 Dismissal from company employment.
- Level 2 Permanent removal from company driving status
- Level 3 Suspension of company driving status until satisfactory completion of remedial training such as in-house or National Safety Council's Defensive Driving Course, at employee's expense.
- Level 4 Must satisfactorily complete in-house Defensive Driving Course within 30 days of accident/incident.
- Level 5 Corrective counseling/discussion with supervisor. Written report to personnel file/corporate file.

Infraction:	<u>Number of Incidents</u>			
	First	Second	Third	Fourth
DWI / DUI	2	1		
LEAVING THE SCENE OF ACC.	2	1		
SPEEDING (>10 mph over limit)	5	4	3	2
AT-FAULT ACCIDENT; property damage and/or personal injury, plus initial \$750 deductible pmt.	4	3	3	2
RECKLESS DRIVING	3	2	1	
SEAT BELT (failure to wear)	5	4	3	2
SUPERVISOR OBSERVATION (of substandard driving)	5	4	3	2
IMPROPER PASSING	4	4	3	2
MOVING VIOLATION	4	4	3	2
REPORTS OF UNSAFE DRIVING (called in from public)	5	5	4 OR 3	3 OR 2
BACKING ACCIDENTS	4	4	3	2 OR 3