



## ADMINISTRATIVE POLICIES AND PROCEDURES

**Policy:** CDL Safety Incentive Policy  
**Creation Date:** October 11, 2016  
**Revision Date:**  
**Prepared By:** Human Resources Department  
**Approved By:** City Manager  
**Legal Review:** Elizabeth Ruhmann

### I. POLICY:

The City of El Paso ("City") recognizes that a proactive employee safety program can have a positive impact on reducing accidents and injuries, and that acknowledging and rewarding employees for working safely contributes to and reinforces a safety program's success. In this regard, the El Paso City Council, as part of the FY2016 adopted budget, approved the institution of a goal-based safety incentive program for eligible employees, as established herein.

The monetary incentive made available under this program is contingent upon eligible employees being involved in no preventable accidents over a designated period of time.

### II. ELIGIBLE EMPLOYEES:

City employees, excluding employees of Sun Metro and El Paso Water, whose job specifications require a commercial driver's license (CDL) and whose job duties require operation of a commercial motor vehicle for more than 50% of their work time. A non-exhaustive list of eligible job classes follows:

#### AIRPORT – EL PASO INTERNATIONAL

Equipment Operator  
Heavy Equipment Operator

#### ENVIRONMENTAL SERVICES AND CODE ENFORCEMENT

Equipment Operator  
Heavy Equipment Operator  
Solid Waste Truck Driver  
Solid Waste Truck Driver, Lead  
Truck Driver

#### PARKS AND RECREATION

Equipment Operator

#### STREETS AND MAINTENANCE

Equipment Operator  
General Services Lead Worker  
Heavy Equipment Operator  
Truck Driver

### III. DEFINITIONS:

- A. **Commercial driver's license** means a license issued to an individual by a State or other jurisdiction of domicile, in accordance with Department of Transportation (DOT) regulations, which authorizes the individual to operate a class of commercial motor vehicle.
- B. **Commercial motor vehicle** means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle—
- (1) Has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
  - (2) Has a gross vehicle weight rating or gross vehicle weight of 26,001 pounds or more, whichever is greater; or
  - (3) Is designed to transport 16 or more passengers, including the driver; or
  - (4) Is of any size and is used in the transportation of hazardous materials as defined in DOT regulation 49 CFR 383.5.
- C. **Preventable accident** means any accident in which the driver failed to exercise every reasonable precaution to prevent the accident. This is irrespective of whether or not there is property damage or personal injury, the extent of the loss of injury, to whom it occurred and the location of the accident. (Based on National Safety Council Rules)

### IV. PERFORMANCE MEASURES AND INCENTIVE CRITERIA:

- A. **ELIGIBILITY PERIODS.** This program runs over a period of twelve (12) months, divided into four periods ("eligibility periods"). The first eligibility period during which an employee begins participating in the program will be identified as Stage 1, followed by Stages 2, 3 and 4. The eligibility periods are broken down as follows:

September—November  
December—February  
March—May  
June—August


- B. **CRITERIA.** An eligible employee who is not involved in preventable accident during an eligibility period qualifies for the following payments at the end of the respective period:

Stage	Requirements	Payment at end of period
Stage 1	Successful completion of initial eligibility period	\$50
Stage 2	+ Successful completion of Stage 1	\$75
Stage 3	+ Successful completion of Stages 1 and 2	\$100
Stage 4	+ Successful completion of Stages 1, 2 and 3	\$125

- C. **PAYMENTS.** Payments are cumulative in nature after successful completion of each consecutive stage. Failure to maintain eligibility at any stage disqualifies the employee from receiving an incentive payment for that period, and reset the employee to Stage 1.
- i. An eligible employee not involved in a preventable accident during an eligibility period moves to the next stage.
  - ii. An employee who is involved in a preventable accident will be reset to Stage 1 at the start of the next eligibility period.
  - iii. A new employee is eligible to start the program at the beginning of the next eligibility period.
  - iv. Employees who successfully complete four consecutive eligibility periods without a preventable accident will begin the next year's program at Stage 1.
- D. An eligible employee who fails to report an accident in accordance with City policy will be eliminated from the current eligibility quarter and will begin the next eligibility quarter at Stage 1.
- E. Department personnel conducting the accident investigation shall make the determination of preventability.
- F. The determination of whether a vehicle related accident is classified as preventable or not shall be based on National Safety Council (NSC) guidelines. The determination should be made within seven (7) calendar days of becoming aware of the accident.
- G. All department personnel who conduct accident investigations to determine accident preventability shall be trained in NSC guidelines. The Human Resources Department shall make this training available to departments on an ongoing basis.
- H. Departments with eligible employee are responsible for determining which employees are eligible for payment within two (2) pay periods after the end of each eligibility period.

APPROVED BY:

  
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TOMAS GONZALEZ, City Manager

  
\_\_\_\_\_  
Date

