



October 2008

ALL MANAGERS/SUPERVISORS  
BAY-VALLEY DISTRICT

**SUBJECT: Driving Status after Vehicle Accidents**

The recent increase in preventable motor vehicle accidents require preventative measures be taken to reduce the frequency of occurrences. Effective immediately:

Each employee must continue to meet the physical standards required to obtain a state driver's license in the state that has granted the license. Employees have a responsibility to inform their supervisors of any change in physical condition that may adversely impact their driving abilities.

- Management must automatically:
  - Suspend or revoke an employee's driving privileges when a state driver's license is suspended or revoked.
  - Restore an employee's driving privileges when the state driver's license is restored.
- If the suspension or revocation states that the employee may operate a vehicle for employment purposes, then Postal Service driving privileges must not be suspended or revoked automatically.
- When management is considering the suspension, revocation, or re-issuance of an employee's driving privileges based on the on-duty driving record, the conditional suspension or revocation of a state driver's license may be considered in making the final determination.
- When a state driver's license is reinstated, the employee must provide documentation to that effect.

When an employee is involved in a motor vehicle accident:

- There are no provisions for the automatic suspension of an employee's driving privilege based on the fact that the employee was involved in a vehicle accident.
- The individual circumstances surrounding each accident are assessed at the time of the accident to determine whether a temporary suspension of driving privileges is warranted.
- The supervisor must consider whether public safety or the employee's safety will be jeopardized if the employee is allowed to continue driving.
  - The supervisor (and/or other Postal Service managers) must assess factors related to the seriousness of the unsafe driving practice (if any) that contributed to the accident.

## **Temporary Suspension of Driving Privileges:**

If the supervisor cannot make an immediate determination based upon a review of factors, the supervisor may temporarily suspend the employee's driving privileges pending completion of an investigation. Once the investigation is completed, the supervisor can make the decision to suspend, revoke, or reinstate driving privileges.

## **Consideration of Suspension or Revocation of Driving Privileges -**

In certain cases, supervisors (or other officials) must consider (a) suspending or revoking an employee's driving privileges, or (b) taking action based on the driver's on-duty accidents, training record, and Safe Driver Awards.

Supervisors (or other officials) must take action when a Postal Service driver's on-duty driving record indicates one or more of the following:

- Two or more at-fault accidents within a 12-month period.
- Two or more convictions by civil authorities for moving traffic violations within a 12-month period.
- Repeated violation of Postal Service driving regulations or safe driving practices, rules, and regulations after being warned or instructed.
- Total disregard for his or her own personal safety.
- Total disregard for the safety of others.
- Supervisor's determination that retaining the employee on duty could result in:
  - Damage to Postal Service property.
  - Loss of mail or funds.

## **Reassignment -**

When the driving privileges of a career bargaining unit employee are suspended or revoked, refer to article 29 of the applicable collective bargaining agreement to determine whether rights or obligations exist concerning reassignment to non-driving duties.

If you have questions, please contact Manager, Safety at (510) 874-8400.

Kim R. Fernandez  
District Manager

Cc: DM Directs