

Driver Training Plan

January 2024

Purpose

The Driver Training Plan was implemented to respond to the City Auditor's recommendation that policies and procedures be established identifying which employees should take drivers' training at the Sacramento Regional Driver Training Facility (SRDTF), also commonly known as Emergency Vehicle Operations Course (EVOOC), or an alternative comparable driver safety training, such as Smith System, and a reasonable timeline for completing the training. Driver training is effective in preventing employee injuries as well as mitigating significant financial risk from vehicle operations. The plan applies to all employees who drive on City Business, regardless of the vehicle being driven (e.g., personal vehicle, rental, motor pool, etc.).

Driver Classifications

Sworn Public Safety* – high risk drivers due to emergency response operations

Non-Sworn/Civilian Commercial – moderate risk drivers due to operation of heavy/commercial vehicles

Non-Sworn/Civilian, Light Vehicle, Frequent – moderate risk drivers due to operation of a city or personal vehicle at least once per week on City business

Non-Sworn/Civilian, Light Vehicle, Infrequent – low risk drivers due to occasional operation of a personal or city vehicle on City business

Non-driver – classification does not require a CA driver's license and employee does not drive for City business at any time

Training Requirements

Sworn Public Safety Drivers

- Emergency vehicle operations training completed in recruit academies
- Fire – 8 hours at SRDTF every two years
- Police – 10 hours at SRDTF every two years
- At least one online training class via Acumen following any chargeable collision

Non-Sworn/Civilian Commercial Drivers

- Online training via Acumen to be completed within the first 30 calendar days of employment

- 4 hours commercial vehicle placement training at SRDTF or an alternative comparable driver safety training within six months of employment
- 4 hours commercial vehicle placement training at SRDTF or an alternative comparable driver safety training every three years
- At least one online training class via Acumen following any chargeable collision

Non-Sworn/Civilian, Light Vehicle, Frequent Drivers

- Online training via Acumen to be completed within the first 30 calendar days of employment
- SRDTF or an alternative comparable driver safety training within first year of employment
- SRDTF or an alternative comparable driver safety training every five years
- At least one online training class via Acumen or an alternative comparable driver safety training following any chargeable collision

Non-Sworn/Civilian, Light Vehicle, Infrequent Drivers

- Online training via Acumen to be completed within the first 30 calendar days of employment
- Online training via Acumen refresher every five (5) years
- At least one online training class via Acumen or an alternative comparable driver safety training following any chargeable collision

Non-driver

- No training required per the plan

Procedures

Fire and Police Training Division staff will manage training for all sworn positions.

Departments will assign staff to identify driver classifications for each non-sworn/civilian position, and assign initial online training to new hires and current employees who have not completed SRDTF or an alternative comparable driver safety training within the prescribed time frames. Initial online training will include defensive driving, safe backing, and distracted driving modules. Course topics of the specific modules are included later in the plan. Completion of all three topics is expected to take about two (2) hours.

Risk Management staff will assist departments to establish a training calendar and work with departments to enroll non-sworn/civilian commercial and frequent drivers in classes at SRDTF or an alternative comparable driver safety training.

Risk Management staff will monitor training completions and provide reports on compliance with driver training requirements.

Cancellations must be made two weeks in advance of scheduled training dates at SRDTF or departments will be charged for the value of the vacant spot at the current rate. Rates are established each calendar year based on the actual cost of operations in the prior year.

Exceptions to these charges may be approved by Risk Management staff if the cancellation is due to an emergency, an unforeseen illness or injury, or if the vacancy can be filled by another employee who needs driver training. HR Administration fiscal staff will process charge backs for no-shows at SRDTF identified by Risk Management staff.

Employees who are unable to attend their assigned driver training must notify their supervisor as soon as reasonably practicable.

Approved by the Vehicle Review Committee – September 28, 2023

* This designation includes SPD - Community Service Officers (CSO) and SFD Fire Reserves.

Acumen courses to be completed during the first 30 calendar days of employment:

Course name: Driving Safer, Driving Smarter (49 minutes)

Course code: COS_EHS_SSRR_A21_713.1

Course Name: Safe Vehicle Backing (27 minutes)

Course code: COS_EHS_SSRR_A21_714

Course Name: Distracted Driving – *Distracted Driving 2.0* (19 minutes)

Course code: COS_EHS_SSRR_A21_718

Supersedes:

Driver Training Plan (June 2021, March 2018)