

Administrative Directive 3-3

SUBJECT: DRIVER & EQUIPMENT SAFETY PROGRAM

1. PURPOSE

The purpose of this Directive is:

- 1.1 To minimize the risk of loss to the City from Incidents involving City employees by ensuring that employees are qualified and trained to safely operate City Equipment;
- 1.2 To reduce the number of City Equipment Incidents to a minimum;
- 1.3 To comply with all federal, state, and local laws;
- 1.4 To prescribe procedures to be followed in the event employees are involved in an Incident while operating City Equipment;
- 1.5 To establish guidelines for Incident investigations and reporting; and
- 1.6 To define responsibilities and accountability under the Driver and Equipment Safety Program.

2. SCOPE

This Directive is applicable to all City of Dallas employees and reserve police officers. This Directive supersedes all departmental procedures that conflict with this Directive; however, departments may have rules in place that are more stringent than the standards set forth in this Directive.

3. DEFINITIONS

- 3.1 City Equipment is an apparatus, vehicle, or machine that is:
 - 3.1.1 Owned by, leased, rented, loaned, or donated to the City, and which is driven, ridden, operated or controlled by an employee or reserve police officer; or
 - 3.1.2 Privately owned vehicles driven by an employee or reserve police officer in the course and scope of City business.
- 3.2 City Driver is an employee or reserve police officer who is required to drive in the course of the employee or reserve police officer's work for the City. City Drivers include Primary Drivers and Secondary Drivers.

- 3.2.1 Primary Drivers are employees or reserve police officers whose Essential Job Functions:
- 3.2.1.1 Require the employee or reserve police officer to routinely drive as a function of the employee or reserve police officer's job duties;
 - 3.2.1.2 Require the employee or reserve police officer to maintain a CDL to perform the employee or reserve police officer's job duties; or
 - 3.2.1.3 Authorize the employee or reserve police officer to store City Equipment at the employee or reserve police officer's home.
- 3.2.2 Secondary Drivers are employees or reserve police officers who may occasionally operate City Equipment even though driving is not an essential function of the employee or the reserve police officer's job. A department director may require Secondary Drivers to meet additional requirements to meet the operational needs of the department.
- 3.3 Commercial Driver's License (CDL) is a Class A, Class B, or Class C CDL, as defined by Tex. Transp. Code § 522.041.
- 3.4 Conviction is a final adjudication of guilt by a court of competent jurisdiction upon a verdict of guilty or a plea of guilty or "nolo contendere." Deferred adjudication is not considered a Conviction for purposes of this Directive.
- 3.5 Essential Job Functions are, for purposes of this Directive:
- 3.5.1 Duties required of an employee's position, which the employee spends a significant amount of time performing; and
 - 3.5.2 Duties required of an employee's position that accomplish the needs of the department, even though the duties may account for only a small amount of the employee's time.
- 3.6 Incident is an event in which City Equipment:
- 3.6.1 Comes into contact with a person, vehicle, or other object, resulting in injury to a person or damage to property. This definition includes instances in which cargo or objects fall from City Equipment resulting in injury to a person or damage to property.
 - 3.6.2 Sustains damage from vandalism, acts of nature, or unavoidable road hazards.

- 3.6.3 Sustains superficial damage from unforeseen or uncontrollable hazards that are not caused by the employee's inattention, faulty driving, evasive maneuvers, or violations of state traffic laws.
- 3.6.4 Sustains damage or causes damage to another vehicle while in the act of utilizing push bumpers to push a vehicle from the roadway. In the interest of public safety, employees of the Dallas Police Department and Dallas Fire-Rescue Department are not required to get authorization before using proper equipment with push bumpers to push a vehicle from the roadway in accordance with the department's rules and procedures. City employees operating City Equipment not designed with push bumpers shall get authorization from their supervisor prior to pushing a vehicle with City Equipment from the roadway.
- 3.6.5 Incidents will be classified as either a Preventable Incident or a Non-Preventable Incident:
- 3.6.5.1 Preventable Incident is an Incident in which the employee operating or responsible for the City Equipment:
- 3.6.5.1.1 Fails to take reasonable action that could have avoided or prevented the Incident;
- 3.6.5.1.2 Commits a violation of a City or departmental policy, rule, or procedure, which contributed to the incident; or
- 3.6.5.1.3 Commits a Moving Violation, regardless of whether the employee receives a traffic citation for the Moving Violation.
- 3.6.5.2 Non-Preventable Incident is an Incident that occurs despite the fact that the employee operating or responsible for the City Equipment takes all reasonable action to avoid or prevent the Incident. An Incident that falls within any definition of Preventable Incident cannot be a Non-Preventable Incident.
- 3.7 Incident Appeals Board is the body overseen by the Office of Risk Management that is responsible for hearing employees' appeals regarding the Incident Review Committee's preventability classification and/or point assessment related to Incidents in which employees are involved.
- 3.8 Incident Investigator is the person whom the Office of Risk Management dispatches to the scene of an Incident to investigate the Incident.

- 3.9 Incident Review Committee is a body within the Office of Risk Management that makes the initial findings regarding preventability classification and point assessment in connection with all Incidents involving City Equipment.
- 3.10 Medical Provider is the entity hired by the City to conduct medical examinations for pre-placement, driver physicals, drug and alcohol testing and other related and necessary medical testing services.
- 3.11 Minor Damage is small, usually cosmetic, damage to City Equipment. Minor Damage is exemplified by, but is not limited to, small scratches, scrapes, dings, or a cracked headlight/taillight.
- 3.12 Moderate Damage consists of mid-level damage to City Equipment. Moderate Damage is exemplified by, but is not limited to, large dents in the hood, fender, or door of City Equipment, and City Equipment on which doors are unable to be opened.
- 3.13 Moving Violation is any traffic violation classified as a moving violation in the Texas Administrative Code (37 TAC § 15.89(b)).
- 3.14 Non-Drivers are City employees who do not drive during the performance of their official duties for the City for any reason.
- 3.15 Occupational Driver's License is a special license granting the holder of the license limited driving abilities, and is defined in Tex. Transp. Code §§ 521.241 – 521.253.
- 3.16 Remedial Driver Training is any driver training provided by the employee's department or the Office of Risk Management to improve or correct poor driving habits of a City Driver.
- 3.17 Serious Damage is heavy damage to City Equipment. Serious Damage is exemplified by, but is not limited to, broken axel, twisted frames, or instances in which the entire side of a piece of City Equipment has been damaged.

4. RESPONSIBILITIES

4.1 DEPARTMENT DIRECTORS OR THEIR DESIGNEES shall:

- 4.1.1 Ensure departmental compliance with all City and departmental procedures related to driver and equipment safety, including, but not limited to, the Personnel Rules and this Directive.
- 4.1.2 Identify positions within the department for which driving is an Essential Job Function. Classify positions within the department as Primary Drivers, Secondary Drivers, or Non-Drivers. The director or his/her designee shall immediately

notify the Office of Risk Management of changes in a position's driving classification.

- 4.1.3 Designate a member of the department to be the point of contact in assisting the Office of Risk Management with addressing concerns and implementing corrective action plans pertaining to the Driver & Equipment Safety Program.
- 4.1.4 Ensure that applicants and employees have the necessary licensing prior to operating City Equipment. Prior to receiving an assignment to operate City Equipment, an employee must possess the proper license(s) and endorsements for the City Equipment the employee is subject to operating.
- 4.1.5 Prohibit non-City employees (volunteers, work release participants, contractors, etc.) or unauthorized persons from operating City Equipment. The department director or his/her designee may permit the following non-City employees to operate City Equipment in limited circumstances, provided that the non-City employee provides proper insurance, authorization, and certification:
 - 4.1.5.1 Employees from other municipalities being trained by City of Dallas employees;
 - 4.1.5.2 Non-City employees who are training City employees on how to operate new or specific types of equipment;
 - 4.1.5.3 Non-City employees who have a contract with the City to provide repair and maintenance services on City Equipment; and
 - 4.1.5.4 Reserve Police Officers.
- 4.1.6 Prohibit Non-Drivers from operating City Equipment or private equipment (including personal vehicles) in the course and scope of City business. Supervisors shall know which of their employees are classified as Non-Drivers, and shall not allow them to operate City Equipment.
- 4.1.7 Prohibit employees who have lost their driving privileges from driving in any capacity while on duty with the City.
- 4.1.8 Prohibit the following employees with Convictions from operating City Equipment:
 - 4.1.8.1 Employees who have received three Moving Violation Convictions within the preceding twenty-four month period, regardless of whether the Convictions were for conduct on or off the job.

- 4.1.8.2 Employees who have received a drug offense Conviction within the preceding twenty-four month period, regardless of whether the Conviction was for conduct on or off the job.
- 4.1.8.3 Employees who have received a Conviction for driving while intoxicated, regardless of whether the Conviction was for conduct on or off the job.
- 4.1.9 Require the prompt payment of photo enforcement citations/civil fines and parking citations issued to City Equipment. In the event a citation is issued to City Equipment and the Director or his/her designee can determine the operator of the City Equipment at the time the offense occurred, the Director or his/her designee shall identify the operator of the City Equipment, and submit the operator's identity to the Safelight Manager so that the citation may be reissued to the operator in his/her name. Cited employees may be subject to disciplinary action according to the Personnel Rules.
- 4.1.10 Ensure that the department maintains records concerning each employee's (including but not limited to City Drivers') operation of City Equipment.
- 4.1.11 Make recommendations to the Office of Risk Management regarding City employees who should receive safety awards based on the employees' record of operating City Equipment.
- 4.1.12 Ensure that all Primary Drivers attend a pre-approved defensive driving course (DDC) prior to receiving an assignment to drive a City vehicle or a personal vehicle on City business.
- 4.1.12.1 The department director or his/her designee shall ensure that newly hired Primary Drivers receive a DDC certification upon hire.
- 4.1.12.2 The department director or his/her designee shall ensure that Primary Drivers attend a DDC at least once every three years.
- 4.1.12.2 City Drivers who attend a DDC that is not hosted by the City may receive credit for completing the course upon submitting appropriate documentation showing they completed a six to eight-hour state certified DDC; however, City Drivers will not be reimbursed for the cost of a DDC that is not hosted by the City.

- 4.1.13 Ensure that employees certified in operating powered industrial trucks receive recertification training at least once every three years.
- 4.1.14 Ensure that all Primary Drivers receive physical examinations from the City's Medical Provider at least once every two years.
- 4.1.15 Remove from driving any employee who the director or his/her designee believes cannot legally or safely operate City Equipment. In the event the department develops a concern that an employee is unable to safely operate City Equipment due to the employee's health, the employee shall be referred to the City's Medical Provider for evaluation.
- 4.1.16 Hold City Drivers accountable for the use of electronic devices while operating a City Equipment. City Drivers may only utilize electronic devices while driving in emergency situations when the City Driver needs to make a call to 911, the fire department, or law enforcement. City drivers who use electronic devices while operating City Equipment will be subject to disciplinary action up to and including discharge. Emergency response personnel acting within the scope of their official duties may utilize electronic devices while driving provided that the device is essential for the nature of the emergency response, and another employee is not available to utilize the device.
- 4.1.17 Notify City Drivers of the results of Incident investigations and the number of points assessed against the City Driver for each Incident.
- 4.1.18 Assign members of management to serve as primary and secondary department representatives to the Office of Risk Management's Incident Appeals Board, as required. In making such assignments, the department director or his/her designee shall ensure that members of management assigned to the Incident Appeals Board are familiar with departmental procedures, and that they receive training in procedures and guidelines pertaining to this Administrative Directive.
- 4.1.19 Recognize employees who regularly operate City Equipment in a safe manner. To encourage and promote the safe operation of City Equipment, departments are encouraged to develop recognition programs for employees who routinely operate City Equipment in a safe manner. Such departmental programs should

emphasize the recognition of Primary Drivers who consistently exhibit the highest standards of safe driving.

4.2 The POLICE DEPARTMENT shall:

- 4.2.1 Respond to all service requests regarding Incidents involving City Equipment in which someone involved in the Incident has claimed to have suffered an injury as a result of the Incident. The Police Department generally will not be responsible for responding to the scene of Incidents involving City Equipment where there has been no report of an injury. The Police Department will respond to calls from citizens in accordance with the Police Department's rules and procedures.
- 4.2.2 Provide departments with copies of the completed State Accident Report, Accident Investigator's Report, and/or Miscellaneous Incident Report relating to the departments' employees who are involved in Incidents.
- 4.2.3 Provide the Office of Risk Management with a copy of the completed State Accident Report, Accident Investigator's Report, and/or Miscellaneous Report for all Incidents involving City Equipment. The Police Department shall provide these reports to the Office of Risk Management within 5 working days from the date of the Accident Investigator's investigation, and the reports shall include the police report number or 911 service number.
- 4.2.4 Assign an Accident Investigation Traffic Consultant to attend hearings before the Office of Risk Management's Incident Appeals Board.
- 4.2.5 Be responsible for assessing whether an Incident involving City Equipment requires a police response under the terms of this Directive and, if so, dispatch a police officer to the scene of the Incident.
- 4.2.6 Notify the Office of Risk Management of all Incidents involving City Equipment so that an Incident Investigator may be sent to the scene of the Incident.

4.3 The OFFICE OF RISK MANAGEMENT shall:

- 4.3.1 Administer and monitor compliance with this Directive.
- 4.3.2 Develop and implement programs and procedures which support this Directive.

- 4.3.3 Provide periodic reports to the City Manager's Office regarding the effectiveness of the Driver & Equipment Safety Program in addressing the goal of minimizing losses resulting from Incidents.
 - 4.3.4 Provide training to departments regarding Incident investigations, Incident classification, the Incident Review Committee process, and the Incident Appeals Board's procedures.
 - 4.3.5 Inform departments of the results of the monthly driver's license status check for City Drivers obtained from the Texas Department of Public Safety.
 - 4.3.6 Coordinate the Defensive Driving Course training program.
 - 4.3.7 Assist departments in conducting training for City Drivers.
 - 4.3.8 Coordinate and ensure that remedial training is provided, as necessary, to City Drivers.
 - 4.3.9 Dispatch an Incident Investigator to the scene of every Incident involving City Equipment to conduct an Incident investigation and complete an Incident reporting packet.
 - 4.3.10 Ensure that Incident documentation is promptly completed.
 - 4.3.11 Review each Incident involving City Equipment, and convene an Incident Review Committee to assess Incident preventability and provide a classification rating.
 - 4.3.12 Administer and monitor the Incident Appeals Board.
 - 4.3.13 Coordinate with the City Medical Provider to ensure necessary medical testing and qualifications services are provided to the departments for City Drivers.
- 4.4 DEPARTMENT OF HUMAN RESOURCES SHALL:
- 4.4.1 Ensure that applicants for City Driver positions possess a valid Texas driver's license and have completed a background investigation prior to employment.
- 4.5 PRIMARY AND SECONDARY DRIVERS SHALL:
- 4.5.1 Be at least eighteen years of age.
 - 4.5.2 Possess a current and valid Texas driver's license. Prior to receiving an assignment to drive, an employee must possess the proper license type and endorsements for the vehicle the employee is subject to operating. An Occupational Driver's License is not an acceptable license for purposes of operating City Equipment, and all employees who have an Occupational

Driver's License shall be prohibited from driving in the course and scope of their employment. Exceptions to the requirement that City Drivers possess a license issued by the State of Texas may be made only for City Drivers who maintain their primary residence in another state. Such individuals must provide an official driver's license background check from the state in which they reside to the Office of Risk Management semi-annually.

- 4.5.3 Comply with all traffic laws and City and departmental procedures concerning the Driver & Equipment Safety Program, including, but not limited to, the Personnel Rules and this Directive.
- 4.5.4 Demonstrate to the employee's supervisor that the employee has the ability to safely operate City Equipment.
- 4.5.5 Produce a valid operator's license upon request by the employee's supervisor or the Office of Risk Management.
- 4.5.6 Wear safety belts or other restraint devices (when available) when operating City Equipment.
- 4.5.7 Refrain from using electronic devices while operating City Equipment unless use is required during emergency situations. City Drivers may only utilize electronic devices while driving in emergency situations when the City Driver needs to make a call to 911, the fire department, or law enforcement. City Drivers who use electronic devices while operating City Equipment will be subject to disciplinary action up to and including discharge. Emergency response personnel acting within the scope of their official duties may utilize electronic devices while driving provided that the device is essential for the nature of the emergency response, and another employee is not available to utilize the device.
- 4.5.8 Attend all required driver safety training, including, but not limited to, required defensive driving courses.
- 4.5.9 Primary Drivers shall pass a physical examination conducted by the City's Medical Provider every two years, or as often as may otherwise be directed by the Medical Provider.

- 4.5.10 Report to their supervisor immediately, any change in the status of the City Driver's health or driver's license status, which may affect the City Driver's ability to operate City Equipment safely and/or lawfully.
- 4.5.11 Not be qualified to operate City Equipment if the employee has:
 - 4.5.11.1 A state-issued Occupational Driver's License or temporary driver's license.
 - 4.5.11.2 A drug offense conviction or DWI conviction, regardless of whether the conviction was for conduct on or off the job. City Drivers who have been charged with but not convicted of a drug or DWI offense shall not drive for the City until the adjudication process for their charge has been completed and their driving privileges have been restored.
 - 4.5.11.3 Lost driving privileges for any reason. Such employees may drive for the City only after their driving privileges are restored.
 - 4.5.11.4 Failed a City-mandated drug or alcohol test.
 - 4.5.11.5 Physical or mental limitations that interfere with the employee's ability to safely operate City Equipment.
- 4.5.12 Be responsible for paying all citations and/or civil fines received while operating City Equipment (City Drivers are not exempt from photo enforcement citations). Emergency response vehicles engaged in Code 3 emergency calls will follow departmental procedures for operating City Equipment under such circumstances.

5. INCIDENT REPORTING PROCEDURES

5.1 CITY DRIVERS shall:

- 5.1.1 Immediately report all Incidents to their immediate supervisor and 911. After reporting the Incident, the City Driver shall wait for the Incident Investigator and, if applicable, the police officer to arrive at the scene and complete his/her investigation and report.
- 5.1.2 Cooperate with the employee's supervisor, Incident Investigator, and/or law enforcement officials involved in the investigation of an Incident. After leaving the scene of an Incident, the employee involved shall refer all requests for

statements or information concerning the Incident from interested third parties to the City Attorney's Office.

5.2 DEPARTMENTS shall:

5.2.1 Obtain damage estimates from the Department of Equipment & Building Services and forward the damage estimates to the Office of Risk Management.

5.3 The DEPARTMENT OF EQUIPMENT AND BUILDING SERVICES shall grant the Office of Risk Management access to all cost estimates and pictures of City Equipment involved in Incidents.

6. CLASSIFYING PREVENTABILITY & ASSIGNING POINTS

6.1 After every Incident, the Incident Investigator shall conduct an Incident investigation and recommend a preventability and classification rating to the Office of Risk Management's Incident Review Committee.

6.2 Preventability and classification ratings shall be based on the facts of each Incident independently, regardless of the employee's past safety record.

6.3 Texas motor vehicle laws exempt emergency responders from certain traffic regulations when responding to an emergency with both audible and visible warning devices. This exemption, however, does not relieve emergency responders from the responsibility to drive with due regard for the safety of all persons, nor does it insulate them from disciplinary action if the Incident is determined to be preventable.

6.4 The Incident Review Committee shall notify the employee's immediate supervisor of the committee's preventability classification and point assessment within five (5) working days from the date the Incident Review Committee completes its assessment. The employee's supervisor or other member of management designated by the department shall be responsible for ensuring the employee is notified of the Incident Review Committee's notification letter for acknowledgment and signature.

6.5 Employees who disagree with the Incident Review Committee's preventability classification and/or point assessment may appeal the Incident Review Committee's decision within ten working days from the date the employee receives his/her notification letter. Appeals to the Incident Appeals Board must be made in writing and submitted to the Director of the Office of Risk Management at Dallas City Hall, 1500 Marilla Street,

Suite 6AS, within ten working days after the employee's receipt of the Incident Review Committee's notification letter.

- 6.6 The Incident Appeals Board should, to the extent possible, hear all appeals of the Incident Review Committee's preventability classification and point assessment within thirty calendar days from the date the employee signed his/her notification letter from the Incident Review Committee. Decisions made by the Incident Appeals Board shall be final; however, the City Manager may remand decisions back to the Incident Appeals Board for reconsideration.
- 6.7 When more than one employee is involved with an Incident, each employee whose actions may have contributed to the Incident shall have their actions reviewed by the Incident Review Committee for preventability classification and point assessment.
- 6.8 In assessing preventability and classification, the Incident Review Committee and the Incident Appeals Board are to assess only whether the Incident is a Preventable Incident or Non-Preventable Incident as defined by this directive. A finding of preventability shall not be construed as any indication that the City has made any finding regarding negligence, legal liability, or responsibility for the Incident.
- 6.9 All Incidents involving City Equipment shall be classified according to the following Incident Classification Table.

INCIDENT CLASSIFICATION TABLE

| Points | Designation/Description |
|----------|--|
| 0 | Non-Preventable: Non-preventable Incidents are Incidents for which it is determined that the Incident was clearly not the fault of the City Driver or equipment operator. |
| 1 | Preventable 1 (P1): A P1 Incident is an Incident for which it is determined that the City Driver or equipment operator failed to take reasonable action to avoid the Incident, resulting in Minor Damage to City Equipment, City property, or the property of others. |
| 2 | Preventable 2 (P2): A P2 Incident is an Incident for which it is determined that the City Driver or equipment operator failed to take reasonable action to avoid the Incident, resulting in injury to a person or Moderate Damage to City Equipment, City property, or the property of others. Examples of P2 Incidents include, but are not limited to: (1) Incidents involving violations of written departmental procedures, regardless of the resulting amount of damage; (2) Incidents involving the unauthorized use of personal electronic devices, regardless of the amount of resulting damage; (3) Incidents resulting in a vehicle being towed from the scene because it is rendered inoperable; and (4) Incidents resulting in emergency transport of a person from the scene for medical treatment, regardless of the amount of property damage. |
| 3 | Preventable 3 (P3): A P3 Incident is an Incident for which it is determined that the City Driver or equipment operator failed to take reasonable action to avoid the Incident, resulting in a fatality or Serious Damage to City Equipment, City property, or the property of others. Examples of P3 Incidents include, but are not limited to: (1) Incidents in which an employee tests positive on a post-accident drug or alcohol test, regardless of the amount of damage; and (2) Incidents involving acts of road rage, regardless of the amount of damage. |

7. DISCIPLINARY ACTION

- 7.1 Departments shall be consistent when administering discipline resulting from preventable Incidents. Disciplinary action issued by departments to employees should be in accordance with the Personnel Rules.
- 7.2 Employees found to be operating City Equipment after they have lost driving privileges are subject to disciplinary action up to and including discharge.
- 7.3 Departments shall use the following Minimum Disciplinary Action Table when assigning discipline resulting from Incidents involving City Equipment. Where circumstances warrant, Departments may impose discipline above the mandatory minimum disciplinary actions listed in the table below, up to and including discharge. However, Departments may not impose discipline below the mandatory minimum disciplinary actions below.

MINIMUM DISCIPLINARY ACTION TABLE

| Accumulated Preventable Incidents for 24 Months | Accumulated Points for 24 Months | Action |
|---|---|----------------------|
| 1 | 1 | Letter of Counseling |
| 1 | 2 | Letter of Reprimand |
| 1 | 3 | 1-Day Suspension |
| 2 | 2 | Letter of Reprimand |
| 2 | 3 | 2-Day Suspension |
| 2 | 4 | 3-Day Suspension* |
| 2 | ≥ 5 | 5-Day Suspension* |
| 3 | 3 | 3-Day Suspension |
| 3 | 4 | 5-Day Suspension* |
| 3 | ≥ 5 | 10-Day Suspension* |
| 4 | ≥ 4 | 5-Day Suspension* |
| * Employee will also be removed from driving status for a minimum of six months, and cannot begin driving again until the employee has received remedial training and been cleared to resume driving. | | |

- 7.4 Incidents and points assigned are cumulative for a period of twenty-four consecutive months following the Incident. Each subsequent preventable Incident adds to the cumulative Incident and point total.
- 7.5 Regardless of their point total or number of incidents, employees may be restricted from driving status or may be removed from driving if the department director determines that the employee would pose a safety risk should the employee continue driving. The City Safety Manager may recommend an employee be restricted from driving status due to safety or liability exposure concerns unrelated to employee discipline points.

8. APPENDIX

8.1 Legal and other References:

8.1.1 Federal Motor Carrier Safety Regulations (October 1, 1983 or later)

8.1.2 Texas Motor Vehicle Law (1984 or later)

8.1.3 City of Dallas Chapter 34, Personnel Rules

8.1.4 City of Dallas Collision Response Program

8.1.5 City Vehicle Collision Appeal board

8.2 Forms:

8.2.1 Accident Investigator's Report, City Equipment or Privately Owned
Equipment on City Business (Form 69-12 R1)

8.2.2 City Equipment Collision Report Form (P-8) (S/N 2761-01-012, BDG- 03743 Rev 4/88)

8.2.3 Dallas Police Department, Motor Vehicle Accident Report (#DPD-05648)

9. PRIOR ACTION

9.1 Latest Revision Date: March 30, 2010

9.2 Effective Date of Revised AD: September 15, 2010

11. ISSUING DEPARTMENT: Office of Risk Management

AUTHORIZATION

This revised Administrative Directive is hereby approved, and shall become effective on May 30, 2008

Director of Issuing Department Date

City Attorney Date

City Manager or designee Date

This Administrative Directive is authorized for electronic placement on the LAN.

Chief Financial Officer Date