

LNRA BOARD POLICY
204 – VEHICLE AND MOTORIZED EQUIPMENT
OPERATOR STANDARDS AND PROCEDURES

204.10 PURPOSE

This policy establishes standards and procedures for the qualification of employees and applicants for LNRA employment to operate LNRA Vehicles, Motorized Equipment or Personal Vehicles used on LNRA related business.

204.20 POLICY

204.201 DEFINITIONS

- LNRA Vehicles – means any passenger car, pickup, truck, or other similar vehicle that is owned, leased, rented, or otherwise under the care, custody, or control of the LNRA. LNRA Vehicles shall also include vehicles operated by employees receiving a monthly car allowance.
- Motorized Equipment – means backhoes, dozers, mower-tractors, loaders, graders, club cars, and other similar types of equipment.
- Preventable Accident – means any accident involving a LNRA Vehicle, Motorized Equipment or Personal Vehicle which results in property damage and/or personal injury in which the operator in question failed to exercise reasonable precaution to prevent the accident. The preventability of an accident shall be determined from the investigative reports of the appropriate law enforcement agency.
- Personal Vehicles – means privately owned vehicles used in the conduct of LNRA-related business, and for the use of which the operator is eligible to claim mileage reimbursement.
- Driving Record – means the complete driving history of an employee and an applicant for LNRA employment as can be discerned from any official records.
- LNRA – means the Lavaca-Navidad River Authority.

204.202 SCOPE

This policy applies to:

- Employees operating LNRA Vehicles or Motorized Equipment.

- Employees receiving a monthly car allowance, or who use Personal Vehicles for LNRA-related business.
- Applicants for LNRA employment positions, which require the operation of LNRA Vehicles, Motorized Equipment or the receipt of a monthly car allowance or use of Personal Vehicles for LNRA- related business.

204.203 STANDARDS

Employees and applicants for LNRA employment shall be required to meet the following minimum standards for authorization to operate a LNRA Vehicle, Motorized Equipment or Personal Vehicle for LNRA-related business:

- As part of the pre-employment screening process, a motor vehicle record (MVR) check will be conducted on applicants who are offered and have accepted an employment offer. The applicant's MVR record shall not show a driving record of an accumulation of 10 points or more, based on LNRA's point system as defined in this policy.
- Have reached the age of eighteen (18) years or older to operate a LNRA vehicle, unless prior approval by the General Manager is given
- Have reached the age of sixteen (16) years or older to operate motorized equipment.
- Be physically able to safely operate a LNRA Vehicle, Motorized Equipment or Personal Vehicle.
- Have a current valid Texas driver's license in the appropriate class as established in the official job description for a position.
- Observe all state laws and LNRA policies, including the LNRA Safety Manual, rules, regulations and ordinances relating to the operation of LNRA Vehicles, Motorized Equipment or Personal Vehicles used for LNRA-related business.
- Be responsible for the proper care and use of LNRA Vehicles or Motorized Equipment including the maintenance of LNRA Vehicle/Motorized Equipment interiors and exteriors, regularly servicing these items and reporting maintenance needs to the Director of Project Maintenance and Fleet Services, and operating all LNRA Vehicles/Motorized Equipment in a manner that is safe and consistent with manufacturer recommendation and state law.
- Employees receiving a monthly car allowance shall fulfill all current legal regulations such as insurance, inspection and vehicle registration.

204.204 DRIVING RECORD VIOLATIONS

Employees and applicants for LNRA employment requiring the operation of LNRA Vehicles, Motorized Equipment or Personal Vehicles for LNRA-related business **shall not** be eligible for operating privileges if the total points assigned to their Driving Record is 10 or more:

	POINTS
• License suspension or revocation.	10
• Driving while intoxicated or under the influence of narcotics.	10
• Any serious traffic violation - i.e. reckless driving, endangering lives of others, racing, open container, public intoxication.	5
• Any speeding violation.	3
• Any chargeable bodily injury accident.	3
• Any chargeable property damage accident.	3
• Any standard moving violation, i.e. careless driving, stop sign, lane crossover, failure to signal, failure to keep right, following too close, etc.	2

204.205 PROCEDURES

The following procedures shall be observed under this policy:

- Employees operating LNRA Vehicles, Motorized Equipment or Personal Vehicles on LNRA-related business must report to their supervisors any accident involving said vehicles within twenty-four (24) hours of the accident.
- Employees who are in jobs requiring the operation of LNRA Vehicles, Motorized Equipment or Personal Vehicles on LNRA-related business shall report any driver's license suspensions or revocations to their immediate supervisor within twenty-four (24) hours of the suspension or revocation.
- Annually, the Human Resource Manager will conduct a MVR check of all employees. The motor vehicle record reflects the past three years of a driving record. The General Manager and appropriate Division Manager will be notified of any employee whose Driving Record fails the criteria set forth in this policy.
- Employees who have been ruled ineligible for driving privileges under this policy may have their driving privileges reinstated provided the employee is able to satisfactorily demonstrate to the General Manager that the employee is in

compliance with the minimum standards set forth in this policy and that the total points on his/her driving record is less than 10 points.

- An employee who has been ruled ineligible for driving privileges under this policy may use a defensive driving course option only once every three (3) years in support of having his/her eligibility status reinstated.
- Employees who have been ruled ineligible under this policy to operate LNRA Vehicles, Motorized Equipment or Personal Vehicles on LNRA-related business due to their Driving Record may, at the General Manager's sole discretion be:
 - (a) Assigned non-driving responsibilities within their current division, if available; or
 - (b) Transferred to another division and assigned non-driving responsibilities, if available; or
 - (c) Dismissed, if neither of the above alternatives can be achieved within twenty (20) working days. All non-driving responsibilities must have prior approval of the General Manager.
- Employees who receive a monthly car allowance and become ineligible for driving privileges under this policy shall have their monthly car allowance revoked and shall not be permitted to operate LNRA Vehicles, Motorized Equipment or Personal Vehicles on LNRA-related business. Those employees with mileage reimbursement authorization who become ineligible for driving privileges under this policy shall not be authorized to operate their personal vehicles on LNRA-related business.

204.206 USE

The General Manager, as deemed necessary, may assign vehicles to Management Staff and/or exempt status employees. Assignment of vehicles by the General Manager is to assure adequate oversight and employee response and attendance to situations, emergency or otherwise, that may arise relating to the use or function of LNRA property.

204.30 RESPONSIBILITIES

204.301 GENERAL MANAGER

The General Manager shall insure that the provisions of this policy are followed.

204.302 HUMAN RESOURCES

LNRA's Human Resource Manager shall be responsible for the administration and coordination of this policy.

EFFECTIVE: Amended September 23, 2009, December 17, 2014, March 20, 2019, May 15, 2019

LAVACA-NAVIDAD RIVER AUTHORITY
RECEIPT ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the LNRA Board Policy 204 – Vehicle and Motorized Equipment Operator Standards and Procedures, amended *May 15, 2019*. I also acknowledge that the provisions of this policy are part of the terms and conditions of my employment and agree to abide by them.

Name

Date