



Standard Operating Policy and Procedure Guide

Department Operations	Type Operations	Effective 1/1/2020	Revision 1/1/2020
Number 3.22.2	Topic Aggressive Driving	Approvals (A/L) DM/RG	Reviewed 1/1/2020

OVERVIEW

With the updates to our fleet tracking and WiFi, we are now able to more accurately monitor aggressive driving behaviors, and this shall be addressed in the following SOP format. It is recommended the following be implemented as SOP:

Associates are expected to operate vehicles using a defensive driving attitude and with due regard for their safety and that of their passengers as well as other motorists, following posted speed limits when applicable, allowing for adequate following distance etc.

When vehicles are operated in Priority 1 response, and clear visibility with dry road surfaces, Associates shall not operate the vehicle 10 MPH higher than the posted speed limit and coming to a complete stop at all intersections. During times of decreased visibility, wet roads etc. the vehicle shall be driven with due regard, below the posted speed limit.

When the vehicle is operated in an aggressive manner, the fleet tracking system provides alerts in email format to the Division level administration.

Any Associate exhibiting a pattern of behavior which results in an accumulation of any combination of 7 "Offenses" during a consecutive 7-day period

- - Aggressive Braking
- - Aggressive Acceleration
- - Aggressive Speeding

Over a 7-day consecutive period would be subject to progressive disciplinary action / corrective action as outlined in SOP 1.3.9.

The above offenses are defined as:

Aggressive Acceleration is defined as a change of 6.21868289 miles/hour for 1 second.

Aggressive Braking is defined as "a change of 7.98586256 miles/hour for 1 second.

Aggressive Speeding is defined as operating the vehicle at a speed above posted speed limits.

This type of sudden starting and stopping may put associates, and others, at risk for personal injury and may also cause significant and undue wear on our units.

It will be the responsibility of Division Operations Supervisors to forward alerts to their Shift Commanders such that Shift Commanders may track and carry out corrective action as needed.

Procedure to follow:

- 1. When an alert is received by the Shift Commander via email or phone call, the Commander shall call the unit in question to determine who is operating the vehicle at that time and advise them of the offense. The Associate operating the vehicle should be reminded of defensive driving habits to avoid further offenses.
- 2. The Shift Commander shall document the offense details on a tracking instrument and then to a mentorship form. The mentorship form shall be maintained for a period of 7 consecutive days. If further offenses occur with the same Associate, these shall be added to the mentorship form.
- 3. At the end of the 7 day consecutive period, and provided that a pattern of behavior is not exhibited, the Commander shall meet with the Associate and have them sign the mentorship form.

If a pattern of behavior, as outlined in this policy is exhibited, the Commander shall follow the progressive disciplinary policy using the information from the mentorship form.