

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		3-160
SECTION:	Risk Management	Defensive Driver Training
INITIAL ISSUE DATE:	February 28, 1994	
LATEST REVISION DATE:	June 14, 2022	
PAGE NO:	Page 1 of 2	

PURPOSE

Through Defensive Driver Training, reduce the severity and frequency of vehicle incidents and their impact upon the County's human and fiscal resources.

BACKGROUND

One of the elements of a good employee safety program is the promotion of defensive driving. It is the desire of the Board of Supervisors to promote safe driving among Shasta County employees, thereby reducing the County's liability, vehicle repair, and workers' compensation costs.

POLICY

A. Policy

1. All County employees and other persons, whose duties involve operating a vehicle an average of three or more times per month while conducting County business, shall complete and pass a Defensive Driver Training course that has been approved by the Risk Manager or his/her designee, prior to being granted authorization to operate a vehicle in performance of their duties, and every three years thereafter, unless the requirement is waived by the Risk Manager or his/her designee.
2. All employees and volunteers involved in an adverse incident when operating a vehicle while conducting County business will complete and pass Defensive Driver Training, before driving again on County business, unless the requirement is waived by the Risk Manager or his/her designee.

B. Exceptions to Policy

1. Safety officers having successfully completed the Vehicle Operations domain of the California Commission on Peace Officer Standards and Training (P.O.S.T.) program. Affected departments may enroll safety officers for Defensive Driver Training on an as-needed basis.
2. Members appointed to boards or commissions by the Board of Supervisors who drive vehicles in the performance of their duties.

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PAGE NO:	Page 2 of 2	

C. Conditions

When a driver subject to Section A of this policy is involved in an adverse incident while operating a vehicle in the course of conducting County business, and has not passed Defensive Driver Training as required by that section, the department permitting the vehicle use will be responsible for the following:

- a. All damage to the involved County-owned vehicle;
- b. Up to \$2,500 of any bodily injury/property damage liability cost; and
- c. \$5,000 of any resulting workers' compensation cost.

Such charges will be payable directly from the department's operating budget without assistance of funds and/or reserves held by Risk Management for this purpose. The RiskManager will charge the responsible department's funds upon written notification to the department.

D. Records

A record of all those completing the required Defensive Driver Training will be maintained by each department for a minimum of three years from the date of completion and assure full participation.

RESPONSIBLE DEPARTMENTS

Support Services -- Risk Management

REFERENCES

- BOS Policy Resolution No. 2022-03 -- 6/21/22
- Administrative Update--07/13/2012
- BOS Policy Resolution No. 2008-02--3/4/08 (Amended)
- BOS Policy Resolution No. 2001-10--8/14/01 (Amended)
- BOS Policy Resolution No. 94-1 (Valid)