

APPENDIX 1. OFFICE OF PERSONNEL MANAGEMENT SAFETY RATING GUIDE

1. Table of Disqualifications because of Safety. Any of the following offenses followed by conviction, forfeiture of bond, etc. disqualify:

TYPE OF VIOLATION	In last 2 years	In last 5 years
Reckless driving	1 or more	3 or more
Driving under influence of narcotics or intoxicants	1 or more	2 or more
Suspension of driving permit	1 or more	Any un-restored permit found to have been suspended through an NDR* check.
Revocation of driving permit	1 or more	3 or more, with 1 in last 3 years. Any un-restored permit found to have been revoked through an NDR* check.
<u>1/</u> All traffic offenses that reveal lack of safety consciousness	3 or more	6 or more, with 1 in last 3 years
At-fault accidents (in last 5 years)		Any accident resulting in a fatality; OR two or more at-fault accidents in most recent year; OR average of one at-fault per year for years driven, if one at-fault accident occurred within the last 4 years.
Overall Record		Consider a criminal record if it is really an indication of disregard for law and regulation that may affect safety. Any applicant whose overall record shows a continuing recurrence of accidents, convictions, etc., indicating an inadequate sense of responsibility and disregard for law and order that may affect safety should be disqualified and rated ineligible.

*National Driver Register.

- 1/ Regional policy allows an additional 3 offenses if they are no more serious than exceeding speed limit by less than 10 mph, running stop signs or red lights, etc.

2. Definitions.

a. Reckless Driving. Refers to driving that is reckless in the ordinary dictionary definition of the word. In some jurisdictions, this category may have been given a special definition by law for the enforcement needs of a particular locality. However, for the purposes of rating, it might not always be proper to penalize reckless driving by the dictionary meaning; it would be necessary first to determine the exact offenses to which the particular law enforcement agency applies the term reckless driving.

b. Suspension or Revocation of Permit. Refers to suspension or revocation on the basis of a poor safety record. In some places, suspension may mean nothing more serious than simply failure to renew or delay in issuing permit pending proof of insurance, etc., and is not considered as failing under the present definition.

c. Traffic Offenses.

(1) Includes traffic violations and tickets, when followed by conviction, forfeiture of bond, etc., based on an applicant's statement, police or traffic court records, or other competent sources.

(2) In some places, police or traffic bureau records will not show whether or not an offense resulted in a conviction or fine paid by forfeiture of bond; thus it may be necessary to check court records to learn the final disposition of the case. If the charge was dismissed, the offense would not be counted for rating purposes. An offense is counted only if the applicant pleaded or was found guilty, forfeited bond, or was sentenced to a fine or traffic school, or was let off with a warning.

(3) Ignore parking and similar non-moving violations except in connection with overall records; e.g., habitual offenders. However, it would be proper to count a failure to set a brake when parking on a hill.

(4) Offenses with the same name may vary in meaning and importance in different jurisdictions, just as has been described above for reckless driving and permit suspension. The significance of an offense must be interpreted with judgment.

d. At-fault Accident. Operator is considered at fault if he was fined for an act that caused the accident; if he was sued and received adverse judgment; if his insurance company settled for damages to the other party; if he himself settled for the damage on account of joint responsibility for the accident; or if he was otherwise determined to be liable.

**SUPERVISOR'S GUIDE FOR ACTION
AGAINST AN EMPLOYEE'S DRIVING AUTHORITY**

<u>VIOLATION</u>	<u>OFF-DUTY VIOLATION</u>	<u>ON-DUTY VIOLATION</u>
1. Reckless driving, includes careless collision.	MIN. 60-day probation MAX. 1-year suspension	MIN. 30-day suspension MAX. revocation
2. DUI of narcotics or intoxicants, includes DWI.	MIN. probation until clear status MAX. revocation	MIN. 1-year suspension MAX. revocation
3. Suspension of State license.	MIN. suspend until license is returned MAX. revocation	MIN. suspend until license is returned MAX. revocation
4. Revocation of State license	MIN. revoke until license is returned MAX. permanent revocation	MIN. revoke until license is returned MAX. permanent revocation
5. Traffic offenses that reveal lack of safety consciousness: 6 or more in past 2 yrs. (With no more than 3 serious offenses.) 9 or more in past 5 yrs. (With no more than 6 serious offenses.)	MIN. 60-day probation* MAX. revocation*	MIN. 30-day suspension** MAX. revocation**
6. At-fault accidents involving fatality, serious injury, or property damage in excess of \$1,000	MIN. 60-day probation MAX. revocation	MIN. 1-year probation MAX. revocation
7. Hit and run***	MIN. 60-day suspension MAX. revocation	MIN. 1-year suspension MAX. revocation

* majority off-duty

** majority on-duty

*** Not specifically listed in OMB Standards