

## Vehicle Use -Driving Safety

Policy No.	2021-26
Date	1/25/2021
Authorized By	D. Bewley
Supersedes Policy No.	

TAA is concerned about the driving safety of our team members. Driving a vehicle comes with a tremendous responsibility, and if you are a team member who is required to drive as part of your job function, you should do so in a safe manner whether you are on or off the job. Any traffic violations received on or off the job can affect your ability to perform the functions of your position at TAA.

TAA's vehicle insurer considers a covered team member's driving record to be unacceptable for a period of five years upon conviction of any of the following violations:

- Speed in excess of 25 mph over the posted limit
- Driving while intoxicated, impaired or under the influence of drugs
- Any other criminal conviction with a motor vehicle (including but not limited to felony, hit & run, leaving the scene of an accident, negligent homicide, manslaughter, reckless driving)

If you receive a citation for one of the above violations, on or off the job, you must report the violation to your supervisor and the Director of People Operations immediately upon returning to work. You must also inform your supervisor and the Director of People Operations if you are found guilty and if you lose your right to continue driving any vehicle, even temporarily. If you are found guilty, TAA's vehicle insurance carrier may no longer cover you as an eligible driver for TAA. Based on the violation, it will typically remain on your driving record for three to five years. TAA has the right to request a MVR (motor vehicle report) from you at any time, and you are responsible to provide it upon request if you are a covered driver.

If you are found guilty of one of the above violations, whether you lose your driving privileges or not, you may or may not be allowed to continue to perform the functions of your position if driving is required. You may or may not be transferred to an open available position that does not require driving, or you could lose your employment with the Tucson Airport Authority. Failure to notify TAA as stated is considered serious misconduct and may lead to termination of your employment.

Anyone with the following violations is considered high risk by TAA's insurer and may receive frequent requests for MVRs. Any additional violation will result in TAA's insurer considering the driver unacceptable and could affect your ability to drive any vehicle for TAA business:


- Drivers with any combination of three (3) or more moving violations and/or accidents within a three (3) year period.
- Drivers with any combination of two (2) or more moving violations and/or accidents within the past twelve (12) months.

TAA personnel who receive additional compensation for the use of their personal vehicles are expected to use them for company business.

TAA reserves the right to modify, change or eliminate the terms and conditions of the use of TAA vehicles, in whole or in part, at any time, without notice, by authority of the President/CEO or her/his designee.

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Authorized by:



Danette Bewley  
President/CEO

1/25/2021

Date