



Chief Executive Office – Risk Management Branch

VEHICLE-RELATED DISCIPLINE GUIDELINES

EXAMPLE CAUSES FOR DISCIPLINARY ACTION	RANGE OF DISCIPLINE*		
	W (warning); Rep (reprimand); S (suspension); R (reduction); D (discharge)		
	1 ST FORMAL ACTION**	2 ND FORMAL ACTION	3 RD FORMAL ACTION
Failure to possess a current, valid California Driver’s License when driving for County business.	S: 1 to 30 days to D	D	
Use of County vehicle for any purpose not related to County business.	W to S: 15 days to D	S: 15 to 30 days to D	D
Receipt of corroborated “How Am I Driving?” complaints.	W to S: 10 days	S: 15 to 30 days to D	R or D
Preventable vehicle accident (in County vehicle) with property damage anticipated to exceed \$20,000.	Rep to S: 15 days to R to D	S: 20 to 30 days to R to D	D
Preventable vehicle accident (in County vehicle) with personal injury claims anticipated to exceed \$20,000.	Rep to S: 15 days to R to D	S: 20 to 30 days to R to D	D
Positive test result from Department of Transportation (DOT) Random Drug and Alcohol test.	S: 20 to 30 days and removal from driving status to R to D	D	
Operating County vehicles or equipment (including employee’s own vehicle for County business) while under the influence of alcohol, illegal drugs, or prescription drugs resulting in impairment.	S: 20 to 30 days to R to D	D	
Failure to comply with County or Departmental policies, procedures, rules and regulations, and Penal and/or Safety codes, while operating County vehicles or equipment, including one’s own vehicle for County business.	Rep to S: 10 days	S: 15 to 30 days to R to D	R to D
Failure to provide appropriate and timely notification following licensure revocation and/or status change.	S: 1 to 30 days to D	D	
Failure to provide appropriate and timely notification of misdemeanor and/or felony motor vehicle violation(s) occurring while off-duty with a job nexus to County employment.	S: 15 to 30 days to D	D	
Misdemeanor conviction of driving under the influence of alcohol, illegal drugs, or prescription drugs with job nexus.	S: 15 to 30 days to D	D	
Felony conviction of driving under the influence of alcohol, illegal drugs, or prescription drugs with job nexus.	S: 30 days to D	D	

* **Range of Discipline:** While Departments generally subscribe to the principles of progressive discipline, Departments reserve the right to impose discipline at any level in the range when warranted, given the totality of the circumstances.

** For purposes of discipline severity calculation, discipline actions issued and served seven (7) or more years earlier will not be considered prior to 1st or 2nd “formal actions.” However, all prior disciplinary, pre-disciplinary, or non-disciplinary actions, of any age, may be a factor considered as pertinent background which, along with other relevant factors, may affect placement within a given discipline range.

For consultative assistance, contact: Roberto Chavez, CEO Risk Mgt. Branch, Loss Control and Prevention
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