



DATE: February 9, 2016,
To: Board of Estimate & Taxation Audit Committee Members
From: The Internal Audit Department
Subject “Annual Management Review of Motor Vehicle Records of
Town Employees”.

Enclosed for your review is a report entitled “Annual Management Review of Motor Vehicle Records of Town Employees. The report contains observations regarding Motor Vehicle Record (MVR) checks with various States’ Department of Motor Vehicles. This report addresses additional steps taken by the Town to reduce auto liability exposure and improve employee safety.

Enclosure
cc.

B. Branyan, Town Administrator
P. Mynarski, Comptroller

TOWN OF GREENWICH

**“Annual Management Review of Motor Vehicle Records of Town
Employees”.**

Introduction

Risk Management with the assistance of the Town Auditor, performed a review of the driving records of all Town employees and public safety volunteers who drive on Town business. The ultimate goal of all best practices in this area is to reduce the risk of injury for Town employees and volunteers. A corresponding goal is to reduce third party claims against the Town as a result of property damage and bodily injury caused by our drivers. The review of annual driving records is a core recommended best practice for identifying at risk drivers.

The strategy developed during Fiscal 2011, was to segment this project into several phases. The first phase was to check employees whose jobs require a Commercial Drivers License (CDL). The second phase was to check non-CDL holders who use Town vehicles and the third and last phase of the project, included checking driving records of employees who drive their own personal vehicles on Town business.

The overall strategy was to compile records for all three categories and report on the results in one annual review. This document reports on the second annual review of all three types of Town drivers.

To establish a strong record keeping process, as well as facilitating future record checks, an Access database has been utilized for several years now that stores employee drivers' license information. The database enables the Town to efficiently process the detailed information to perform an annual check. Selected records from the database are uploaded to the NY and CT DMVs secured websites. NY allows direct access by individual record while CT requires a batch process. The ultimate result is the same, an individual motor vehicle record for each driver on the Permitted to Drive List. The extremely laborious task of obtaining every employee's license data who drives on Town businesses license information has somewhat abated as now only additions and deletions are processed as changes to the database. The database also contains the status of driver participation in the defensive driving course, the necessary data to provide reporting on the insurance industry's best practices rating system for each driver, accidents incurred by individual driver while driving a Town owned vehicle, GPS violations by vehicle number and CDL medical certification status. CDL medical certification status lists no actual medical records, just a yes or no status as to whether the CDL driver has filed the necessary medical records to maintain CDL status.

Summary Results:

As one of the practical objectives, the annual review of driver's licenses is used to maintain the Permitted to Drive List maintained by Risk Management. If a driver's license is suspended or revoked, the appropriate Department Head and Human Resources are immediately notified. The driver is not permitted to drive until proper license status is restored. This year's review resulted in five discovered suspended licenses. In addition, of summary note, four drivers from this review were classified to the "high" risk category. Both the number of suspensions and high-risk category drivers are within historical trends. These metrics are highlighted in the charts that follow.

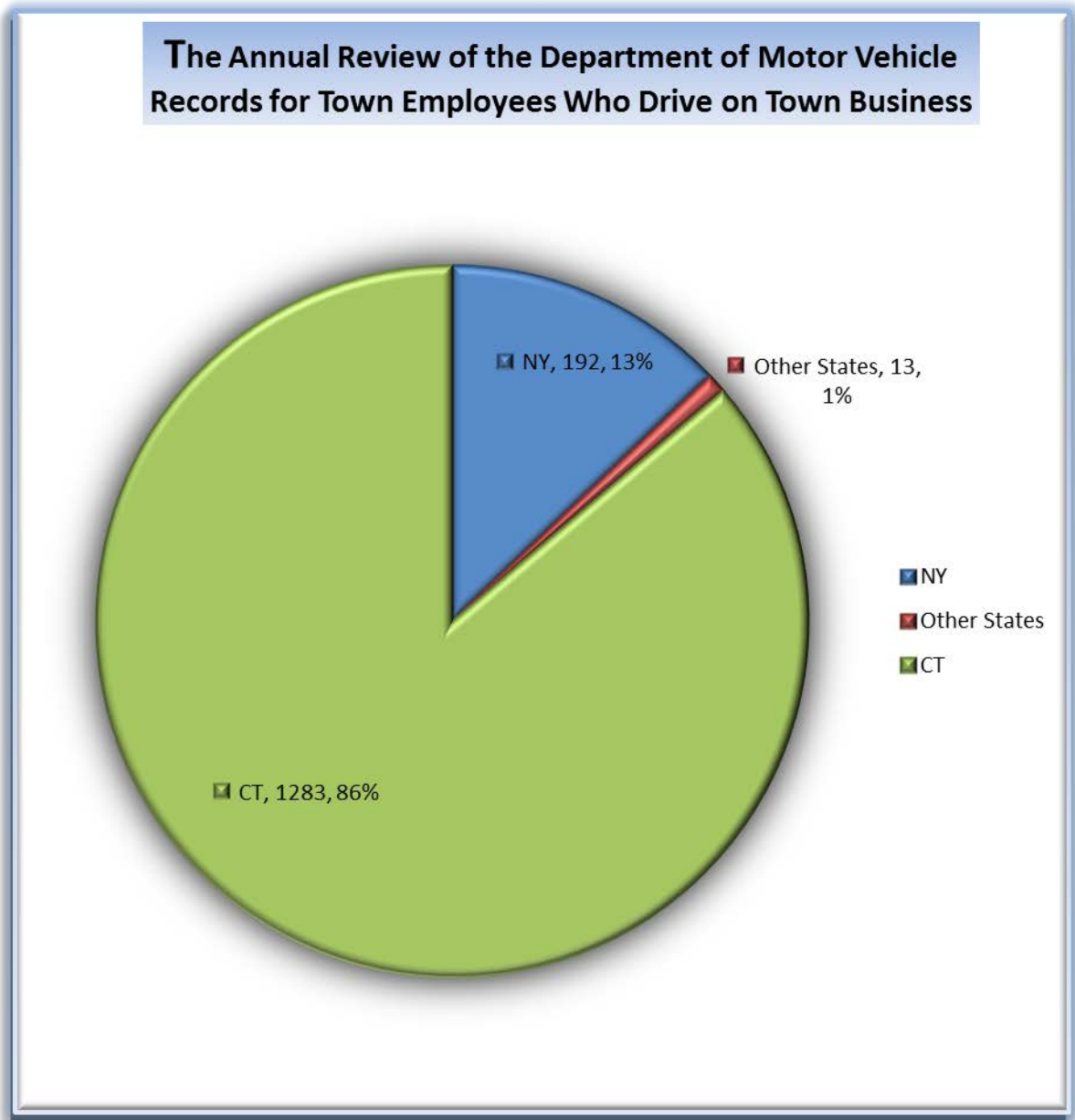
The overall the number of employees who had recorded violations dropped from 123 to 110 from the previous year. While a positive trend, not enough data is available to conclude a mathematical predictor through regression analysis type formula.

One of the benefits of the annual check of license holders was to continue one of most important best practices for reducing the Town's auto liability exposure, which is assignment of each driver to a risk category based on their DMV driving record. The rating system is used as an identification mechanism to require additional training for the drivers in the highest risk categories. There are no punitive objectives associated with this program. To provide prospective on the rating system please note the nationally developed rating standards listed in Chart II.

To provide prospective for the number of licenses reviewed by State, please note Chart I, which follows.

Informational:

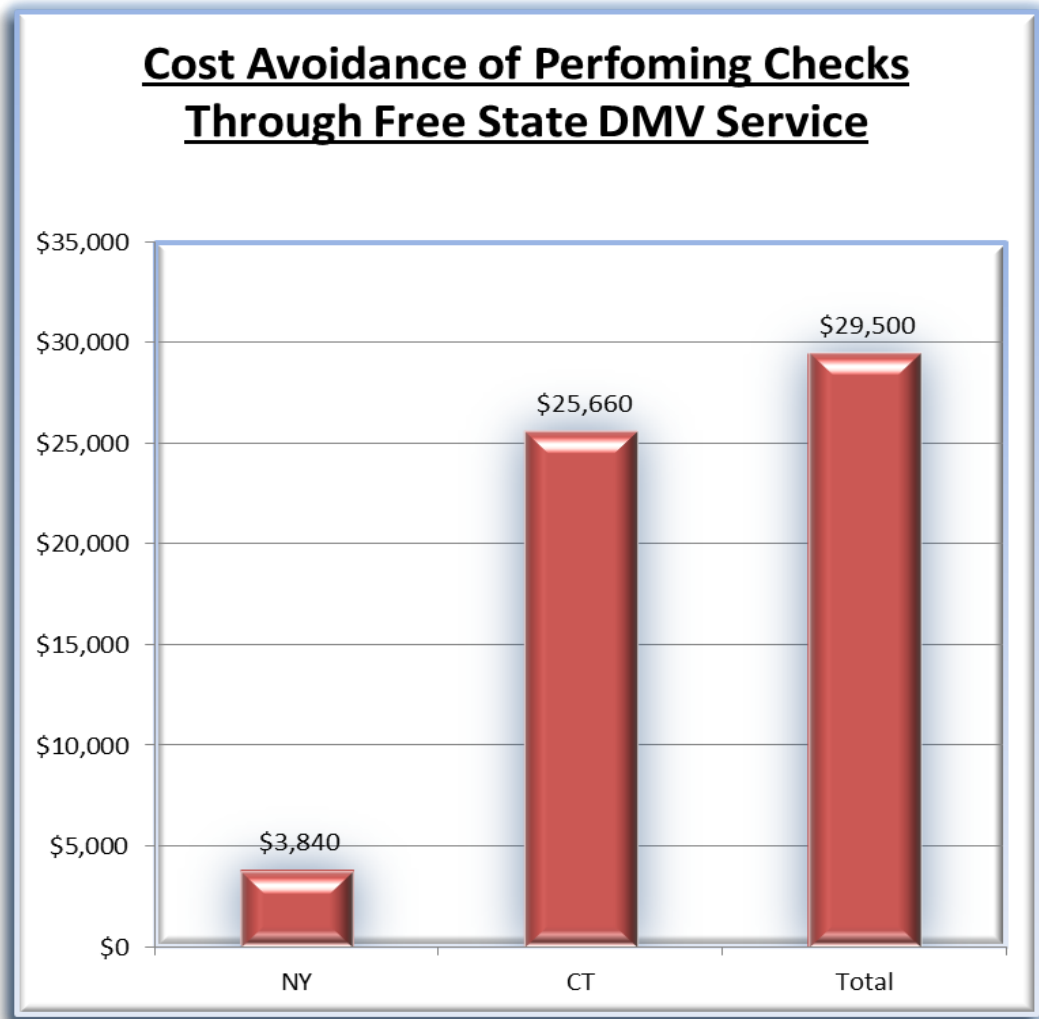
Chart I: Licenses Checked by State



Note: The breakdown by state is approximately consistent with prior years. Calendar 2014 CT Driver's where 87% of the total.

Informational:

Chart II: Summary of Free Service Offered by the CT & NY DMVs



Note Summary:

Free service is offered by the CT & NY DMVs. Greenwich has participated in this program for five years.

Chart III: National Rating System Categories

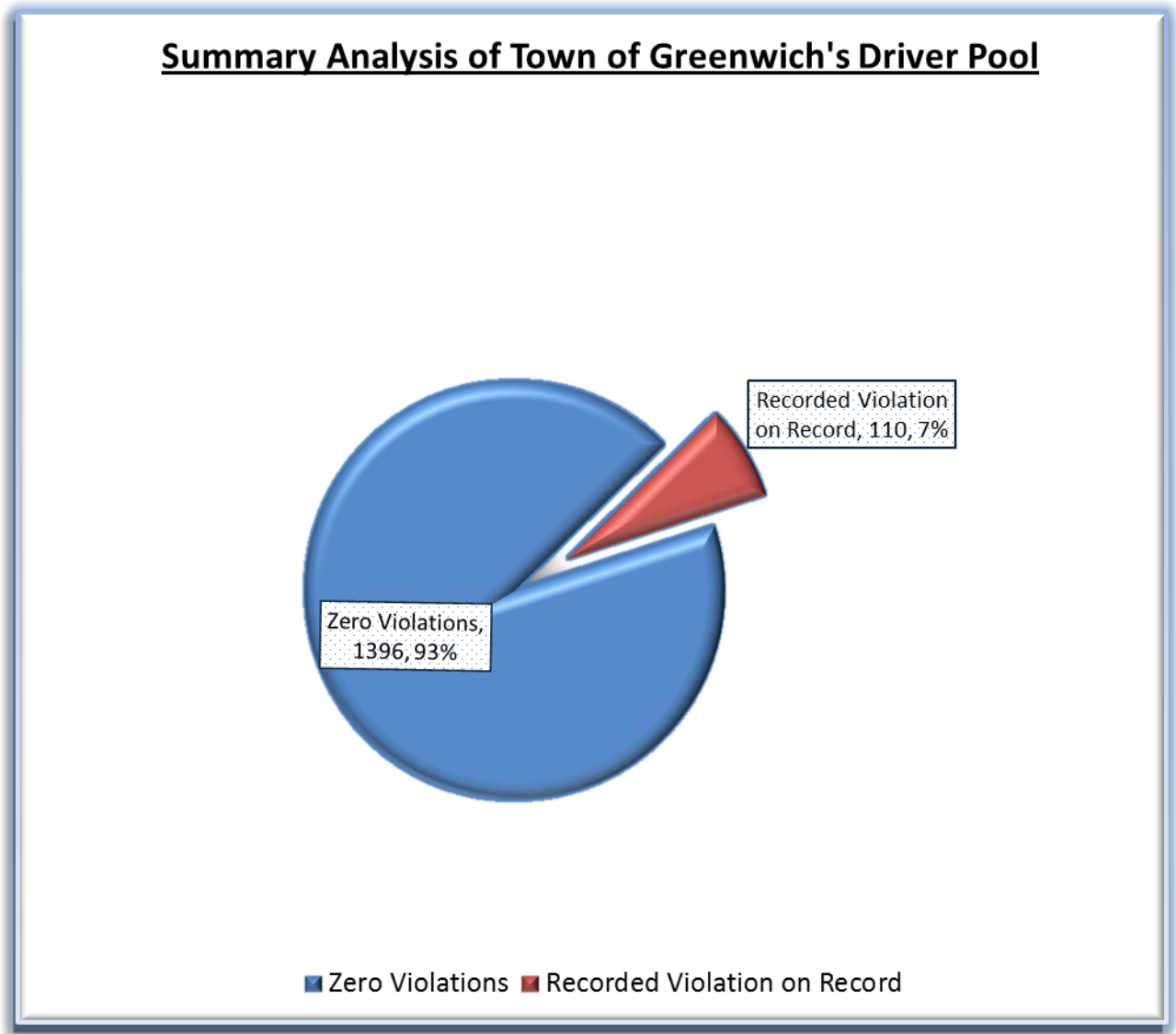
Motor Vehicle Rating System	
Risk Category Profile	Number of Cumulative Points
Low Risk	1 to 3
Minor Risk	4 to 5
Borderline Risk	6 to 7
Medium Risk	8 to 9
High Risk	10 or more
Violation/Accident	Points Value per Violation
Warning	1
Preventable accidents (backing and parking lot accidents)	1
Operating vehicle while on mobile phone	2
Preventable accidents (other than backing and parking lot accidents)	2 to 4
Most moving violations such as failure to stop at red light, failure to yield right of way, following too closely, etc	3
Failure to use restraint system (wear safety belts)	4
Speeding 0 to 10 MPH over	2
11 to 20	3
+20	6 to 8
Reckless, negligent driving, driving to endanger	8
Driving with suspended license	
Leaving scene of accident	
Fleeing officer	10
Any alcohol related offense, refusal to submit to a blood alcohol test (BAC). DU/DWI.	10

As noted in Chart II, the risk rating system is based on the simple premise that as a driver accumulates violations they will be charged with additional points putting the driver into progressively higher risk categories. Risk Management and Internal Audit examined the driving records of all 1,488 drivers on the Permitted to Drive List. All violations on the DMV driving records were recorded in the database by individual and a risk category assigned based on Chart III.

The results of the point's assignment system for the Town of Greenwich are illustrated in Charts , IV, V and V(A) that follow.

Results

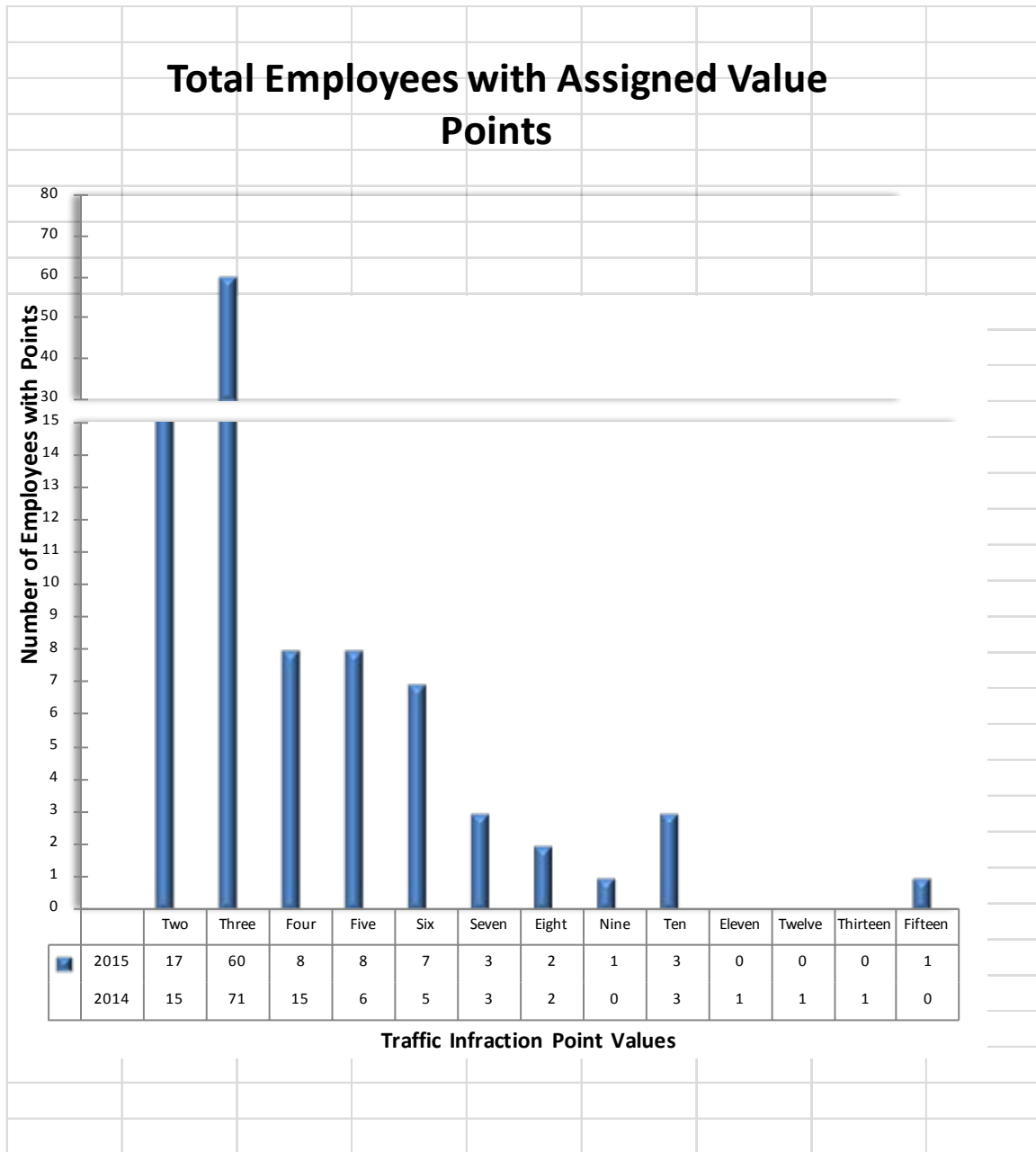
Chart IV – Overall Employees with Assigned Points



Note to Chart IV:

Of the 1,448 driving records received from the DMV and examined by Risk Management and Internal Audit, 110 had a moving violation within the last three years. As promulgated by the insurance industry, moving violations should only be recorded for occurrences in the last three years with the exception of DUI's, which should be recorded if a conviction was recorded within the last five years. The industry literature indicates that older infractions are not a good predictor of future issues and should be ignored. The categories assigned for the 110 records with violations are highlighted and explained via Charts V, VI & VI(A) that follow.

Chart V – Greenwich Drivers Risk Profile from 2015 DMV Review



Note to Chart V:

The Greenwich profile for the 110 drivers with recorded violations is heavily skewed toward the lower risk categories. Chart VI(A) further breakdowns the risk categories by department. An ancillary benefit of the rating system is that based on a national rating system, the Town can measure the overall risk of the driving pool, make yearly comparisons and present the information to our insurance liability carriers. Just the fact that we monitor our drivers helps our position with the carriers and saves funds.

Chart VI – Town Drivers by National Standard Risk Category

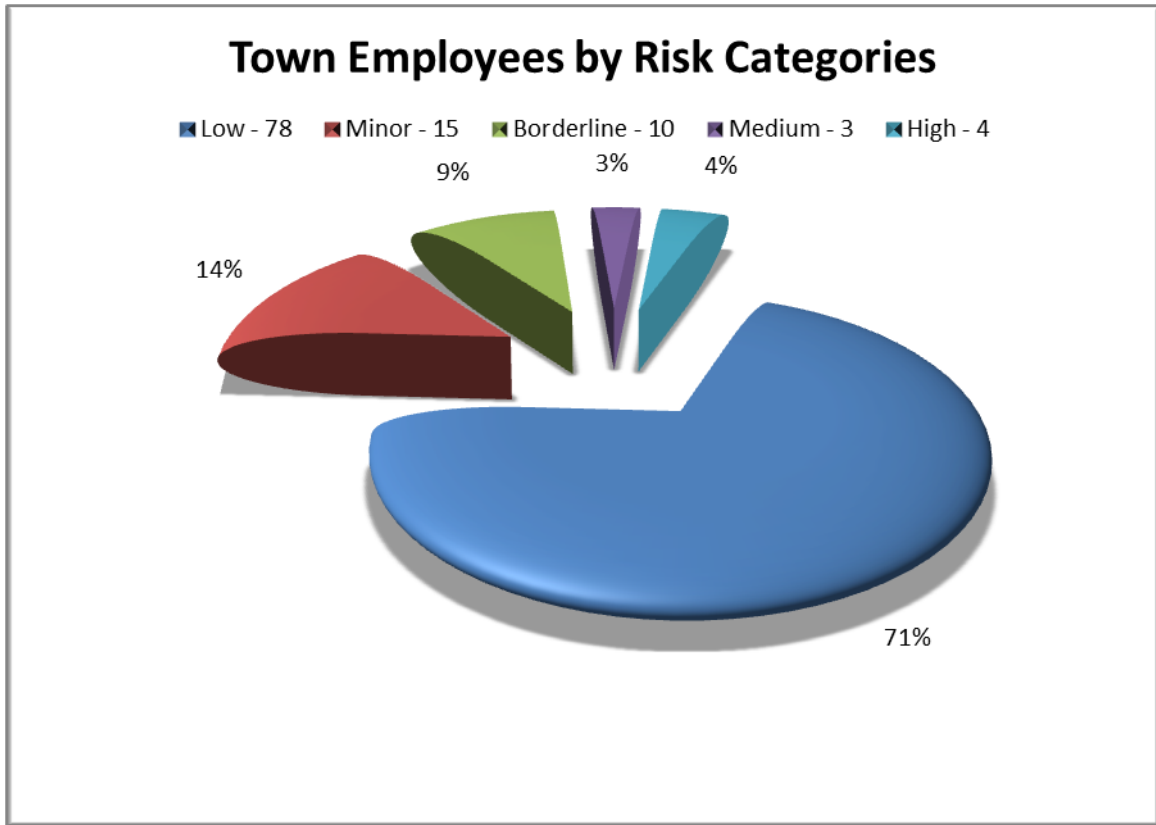


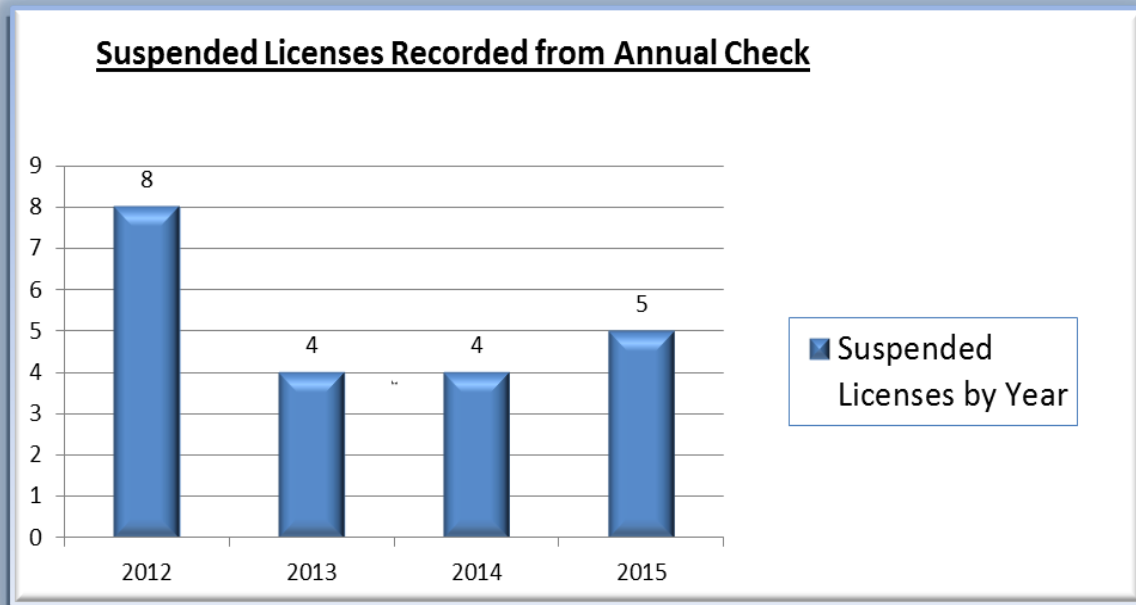
Chart VI-(A) – Town Employees by Department / Risk Category

	Low	Minor	Borderline	Medium	High	
BOE	45	3	7	1	2	
GFD	0	1	0	0	1	
GFD Vol	6	0	0	1	0	
GPD	2	4	0	0	0	
General	12	2	1	0	1	
P&R	3	3	1	0	0	
DPW	8	2	1	1	0	
NW	2	0	0	0	0	
Total 2015	78	15	10	3	4	110
Total 2014	85	21	8	3	6	123

Notes to Chart VI & VI-(A):

As previously noted, information on the driver’s in the high risk categories are supplied to the department heads. Data is only available for the past two years.

Chart VII: - Suspended License History



Note to Chart VII:

Suspended licenses creates a classification issue as a suspended license could be due to non-moving violations, such as, failure to pay parking tickets. A suspended license could also be due to moving violations or DUI's. When it is clearly discernible that a suspension is due to moving violations or a DUI, the driver is also listed in the high-risk category. To summarize, best practices clearly indicate that an organization should not allow an employee or volunteer to drive on the organizations' business until proof of restoration can be obtained. As previously noted, departments are immediately informed of licenses discovered as suspended. This year found no revocations.

Other Notes:

As previously noted, the ultimate goal of this project is to reduce risk for the Town's employees and residents. Reduction in accidents can be achieved through increased training but some stark facts also point toward the need for accountability. Note the following published by the National Highway Traffic Administration and the American Transport Research Institute.

- An average DUI driver will drive under the influence eighty seven times before being pulled over.
- Seventy five percent of DUI drivers, whose license has been suspended, continue to drive.
- Thirty two percent of fatal accidents involve a DUI driver.
- Speeding and other moving violation tickets are also a great predictor of future accidents. A driver with speeding tickets is sixty-seven percent more likely to get into an accident. A driver with a ticket for failure to use a turn signal is ninety-six percent more likely to be in an accident.