

Virginia Department of Wildlife Resources

Volunteer Programs



CONSERVE. CONNECT. PROTECT.

Policies and Procedures Manual

About This Handbook

This volunteer handbook provides policies, procedures and responsibilities for all Virginia Department of Wildlife Resources (DWR) volunteers. All volunteers accepted into any DWR volunteer program(s) shall be required to observe and adhere to these policies and procedures.

This handbook includes policies and procedures that are applicable to all programs. Agency programs may have additional policies that are addressed in program specific guidelines.

DWR Mission Statement

Conserve and manage wildlife populations and habitat for the benefit of present and future generations.

Connect people to Virginia's outdoors through boating, education, fishing, hunting, trapping, wildlife viewing, and other wildlife-related activities.

Protect people and property by promoting safe outdoor experiences and managing human-wildlife conflicts.

Contact Information

Virginia Department of Wildlife Resources
7870 Villa Park Drive, Suite 400
PO Box 90778
Henrico, VA 23228
www.dwr.virginia.gov
DWRVolunteers@dwr.virginia.gov

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Code of Conduct

As an agency volunteer, you work at the pleasure of the agency. As a representative of an Executive Branch agency within the Commonwealth, you are held to a high standard. If it is found that you do not represent the Commonwealth, the agency or the program in a manner consistent with expectations, you may be released as a volunteer. Additionally, you may be released from the program at the will of the agency or Program Manager without a grievance procedure for violating policy, procedure, guidelines or lawful direction from your supervisors, coordinators or managers. You also understand that if you are released from a program due to conduct or other issues related to policy, that you may be released from **ALL** agency volunteer programs.

While participating as a DWR volunteer in any activity, program, project or event, you are expected to abide by the following policies, procedures, rules and regulations:

- Volunteers shall not make false statements or any other comments that would degrade the volunteer program, the Virginia Department of Wildlife Resources, or the Commonwealth of Virginia
- Volunteers shall not conduct themselves in any manner that will bring discredit to the DWR volunteer program, the Virginia Department of Wildlife Resources, or the Commonwealth of Virginia
- Volunteers shall not deliberately perform any demonstration or act in a manner that would place another person in an unsafe situation whether or not the demonstration resulted in injury
- Volunteers shall abide by the Policies on Alcohol and Other Drug Use, Violence in the Workplace, Workplace Harassment/Sexual Harassment, and Equal Opportunity as outlined in Appendix A.
- Consumption of alcoholic beverages or unlawful drugs of any kind, before or during a class, activity or event is inconsistent with the purpose of DWR volunteer programs and is strictly prohibited. Complaints regarding a volunteer's use of alcohol or drugs shall be investigated and may result in immediate and permanent revocation.
- Profanity or obscenity of any kind shall be prohibited during any volunteer activity, event or program.
- Open criticism of other volunteers or staff is prohibited.
- Use of tobacco products and electronic cigarettes is prohibited during volunteer activities, programs or events. Use of tobacco products and electronic cigarettes is permissible during breaks, outside of the activity, event or program.
- When representing DWR in any capacity, volunteers are prohibited from lobbying for or against political causes, distributing politically motivated material, fundraising or engaging in any commercial activity.

- Volunteers who change their mailing addresses or e-mail addresses will notify the respective Program Coordinator in writing as soon as the new address is known. If mail is returned as undeliverable, the volunteer will be placed into an inactive status until the agency receives official notification.
- Whenever representing the agency, volunteers shall always maintain a neutral position on matters of wildlife management, hunting and policy. Promotion of religious, political or other personal opinions is inappropriate when acting in an official capacity at any DWR program.

Risk Management/Liability Coverage

Volunteers **engaged in pre-approved, authorized activities** for the Department are covered under the Commonwealth of Virginia Risk Management Plan. Virginia Code provides that any employee or agent of any agency, or any person acting on behalf of an agency in an official capacity, temporarily or permanently in the service of the Commonwealth, whether compensated or not, falls within the dictates of the Virginia Tort Claims Act. Volunteers are covered for issues of tort liability, the same as state employees, and are protected under the State's sovereign immunity. **Volunteers are NOT eligible for Workers Compensation.**

Volunteer Injury Reporting Procedures:

- In the event a volunteer is injured during the performance of official duties for the Agency, the volunteer and/or volunteer supervisor must immediately report the incident to the Program Coordinator.
- The Program Coordinator must notify the Division of Risk Management within five (5) days of the incident (immediately, if the case is serious).
- Volunteers must file with their own health care plan first. If the volunteer has no health care coverage, or if their plan does not cover all or any of the expenses, the state's Risk Management Plan acts as secondary coverage. It covers up to \$10,000 for medical expenses only.
- Any volunteer injured while working must receive the appropriate aid as dictated by the nature of the injury.
- Injury involving a minor must be reported immediately to the parent or guardian (for individual volunteers) or group leader, if the parent is not immediately available.
- Injury involving a member of a group (any type) must also be reported to that group's leader and/or agency.
- Accidents involving firearms require notification of the local conservation police officer or police agency.

Use of State Vehicles

Volunteers engaged in authorized activities may drive state vehicles if they meet DWR's criteria for volunteers and are currently licensed to drive that class of vehicle in the state of Virginia.

Volunteers must complete a short safety training session on safe vehicle operation tips and crash reporting procedures before they are authorized to drive a state vehicle. Volunteers must also adhere to the actions/processes outlined in the DWR Non-Sworn Vehicle Use Policy (Appendix B).

The Virginia State Police must be notified of any crash involving a DWR vehicle. If you are involved in a crash while operating a DWR vehicle, please follow the procedures in the attached DWR Non-Sworn Vehicle Crash Policy (Appendix C). A crash occurs when a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree or utility pole. The driver shall contact the appropriate program coordinator, who will provide the Automobile Incident Form (Appendix D) and notify the DWR Agency Transportation Officer (ATO).

DAMAGE/USE OF STATE PROPERTY

If a volunteer damages state vehicles, property, or tools, the responsibility for damages, replacement and repair is the same as for paid employees. Volunteers are not authorized to borrow state equipment for personal use. Such unauthorized use is grounds for termination.

DAMAGE TO VOLUNTEER'S PROPERTY

Volunteers may occasionally be approved to use their own personal property (automobile, boat, tools, etc.) for an authorized project. When the owner of the property is using that property, while working for DWR, the state's property insurance, administered by the Division of Risk Management, will be excess over the owner's personal insurance, unless the property is damaged due to the negligence of the state, its officials, employees, or agents (including other volunteers).

If the personal property is "loaned" (the owner gives up possession) to DWR and both the owner and DWR agree to have the state maintain the property in its care, custody and control, then the state's Risk Management Plan provides primary coverage and is responsible for the property—even if the owner has personal property insurance. (The state plan will provide coverage to the actual cash value of the property, so it is incumbent upon DWR to ensure the property it is keeping in its control is in suitable and safe operating condition at the time of the loan. The state is not responsible for problems or damage to the personal property existing at the time the property is loaned to DWR.)

Background/DMV/Reference Checks

All applicants for any of the DWR Volunteer Programs must submit to Criminal History (including Fish, Game, and Boat laws) and Traffic History Records Checks. Failure to allow DWR permission to conduct these checks will eliminate the applicant from consideration. DMV traffic history checks will be monitored on a regular basis to verify that volunteers who are eligible to operate state vehicles maintain their eligibility. Criminal history checks may be repeated periodically.

Volunteers are required to report immediately to the appropriate Program Coordinator, in writing, any violation of the law, which occurs during the application process and/or once accepted into the program. All determinations made for inclusion, dismissal and/or revocation of volunteers and instructors will be based on the nature and seriousness of any offense, and how it may affect the safety of DWR staff, volunteers, program participants, and the public in general, as well as the reputation of the agency. The agency reserves the right to reject any applicant deemed unacceptable for the programs.

Evidence of certain circumstances and/or record, charge or conviction will automatically exclude an individual from participation in the volunteer program. (Please refer to Appendix E - Policy and Screening Criteria for a listing of those circumstances.)

Certification/ID Cards

Upon acceptance into the program, each volunteer will receive an agency-issued ID card. The ID card should be worn when participating in any authorized volunteer activity. Program specific ID cards may be worn in lieu of the agency-issued ID card when approved by the Program Coordinator. Volunteer ID cards shall not provide electronic access to Agency buildings and facilities. The ID card is the property of DWR and must be returned to the agency upon separation.

Some volunteer programs (i.e., Hunter Education, Boating Safety Education, etc.) require certification specific to that program. Please refer to the program policies to see additional certification requirements.

Volunteer Hours

Volunteer time is an important asset to the agency. Volunteers can accrue hours toward benefits in the following ways:

- Working at an assigned task or regular duty
- Attending training provided by DWR or others, relevant to their volunteer position
- Making phone calls and planning programs at home, if related to their

- volunteer assignment
- Other activities as approved by the Region or Program Coordinator

Volunteers are required to submit regular reports with the number of volunteer hours during the time period. Volunteers will submit their records according to the time period and by the method specific to the applicable program for which they are volunteering.

Travel & Mileage Reimbursement

Volunteers whose duties require them to use their private automobile to conduct authorized Agency business, and volunteers travelling to/from authorized training, may be eligible for mileage reimbursement. Mileage will be reimbursed at the current rate authorized by the Commonwealth of Virginia. DWR reserves the right to limit or suspend mileage reimbursements based on Agency budgetary constraints. Notice of such limits or suspension of reimbursements shall be provided to volunteers through program written communications channels. If car-pooling, only the driver of the vehicle will be reimbursed. Travel over 100 miles round-trip must be approved in advance by the Program Coordinator.

DWR volunteer coordinator staff reserve the right to approve additional mileage reimbursements for special projects and circumstances deemed appropriate or necessary, to provide staffing to locations where no volunteers are readily available.

REIMBURSEMENT

Volunteers eligible for automobile mileage or other reimbursements associated with their volunteer duties should submit the program specific reimbursement request for review and approval. Reimbursement requests will be reviewed by the Program Coordinator or designee for final approval of payment.

Visual Image Release

While volunteering with the DWR, volunteer gives consent to the use of any visual images taken for advertising, publicity, promotions, and other official uses. Volunteer need not inspect or approve the finished product of any copy using their image.

Confidentiality Statement

The Virginia Department of Wildlife Resources is an agency of state government which includes permitting and licensing authority, wildlife and fisheries management, research, boating safety, education and law enforcement functions. As such, it has access to certain information which must be held in confidence to protect the privacy of its citizens and constituents, ensure the safety of its employees, guard the fairness and integrity of its programs, and maintain the operational security of the Agency.

Volunteers enrolled in the agency's volunteer program understand that they may, in the course of their duties, be made aware of or have access to, certain privileged and confidential information. Volunteers understand that it is imperative that they make every effort to maintain the confidentiality and security of any such information or knowledge gained directly or indirectly, as a result of their association with the agency.

Volunteers hereby agree to keep secret and confidential from all third parties, and not to use except as permitted hereunder, any and all confidential information disclosed to them by the agency or gained during the course of their service to the agency; except that the Volunteer will have no such obligation of confidentiality with respect to any confidential information which is:

1. Known to the volunteer at the time of disclosure thereof; or
2. At the time of disclosure or thereafter, is generally publicly available without the fault of the volunteer; or
3. Subsequently disclosed to the Volunteer, by any third party outside the agency; or
4. Independently developed by the volunteer without reference to confidential information of the agency; or
5. Required, by law, regulation, or action of any government agency or authority to be disclosed.

Information deemed confidential by the agency may be in written, electronic, visual, or oral form, either original or copy. There shall be no misuse, or release of Confidential Information without prior written approval by an authorized representative of the agency.

Volunteers understand that violation of this confidentiality is subject to penalties and/or suspension or dismissal from any or all of the programs.

Computer Access

The volunteer understands that computer access privileges may be granted for performance of authorized duties only and may be withdrawn at any time. The volunteer agrees not to access, use, copy, or knowingly permit others to do so, any Department data for unauthorized purposes. The volunteer further agrees to use and secure equipment as prescribed by agency policy. The volunteer shall not use any mobile medium (thumb drive, CD, DVD, etc.) which has not been expressly assigned to them by the agency. The volunteer must understand the ethical and legal use of data, recognize that unauthorized use or copying of data is illegal, and agree to refrain from all illegal and or unethical actions involving data.

The volunteer agrees to abide by all Commonwealth of Virginia and agency policies, procedures, standards, guidelines and other regulations, now or as amended in the future. Further, the volunteer accepts responsibility to report any violation by others of the terms of this agreement to the Program Manager.

The volunteer further understands that violation of this agreement is subject to penalties and/or suspension or dismissal from the program.

Appendices



Appendix A
Virginia Department of Wildlife Resources
Policies on Alcohol and Other Drug Use, Violence in the Workplace, Workplace Harassment/Sexual Harassment, and Equal Opportunity

The following policies apply to all DWR volunteers.

Alcohol and Other Drug Use

The following acts by a volunteer shall be grounds for immediate dismissal from the DWR Volunteer Program.

1. The unlawful or unauthorized manufacture, distribution, dispersion, possession, and/or use of alcohol and/or other drugs in a designated workplace or worksite.
2. Impairment in the workplace or worksite from the use of alcohol or other drugs, (except the use of drugs for legitimate medical purposes and as prescribed by a licensed medical practitioner or physician).
3. Any action, which results in the criminal conviction for: a violation of any criminal drug law, based upon conduct occurring either on or off the workplace or worksite, or a violation of any alcoholic beverage control law, or law which governs driving while intoxicated/under the influence of alcohol or drugs, based upon conduct occurring either on or off the workplace or worksite.
4. Failure to report to the Regional Coordinator or Program Coordinator, a conviction for any offense, as defined in III above, within five calendar days of the conviction.

Violence in the Workplace

Workplace violence is defined as: Any physical assault, threatening behavior or verbal abuse occurring in the workplace or worksite. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing. The following acts by a volunteer shall be grounds for immediate dismissal.

1. Intentionally injuring another person physically
2. Engaging in behavior that creates a reasonable fear of injury to another person
3. Engaging in behavior that subjects another individual to extreme emotional distress
4. Possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business;
5. Intentionally damaging property;
6. Threatening to injure an individual or to damage property;
7. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
8. Retaliating against any person who, in good faith, reports a violation of this policy
9. Violent acts of volunteers occurring outside the workplace may also be grounds for disciplinary action, up to and including dismissal.

Workplace Harassment

Workplace harassment is defined as: Any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or disability, that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's or volunteer's work performance; or affects an employee's employment opportunities or compensation or volunteer's opportunities or participation.

Retaliation is defined as: Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group exercising rights under this policy.

Sexual Harassment is defined as: Any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-workers, volunteer or non-employee (third party).

- Quid pro quo – A form of sexual harassment when a manager/supervisor or a person of authority gives or withholds a work-related benefit in exchange for sexual favors. Typically, the harasser requires sexual favors from the victim, either rewarding or punishing the victim in some way.
- Hostile environment – A form of sexual harassment when a victim is subjected to unwelcome and severe or pervasive repeated sexual comments, innuendoes, touching, or other conduct of a sexual nature which creates an intimidating or offensive place for employees or volunteers to work.

Third Parties are defined as: Individuals who are not state employees, but who have business interactions with state employees. Such individuals include, but are not limited to:

- Customers, including applicants for state employment;
- Vendors;
- Contractors; or
- Volunteers

The following acts by a volunteer shall be grounds for immediate dismissal

1. Harassment of any employee, applicant for employment, vendor, contractor or volunteer, on the basis of an individual's race, sex, color, national origin, sexual orientation, age, veteran status, political affiliation or disability
2. Retaliating against any person who, in good faith, reports a violation of this policy

Volunteers and third parties should report incidents of workplace harassment as soon as possible after the incident occurs. Individuals seeking remedy to workplace harassment may file a complaint with the DWR human resource director, the agency head or any individual designated by the agency to receive such reports.

<i>Equal Opportunity</i>

Pursuant to Policy Number: 2.05, Commonwealth of Virginia, Department of Human Resource Management, the Virginia Department of Wildlife Resources Volunteer Program:

- Provides that all volunteer recruiting for programs, services, activities, sponsored events be conducted without regard to race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or disability in accordance with the Governor's Executive Order on Equal Opportunity and state and federal laws. (For the purpose of this policy "disability" is defined in accordance with the "Americans with Disabilities Act.");
- Prohibits discrimination in the recruiting of volunteers on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or against otherwise qualified persons with disabilities.
- Does not permit the lowering of bona fide job requirements, performance criteria, or qualifications in order to give preference to any applicant for the volunteer program on the basis of above prohibitions.
- Ensures that the prohibition against discrimination applies to all aspects of volunteer applicant screening, selection, work/project assignments, benefit assignment and/or recognition.
- Requires all volunteers, staff, vendors, contractors, and/or other third parties, as may be identified, agree, in good faith, to comply with these and all other policies prohibiting discrimination on the basis race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or against otherwise qualified persons with disabilities.

Failure to abide by this policy shall be a basis for denial of approval to participate in any DWR volunteer program or be cause for dismissal from program participation.



Appendix B

POLICY & PROCEDURES NON-SWORN VEHICLE USE POLICY

Scope

This policy applies to all **non-sworn employees, herein known as the driver**, and includes the following classifications:

- classified and wage employees
- volunteers
- interns
- contracted staff
- independent contractors
- consultants
- and any other agency authorized persons or entities using agency vehicles

All actions/processes identified in this policy shall be in compliance with the Department of General Services, Office of Fleet Management Services (OFMS) Policies and Procedure Manual (March 2012) and the Commonwealth Accounting Policies and Procedure (CAPP) Manual .

Policy

It is the policy of Department of Wildlife Resources (DWR) that the use of state-owned vehicles will be limited to only the necessary performance of official business only. Drivers guilty of misuse are subject to disciplinary actions and may lose the privilege of operating a DWR vehicle.

Definitions

Agency Transportation Officer (ATO) – oversees vehicle management and reporting, and serves as the liaison to OFMS.

Commuting – use of state-owned vehicle by an employee for travel between home and official work station, while not in “travel status”.

Procedure

DWR Vehicle Assignment

Vehicle assignments shall be approved by the Executive Director on the basis of one of the following criteria:

1. An employee whose job duties require the constant use or continuous availability of specialized equipment directly related to their routine functions; or
2. An employee on 24-hour call who must respond to emergencies on a regular or continuing basis, and emergency response is normally to a location other than the employee's official work station.
3. The vehicle shall be used for essential travel related to the administrative or program functions of the DWR for which it is demonstrated that use of a temporary assignment or personal mileage reimbursement is neither feasible nor economical.

DWR Vehicle Use and Care

Vehicle Crash Procedure and Reporting – see Non-Sworn Vehicle Crash Policy

Compliance with Motor Vehicle Laws – It is the responsibility of each driver to observe all motor vehicle laws of Virginia. All violations and fines, including parking violations, are the responsibility of the assigned driver at the time of such violation. Incidents resulting in an issued citation must be reported to the driver's supervisor within 3 business days. Abuse of motor vehicle laws may result in the loss of privilege to use a DWR vehicle.

The following activities/circumstances/persons are not permitted in a DWR vehicle:

- **Hitchhikers**
- **Smoking and other tobacco products**
- **Pets**
- **Family Members and Relatives**, unless part of state business
- **Use of Handheld Devices** (cell phones, blackberries, etc) unless hands-free or the vehicle is parked.
- **Eating food**
- **Alcoholic Beverages and Drugs** – Under no circumstances may a DWR vehicle be used while the driver is under the influence of intoxicating drugs or beverages. Conviction of such an offense will result in the loss of the privilege to use a DWR vehicle. Alcoholic beverages and illegal drugs cannot be possessed or transported in DWR owned vehicles.
- **2-Way Radios Use**, unless during an emergency and training is required.

Out-of-state travel – DWR vehicles may be used for out-of-state travel. Enterprise Rent-A-Car should be considered for out-of-state travel for safety and increased efficiency. The DWR account is available to drivers and additional information is located at the Agency Transportation folder.

Parking and Storage of DWR vehicles – Drivers are responsible for the secure and safe storage and parking of DWR vehicles. Damage to or loss of vehicles due to negligent storage, parking or security may be the responsibility of the driver.

Firearms - Firearms may not be transported in DWR vehicles except for official

Agency use (See Firearms Policy).

Assigned Vehicle Maintenance – Vehicle maintenance is the responsibility of the assignee. Vehicles will be maintained according to the manufacturer's schedule of maintenance. Assignees shall routinely check for proper engine oil and coolant levels, battery function, wear on belts and proper inflation of tires. Pooled Vehicles are maintained by a fleet manager and all drivers are responsible for reporting mechanical problems.

Personal Property – DWR is not responsible for the loss of or damage to personal property that may be transported or stored in DWR vehicles.

Use of Personal Vehicles – DWR employees may use personal vehicles in the discharge of official duties. Reimbursement for such use shall be at the rate prescribed by the DOA CAPP Manual 20335 rate.

Commuting in DWR Vehicles - No DWR vehicle shall be used to commute between an employee's home and official work station without the prior approval of the Executive Director. Employees who do not report to an official work station shall not be required to pay for travel between their homes and field sites. Travel between home and an official work station while preparing for or returning from travel does not constitute commuting.

DWR vehicles may not be used for commuting unless such use is required by:

1. An employee whose job duties require the constant use or continuous availability of specialized equipment directly related to their routine functions; or
2. An employee on 24-hour call who must respond to emergencies on a regular or continuing basis, and emergency response is normally required to a location other than the employee's official work station.
3. Employees approved for commuting in DWR vehicles, will reimburse the Agency for commuting use according to State policy.

Control/Areas of Responsibility

Each employee of DWR is responsible for accomplishing the letter and the spirit of this policy. Division Directors shall designate supervisors as responsible for the implementation and enforcement of this policy. Supervisors must report violations of this policy to their Division Director for appropriate action. The right of any employee to operate a DWR vehicle may be suspended for any violation of this policy.

It is the responsibility of each Division Director or the designee, to insure that each agency employee possesses a valid driver's license prior to operating a DWR vehicle. All employees are required to submit a release form to monitor driver license status, which is coordinated by the Human Resources Division – DWR, in conjunction with DMV.

Interpretation

The Executive Director is responsible for the official interpretation of this policy and the approval of any deviation from the guidelines set forth within. Contact the Executive Director should you have questions regarding this policy.

Authority

- Code of Virginia, Chapter 11, Title 2.2 1180
- Executive Order 89



Appendix C

POLICY & PROCEDURES NON-SWORN VEHICLE CRASH POLICY

Scope

This policy applies to all **non-sworn employees, herein known as the driver**, and includes the following classifications:

- classified and wage employees
- volunteers
- interns
- contracted staff
- independent contractors
- consultants
- and any other agency authorized persons or entities using agency vehicles

All actions/processes identified in this policy shall be in compliance with the Department of General Services, Office of Fleet Management Service (OFMS) - Policies and Procedure Manual (March 2012).

Policy

It is the intent of this policy to protect the public and drivers through minimizing the number and severity of vehicle crashes through implementing the following procedures:

- Reporting of crashes involving agency vehicles through appropriate internal and external channels.
- Providing administrative review of each crash, and appropriate intervention to correct identifiable issues related to driver performance.

Definitions

Agency Transportation Officer (ATO) – oversees vehicle management and crash reporting, and serves as the liaison to OFMS.

Crash - occurs when a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree or utility pole. Traffic crashes may result in injury, death, vehicle damage, and property damage.

Incidents – damage to agency vehicles caused by wildlife and other events not under the control of the driver.

Preventable – damage to agency vehicles caused, all or in part, by actions of the driver

Non-Preventable – damage to agency vehicles caused by other drivers through no fault/action of the driver.

Negligence – is defined as a failure to bestow the care and skill which is demanded by the situation and is determined by VSP.

Gross Negligence – is defined as a substantially higher magnitude of negligence but falls short of being such reckless disregard as to be the equivalent of willful, intentional wrong. Gross negligence is more than a mere failure to exercise ordinary care. It is that degree of negligence which shows an utter disregard for the safety of others and is determined by VSP.

Driver Review Team (DRT) – shall consist of the ATO, the Lead Driving Instructor from Law Enforcement Division, and an Assistant Bureau Director from the Bureau of Wildlife Resources. The ATO is a permanent member and chair of the DRT.

Procedure

The Virginia State Police (VSP) shall be notified of any crash involving a DWR vehicle. The driver shall complete the Automobile Loss Notice Form and submit the form to his/her supervisor and ATO. Should the VSP decide not to investigate the crash, the driver shall include the name of the VSP Trooper consulted, date and time of contact, and a brief statement as to why the request was declined and email to supervisor and ATO.

Per Division of Risk Management (DRM) new procedure (after July 1, 2014), when another vehicle is involved or there is personal property damage, the driver shall complete the Automobile Incident Form – Division of Risk Management and take pictures of both vehicles and email to the supervisor and ATO. This information will be forwarded to DRM by the ATO. This step is not required when the crash results from a collision with wildlife or other events not under the control of the driver.

All vehicle crashes will be reviewed quarterly by the agency Driver Review Team (DRT) and each occurrence will be evaluated under the following classifications:

- Preventable
- Non-Preventable
- Incident

The driver and supervisor will be notified by email of the crash classification and will be required to complete a short email survey conducted by the DRT to further improve transportation safety, reduce crashes, and customize training.

The DRT will then record any actions to be taken by the driver and notify the individual and division director or designee. Such actions may include mandatory attendance at a driver improvement training course and/or payment for damages caused by the driver to agency vehicles or property. Any corrective actions required by the DRT must be completed in 60 days from date of notification.

The driver will then submit the completion certificate and a copy of the receipt showing the amount paid by the employee to the supervisor for review. The supervisor will forward the package to the ATO for approval and payment by Accounting. Drivers who fail such course will be required to re-take the program but will only be reimbursed one fee. Drivers not initially completing the course within the required 60 days will not be reimbursed. Any employee may take a driver improvement training course at any time if the individual feels the need for such training; however, unless the DRT requires such an action, the employee cannot be reimbursed.

During the review process above, the DRT will also look for trends and/or circumstances occurring on a repeating basis. Such trends will be reported to the division heads for their information and/or action as applicable.

In addition to being required to complete a driver improvement course, the driver may be required to reimburse the agency the cost of repairs to a vehicle damaged in a collision determined to be preventable and negligent or preventable and grossly negligent.

Division management may make intervention as deemed appropriate when a driver demonstrates behaviors that exposes the agency to liability or exposes the public or the employee to undue risk. Intervention may be made without the notifications and steps above when it is necessary to address a specific need or in situations where the best interest of the agency is served by such action.

Control/Areas of Responsibility

The ATO is appointed by the Executive Director and will:

- serve as the Chair of the agency DRT
- schedule and conduct the DRT review meetings
- serve as liaison to division heads and other state agencies

The ATO will upload VSP reports at the DRT SharePoint site and the DRT members will notify division directors quarterly of crash data. The ATO will also prepare and forward the annual report to the VSP as required by 01 September.

Interpretation

The Executive Director is responsible for the official interpretation of this policy and the approval of any deviation from the guidelines set forth within. Contact the Executive Director should you have questions regarding this policy.

Authority

- Code of Virginia, Chapter 11, Title 2.2 1180
- Executive Order 89



Appendix D Automobile Incident Form (Partial Sample)

COMMONWEALTH OF VIRGINIA

Vehicle Pool Number Automobile Incident Report

Agency Driver: Complete this form and email it to DRMClaims@trs.virginia.gov or send by fax: 804-

371-2442 If available, include a copy of the police report

Do not discuss accident with anyone except Commonwealth of Virginia representative and police

Your Agency	Name of agency and institution / division					State vehicle's license plate number	
	Agency address		Street / P.O. Box	City	State	Zip code	Phone number
Time and Place of Accident	Date of accident		Hour	Location	Street or highway		City / County
			A.M. P.M.				State
BY THE TERMS OF THE AGENCY'S COVERAGE THE COMMONWEALTH MUST BE GIVEN A REASONABLE OPPORTUNITY TO EXAMINE YOUR AUTO BEFORE REPAIRS ARE MADE.							
Your Auto	Make of auto	Year	Body type	Vehicle Identification Number			Police called? <input type="checkbox"/> Y <input type="checkbox"/> N
	Name of owner or leasing company			Address		Street	City State Zip Code
	Name of driver			Address		Street	City State Zip Code
	Driver's date of birth		Driver's license number		Was license in effect at time of accident?		
	Purpose of trip		Who gave permission?		Where were you going when the accident happened?		
					Where were you coming from when the accident happened?		
	Where is the vehicle now?			Estimated cost of repairs			
	Make of other auto		Year	Body type	Estimated cost of repairs		
	Describe damage to other auto						
	Name of other driver			Address		Street	City State Zip Code
Name of other auto's owner			Address		Street	City State Zip Code	
Is other auto insured?			Name of other auto's insurance company				
Passengers	Names of passengers in your auto			Addresses		Street	City State Zip Code
	Names of passengers in other auto			Addresses		Street	City State Zip Code
Injuries <small>(No matter how minor)</small>	Names of persons injured			Addresses		Injuries	Age
	In which auto were the injured riding?						
Name of doctor / hospital			Addresses		Street	City State Zip Code	

Complete form is available in the vehicle glove box.



Appendix E

POLICY AND SCREENING CRITERIA FOR DWR VOLUNTEERS

- Felony convictions will prohibit any applicant from becoming an instructor or volunteer.
- Felony arrests will be reviewed individually. There will be case by case consideration of any applicant with a felony charge leveled and reduced or not adjudicated.*
- All previous charges and convictions, including moving traffic violations, are required to be disclosed by the applicant during the application process. Failure to accurately report arrests and/ or convictions on the application may be grounds for rejection.*
- Applicant must not have any criminal misdemeanor convictions, including fish, game, or boat violations, in the past three years.
- An applicant with a misdemeanor conviction beyond the 3 years will be considered on a case-by-case basis.*
- Determinations requiring case-by-case consideration shall be handled by two or more reviewers.*
- An acceptable applicant shall have no conviction for a violent crime, a crime of a sexual nature, a crime involving a minor, or any other violation deemed serious in nature that the reviewers believe should preclude the applicant's participation in the programs.*
- The applicant/volunteer/instructor is required to immediately report to the Region Coordinator, in writing, any violation of the law, which occurs during the application process and/or once accepted into the programs.*
- Applicant's occupation must not conflict with the Agency's mission, policies, and lawful mandate.

In addition, to drive a state vehicle the applicant must:

- Have a safe driving record, with at least +3 points
- Have no OUI/BUI/DUI or reckless convictions within past 10 years, and no repeat offenses of these crimes.
- Possess a valid Virginia DL

*All determinations made for inclusion of volunteers and instructors into the programs will be based on the nature and seriousness of any offense and how it may affect the safety of DWR staff, volunteers, program participants, and the public in general, as well as the reputation of the Agency. DWR reserves the right to reject any applicant deemed unacceptable for the programs.



Appendix F

REVOCATION OF INSTRUCTOR CERTIFICATION OR DISMISSAL FROM THE DWR VOLUNTEER PROGRAM

- Failure of any instructor or volunteer to fulfill his/her obligations as outlined in the appropriate program Policies and Procedures Manual is cause for revocation or dismissal.
- Failure to report any criminal arrest in writing to the Region Coordinator without delay is cause for revocation or dismissal.
- Conviction of any misdemeanor may result in termination. All misdemeanor convictions will be reviewed individually by two or more reviewers.
- A felony conviction will result in immediate and permanent revocation of credentials and dismissal from the program.
- Felony arrests shall result in immediate suspension of the volunteer pending adjudication of the offense.
- Misdemeanor arrests may result in suspension of volunteer, pending adjudication of the offense. Determinations will be made based on a case by case basis by two or more reviewers.

Criteria for Automatic Rejection/Revocation/Dismissal:

The following circumstances automatically exclude an individual from participation in *any* of the agency's volunteer programs.

Evidence of:

- Any sale, or illegal interstate transport of wildlife
- Any violation of the Endangered Species Act or Lacey Act
- Conviction history from another state or federal game and fish agency, which would make person ineligible if it had occurred here
- Any DUI or OUI, or charges reduced to reckless within 5 years
- Multiple charges, of any nature, occurring as separate events, which might indicate a pattern of, or propensity for, unlawful behavior.
- Any outstanding Peace Bonds, Protective Orders, Restraining Orders
- Any outstanding Warrants

Any record/ charge/conviction

- Violence, Domestic Violence, Assault,
- Abuse, mistreatment, neglect, or injury to a minor
- Abuse, mistreatment, neglect or unlawful act involving a domestic animal (i.e., animal cruelty or neglect, dog fighting, etc.)
- A sexual/deviant nature
- Possession of child pornography,
- Contributing to the Delinquency of a Minor
- Breaking and entering
- Burglary

- Robbery/Strong Arm Robbery
- Resisting arrest
- Obstruction of Justice/Officer
- Stalking
- Theft/ Petty Theft/ Grand Theft
- Embezzlement
- Fraud

The agency reserves the right to consider any and all circumstances of an applicant's background during the application process as well as throughout the volunteer's participation in any of DWR's volunteer programs.