

SDSD Detention Services Bureau –Sheriff's Transportation Unit Green Sheet

DATE:	MAY 2022
NUMBER:	D.9.T.1
SUBJECT:	DRIVING SKILLS REFRESHER AND REMEDIAL DRIVING COURSES
RELATED SECTIONS:	D.9

Purpose:

To develop better driving skills in order to maintain adequate control of buses and/or vans, understand the limitations of these vehicles, understand the limitations of the vehicle operator, reduce “Preventable Accidents,” and extend the useful life of Sheriff’s buses and vans.

Policy:

The Sheriff's Transportation Unit (STU) is responsible for conducting refresher and remedial driving training of personnel assigned to the STU. The deputy assigned to either course will be informed of the course expectations prior to the start of the assigned course.

Procedure:

I. Assigning instructor/s:

The Training Sergeant will assign a Training Officer/Corporal for each driving course of instruction.

II. Driving Skills Refresher Course

A. Sheriff's Transportation Unit deputies may attend this course when;

1. Self-requested by a Transportation Unit deputy (Informal Training).
2. Recommended by a Training Officer/Corporal by memo indicating why the refresher course is needed, and with the approval of the Training Sergeant.
3. Recommended by a STU Sergeant and/or Lieutenant.

B. The length of the course will be a minimum of 8.5 hours. The percentage of time spent on the re-certification course of road driving will be determined based on the reason the deputy was assigned to the course.

C. Course expectations:

1. The deputy in training must successfully drive the re-certification course without hitting any cones on the course. Hitting is defined as knocking over or moving a cone an inch or more with any part of the vehicle and/or hitting a part of a cone other than the base.

2. Obey all laws and safely drive a predetermined route as directed by the instructor.
3. Be formally evaluated with documentation by the instructor conducting the course.

III. Remedial Driving Course

- A. The Sheriff's Transportation Unit deputy shall attend this course when one or more of the following occur:
 1. Involved in a chargeable accident.
 2. Failing "Re-certification" or failing the "Driving Skills Refresher Course."
 3. Directed by a STU Sergeant and/or Lieutenant.
- B. The length of the course will be a minimum of one day (8.5 hours) on the re-certification course and road driving. If the driver in training is unable to complete the course and/or road driving, the Training Officer/Corporal can recommend another day of training.
- C. Course expectations:
 1. The deputy in training must successfully address/negotiate the circumstances, conditions or obstacles which led to the driver's assignment to remedial training as outlined in the memo to the deputy.
 2. Obey all laws and safely drive a predetermined route as directed by the instructor.
 3. Be formally evaluated with documentation by the instructor conducting the course.

IV. Miscellaneous:

- A. In the event the deputy in training does not successfully complete the remedial course with the first assigned Training Officer/Corporal, the Training Sergeant may assign a different Training Officer/Corporal to repeat the Remedial Driving Course.
- B. In the event the deputy in training fails his/her second attempt, the deputy may be administratively transferred from STU.
- C. Grounds for Administrative Removal
 1. Although not all inclusive, the following are grounds for administrative removal from the STU:
 - a. A positive test for drugs and/or alcohol during a random test per the Omnibus Transportation, Employee Test Act of 1991.
 - b. Temporary suspension of State driving privileges or loss of Class B license.

- c. Any Drug and/or alcohol related offenses committed on or off duty.
- d. Any three chargeable collisions in less than five years.
- e. A chargeable collision resulting in serious injury or death.