

Uniform Policy for Safe Driving

SUBJECT:	Human Resources / Employee Services
EFFECTIVE DATE:	7/10/2026
REVISED:	N/A
REFERENCES:	N/A
FORMS AND ATTACHMENTS:	N/A

The Department of Administrative Services General Letter 115 establishes driving standards for state employees who operate state fleet vehicles. It defines four levels of speeding violations. The DMHAS Uniform Policy for Safe Driving outlines the agency's response to each violation and repeated violations.

All state-owned vehicles are equipped with telematics devices which track vehicle speed. Speeding reports are provided regularly to the facility and are used to determine supervisory actions as outlined below.

The four violation levels are:

Level 1: Driving 10 miles per hour (mph) or more above the posted speed limit on any road, except a [limited access highway](#), or in a work zone on a limited access highway.

Employees identified through telematics as driving of 10 mph or more above the posted speed limit will receive counseling¹ and may be required to undergo other corrective measures, such as driver safety review. The Agency Transportation Administrator (ATA²) and the employee's supervisor are responsible for addressing these violations.

¹ Counseling is defined as a conversation between supervisor and employee when an employee is found to have violated a work rule or policy. The act of counseling is designed to be instructive, not disciplinary. The supervisor should document that counseling occurred.

² ATA (Agency Transportation Administrator) is the designated person receiving driver data. Regardless of the type of violation, the role of the ATA is to distribute that data to the appropriate supervisor for corrective action.

Level 2: Driving 15 mph or more above the posted speed limit on a limited access highway (except in work zones).

Employees identified through telematics as driving 15 mph or more above the posted speed limit will receive counseling and may be required to complete additional corrective measures, such as driver safety review. The ATA and the employee's supervisor are responsible for addressing these violations.

Level 3: Driving 20 mph or more above the posted speed limit when the speed limit is 60mpg or less is considered unsafe driving.

Employees identified through telematics as driving 20 mph or more above the posted speed limit, but less than 85 mph, will be subject to investigation for possible disciplinary actions. A MHAS20 will be completed, and the investigation will be conducted by the ATA and the Office of Labor Relations (OLR).

Level 4: Driving 85 mph or higher is considered reckless driving under Connecticut General Statutes § 14-222.

Employees identified through telematics as driving 85 mph or higher, except when briefly necessary to avoid an accident or road hazard, will have their state driving privileges suspended immediately, and may be subject to investigation and/or disciplinary action. A MHAS20 will be completed, and the investigation will be completed by the ATA and OLR.

Outlined below is the disciplinary response to the violations defined in General Letter 115.

Type of Violation	First Violation	Second Violation	notes
Level 1	Supervisor provides counseling to the employee and reissues policy	Supervisor directs the employee to retake safe driving training	Third violation of this type will escalate to progressive discipline
Level 2	Supervisor provides counseling to the employee and reissues policy	Supervisor directs the employee to retake safe driving training	Third violation of this type will escalate to progressive discipline
Level 3	- Progressive discipline - Possible remedial requirements	- Progressive discipline - Possible remedial requirements - Possible suspension of driving privileges	
Level 4 (reckless driving)	- Suspension of driving privileges until employee repeats safe driver training. Disciplinary outcomes of investigation: - Minimum 2-day suspension - If patients are in car, minimum 5-day suspension - Possibly remedial requirements	- Suspension of driving privileges until employee repeats safe driver training. Disciplinary outcomes of investigation: - Minimum is 5-day suspension - Aggravating factors* assessed	*Aggravating factors: - Frequency of violations (2 in 6 months) - Patient in car - Hazardous weather/driving conditions - Inappropriate use of vehicle (such as personal use) - Seat belt compliance - Moving violations

Corrective actions may include additional training, reviewing agency policies, or other educational measures designed to improve safe driving practices.

Employees designated as first/emergency responders are exempt from this policy when they safely exceed the posted speed limit while responding to an authorized emergency or performing other approved job-related emergency duties.