



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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GOVERNOR

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February 14, 2002

To: Group Leaders
Area Engineers

From: Charlie Brown
State Location & Surveys Engineer

Subject: Personnel Memo 2002-1
Disciplinary Actions – Traffic Citations

Recently we have had a spate of traffic accidents and/or moving traffic violations, in which the Location & Surveys employee was cited as being at fault. For your information, in the future, for such cited incidents, we will need to abide by the following DOT policies and guidelines:

- For any accident, contact your Division Safety Engineer as soon as is possible.
- If there is a citation or accident where a vehicle is damaged, the employee driving must immediately go for a drug test. At the first possible opportunity, the Group Leader or his/her representative will need to call the NCDOT Controlled Substance and Alcohol Program at 919-661-4803 and notify them of the accident and drug test.
- The employee should go on Investigatory Suspension With Pay for the rest of the workday. The employee will be allowed to return to work the following day, if you deem appropriate.
- Notify this office of the accident and all facts/circumstances involved.
- If there is a citation, the employee is to receive a written warning regarding job performance. Possible resulting actions may include some type of mandatory driver's training, such as NCDOT's Defensive Driving course, if available. If the citation is in dispute and the charge is dropped, the written warning can be removed at that time.

Please remind your staff that accidents can be prevented with caution and care. It is their responsibility to provide that caution and care. It is our responsibility to act in lieu of that caution or care.

Thank you for your assistance in this matter. Please do not hesitate to contact me with any questions or comments.

CWB