



## Organizational and Safety Solutions

### *Sample Vehicle Safety Policy*

#### Introduction

The safety of our employees, students, the public and the protection of the property of others is important to our District. To assure the safety and protection of our vehicle operations, the following Vehicle Safety Policy has been adopted. This policy applies to all drivers operating on District Business whether they are driving District vehicles or personally owned vehicles.

#### Driver Selection

Only drivers who have been approved by \_\_\_\_\_ are permitted to operate vehicles on District business.

#### Driver Eligibility

An employee must be at least 18 years old with a good driving record and a current license (copy provided) to be eligible to drive pickup trucks/light vans and cars. An employee must be at least 25 years old with a good driving record and a current license (copy provided) to be eligible to drive heavier vehicles. This includes a vehicle that is considered a Commercial Motor Vehicle 10,000 lbs. or greater (including a lighter vehicle that may be towing a trailer that would raise the combined weight to > than 10,000 lbs). A Commercial Driver License (CDL) is required to operate all CDL vehicles (26,000 pound GVW and heavier).

#### Motor Vehicle Records (MVRs)

Current Motor Vehicle Records are evaluated with specific performance criteria before a driver will be approved to drive for the District. This approval must be in place before the driver operates any vehicle on behalf of the District. The MVR is obtained and reviewed when a prospective driver is first eligible to become a District driver, MVRs are also obtained and reviewed annually, and must remain acceptable for

the driver to retain driving authorization. Any time a driver no longer meets the District's qualifications, he/she will be prohibited from driving a vehicle on District business until his/her record meets the District driving guidelines.

A driving record is considered to be unacceptable if the current MVR includes either of the following within the last 3 years:

- Any major violation ("Type A" below), or
- Any combination of 3 minor violations ("Type B" below) and/or at-fault accidents.

### **Major Violations ("Type A")**

- Driving while intoxicated, or any reference to "implied consent" or open container violations.
- Driving under the influence of drugs or alcohol.
- Negligent homicide as a result of the use of a motor vehicle.
- Operating a motor vehicle during a period of suspension of the driver license.
- Using a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Operating a motor vehicle without the owner's authority (grand theft).
- Permitting an unlicensed person to drive.
- Reckless driving, speeding or careless, wanton or negligent driving.
- Hit and run driving involving Bodily Injury or Property Damage.
- Failure to stop/report an accident.
- Making a false accident report.

### **Minor Violations ("Type B")**

- Any moving violation not listed above.
- Any violation arising in conjunction with an accident (in addition to the chargeable accident).

### **Discipline**

When any qualified driver commits a major violation ("Type A"), his/her driving authorization will be terminated immediately. After a driver has accumulated 3 minor violations ("Type B") within 3 years, his/her driving authorization will be terminated immediately.

### **Reinstatement**

After a driver has been removed from driving authorization, he/she will need to have 3 years of driving with no further violations in order to be reinstated as an authorized driver. If the driver enrolls in and passes a defensive driving course, he/she may be approved to drive in less than 3 years (if monitored). Each case will be decided on its individual merits by \_\_\_\_\_ (possibly Business Manager or School Superintendent).

## Rules of Vehicle Operation

1. Drivers are expected to ensure the vehicle is properly filled with gas and oil, and must notify \_\_\_\_\_(official in charge of vehicle maintenance) of any recognized problems. Drivers will be held responsible for damages caused by negligence.
2. Vehicles are to be operated in a safe manner and in accordance with State and Federal Motor Vehicle laws.
3. Seat belts are to be worn at all times.
4. All passengers must be seated in vehicle seats with occupant restraint. Riding on laps, in truck beds, other non-seat areas is prohibited.
5. Hitchhikers are prohibited.
6. There is to be no personal use of District vehicles without prior approval by \_\_\_\_\_. If such use is approved, it must be kept to an absolute minimum. **Optional rule.**
7. Absolutely no persons except District drivers and approved passengers are allowed in the vehicles.
8. A spotter should be used when backing, if available. The spotter should be another adult or designated District representative who communicates backing safety to the driver, from a safe vantage point.
9. All District vehicles must be returned to the designated District parking area at the end of the working day unless prior written approval is obtained or unless the driver's position requires/allows for taking the vehicle home (management approval).

Drivers not complying with the above operating procedures will be disciplined according to the following policy:

- 1<sup>st</sup> Offense: Verbal warning.
- 2<sup>nd</sup> Offense: Written warning (copy to employee and copy to personnel file).
- 3<sup>rd</sup> Offense: Disciplinary action, up to and including revocation of privileges.

Steps #1 and #2 may be bypassed with a flagrant violation of any of the regulations. Reinstatement of driving authorization will be at the discretion of the District. Volunteer drivers will have privileges revoked after the 2<sup>nd</sup> offence.

## Cell Phone Use

A driver's first responsibility is the safe operation of the vehicle. The best practice is to avoid the distractions of cell phones while driving. When on the road, drivers shall concentrate on safe and defensive driving and not on making or receiving phone calls, delivery of faxes, using computers, navigation systems, or other distracting influences.

If cell phone use is going to be allowed it should be kept to a minimum and only hands free use, is allowed. Texting is absolutely prohibited at any time while driving.

**Optional line: When a driver decides that it is safe to use such a device while driving, it should be with the understanding that negligent drivers will be held accountable when distracted driving results in the injury or death of others.**

## Insurance for Non-Owned Vehicles

The driver's personal auto insurance is primary. The company's non-owned Auto Insurance coverage applies as excess coverage to the employee's own auto policy. By signing this policy the driver/employee certifies that they have and will maintain auto insurance on the non-owned vehicle used for District business.

## Accidents

All accidents are considered to be "at fault" unless the driver provides clear evidence to the contrary (such as a police report). "At Fault" is any accident where the driver is cited or negligently contributes to the incident, or where the cause of the accident is not equipment-related.

District drivers are required to report all accidents within 1 business day. This includes drivers using their own vehicle, when the accident was associated with District business. All accident reports must include the following information:

- Date and Time of accident
- Location of Accident
- Name, Address and Phone Numbers of all Drivers, Occupants and Witnesses
- All Driver License numbers for all the drivers involved
- All Vehicle information including: Year, Make, Model, Vehicle Identification numbers
- All Insurance information
- All injuries and vehicle damages (and location of vehicle(s))
- Brief description of the accident
- Road and weather conditions
- Police information

## Communication

Each driver is required to report all moving violations within 1 business day to the designated District official, regardless of whether they occurred while driving for personal activities or out of the course of driving for the District. Failure to report all driving violations will result in termination of driving privileges.

## Summary

Control and elimination of vehicle accidents is in the hands of our employees, and is therefore each employee's responsibility. It is expected that everyone will adhere to this policy and work in a safe vehicle environment. Your dedication and cooperation to this important task are appreciated, and will benefit us all.

If you have any questions or would like additional information, please contact your local PMA Risk Control Consultant.

**IMPORTANT NOTICE** - *The information and suggestions presented by PMA Companies in this risk control technical bulletin are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related or other laws or regulations. You are encouraged to alter the information and suggestions to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.*

Date:

To: All District Vehicle Drivers

From: \_\_\_\_\_ Administration Rep.

Subject: Use of District Vehicles and Personal Vehicles used on District Business

Our insurance carrier requires that we have the following signed statement on file from every employee who regularly, or occasionally, drives a vehicle for the District or drives their vehicle on District business.

Certain employees are permitted to take District vehicles home, either for their convenience, or as a convenience to the District. This statement applies equally, whether the vehicle is sometimes taken home by an employee, or if it is only used during normal working hours and stored on company premises at night and for personally owned vehicles used for District business.

Your signature signifies that you have read, comprehend and agree to strict adherence to the Vehicle Safety Policy, including:

- All passengers of District vehicles and personal vehicles used on District business must wear seatbelts.
- Speed shall never exceed the posted maximum speed limit; therefore, radar detectors are not permitted in company vehicles and shall not be used in personal vehicles for District business.
- Drivers must report all traffic violations and accidents to the Administration.
- District vehicles and personal vehicles used for District business are never to be operated while under the influence of alcohol or any drug that may diminish driving performance.
- Drivers should maintain adequate following distance between their vehicle and other vehicles.
- Drivers are responsible for damages caused by negligence.

"It is my understanding, and firm knowledge, that any District vehicle driven by me is not to be used for personal or pleasure use. This vehicle is placed in my custody for District business use only, and if taken home by me, I understand it is not to be used for personal or any other reason. Also, I understand that I am the only authorized driver and that I may not loan or give permission to anyone to use the District vehicle. As a driver that may use my personal vehicle for District business I also understand and will follow the requirements of the Vehicle Safety Policy. As an authorized driver, I maintain a valid state driver's license and understand that it is my obligation to report any driving violations and reveal changes in the status of that license to my employer."

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

