

# Vehicle Fleet Safety Guide

**Assistance in Strengthening your Automobile Controls**

## Example Acknowledgement of Receipt

### Vehicle Fleet Safety Manual

[Effective Date]

This is to acknowledge that I have received a copy of the Vehicle Fleet Safety Manual and understand that it contains important information on many of the general driving safety policy and on my driving privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the manual. Additionally, I agree to abide by any new or revised policy.

The (Organization Name) may change, rescind or add to any policies or practices described in this manual from time to time with or without prior notice. The (Organization Name) will advise employees of material changes within a reasonable time.

I further acknowledge that driving privileges with the (Organization Name) may be terminated for not abiding by the rules and policies set forth in the Vehicle Fleet Safety Manual.

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Employee Signature

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Date

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Print or Type Name

**IMPORTANT NOTE:** I understand it is my responsibility to read, understand and comply with the provisions contained in the (Organization Name) Vehicle Fleet Safety Manual. If I am unable to understand any part of this manual, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange such help, I will immediately notify my supervisor who will make arrangements for needed assistance.

*(Please place in employee's personnel file.)*

# Sample Fleet Safety Program

The operation of motor vehicles exposes your government organization to possible financial loss through damaged property, injury to employees and/or injuries to members of the general public. In addition, the public's observance of poor driving practices and damage to private property can create a negative public image for the entity.

Each year injuries, property and liability damage claims, seem to increase. Most direct costs of these accidents are paid by insurance. However, after deductibles are paid by the local government the taxpayers also pay indirect costs. These might include:

- Increased cost of insurance
- Loss of vehicle use
- Vehicle replacement costs
- Loss of productivity
- Increased paperwork

The key to controlling automobile accidents is to adopt a well-written, comprehensive, Fleet Safety Plan. To be effective, the better plans usually include:

- Driver rules for operating entity vehicles should show up in the Policy and procedure manual.
- Driver selection and supervision
- Driver Training
- Vehicle maintenance and inspection
- Driver Discipline
- Record keeping for maintenance files, accident investigations, driver file, etc.

## Scope

This information is to assist you in developing your Fleet Safety Program. To be effective, your plan must relate to your specific operations, exposures, and hazards. The information provided is not intended to be all-inclusive, but is a starting point for the development of your Fleet Safety Program.

Fleet safety is inclusive of all mobile equipment from passenger cars to heavy equipment. Your fleet safety plan should apply to all persons operating any entity vehicle or private vehicle used for entity business.

Since this topic involves certain elements of employment law, we suggest you have your program reviewed by your Legal and Human Resources advisors. Since each state may have their own additions or subtractions to driving regulations we suggest you consult the State for additional assistance.

The following information is a sample only. Again, you will need to structure the fleet safety policy to meet your entity's needs.

## Policy

This policy sets the standards for managing and operating fleet vehicles as well as personal vehicles when used on entity business.

## Compliance

Employees who are found to have violated this policy or found to have any indications of misconduct involving vehicles may be grounds for disciplinary action up to and including termination. Certain offenses may result in immediate termination due to the severity of the infraction.

Emergency vehicles should have their own published policy and procedures as there are several operational differences and regulations that govern them.

## Key Elements of the Program

Your fleet safety program should be written and at least, but not limited to include the following elements:

- Program administration (roles and responsibilities)
  - Manager/supervisor responsibilities
  - Driver responsibilities
- Driver selection, authorization and review
- Driver training
- Driver discipline
- Drug and alcohol testing
- Emergency equipment (snow plows, emergency lights on utility service vehicles, back-up alarms)
- Vehicle inspection and maintenance
- Accident reporting and investigation
- Record keeping

## Program Development Written Policy

A well-defined and clearly communicated written policy should address the following:

- Program administration
- Responsibilities of drivers, department heads and others
- Driver selection, authorization, and review
- Driver Discipline (positive and negative)
- Driver Training
- Required drug and alcohol testing policy
- Vehicle safety equipment, inspection and use
- Vehicle inspection/maintenance and record keeping
- Accident reporting, investigation and analysis
- Guidelines for volunteers, part time or seasonal drivers
- Use of personal vehicle for business.
  - Must establish minimum requirements for insurance coverage
  - Establish rules for personal use of vehicles by authorized drivers; excludes family members
- Specific operational policies and training should be developed for operations/departments such as law enforcement, fire, EMS, transit, public works, etc.
- Distracted driving prevention statements should be included to eliminate the use of cell phones (including texting, reading emails), eating, reading in-cab equipment such as computers, radios, GPS, to name a few, while driving.

## Program Administration, Roles and Responsibilities

The entity should designate a person who has the overall responsibility for:

- Overseeing development and implementation of Fleet Safety rules for all non-emergency vehicles
- Adopting a set of fair and responsible MVR standards for all drivers
- Establishing acceptable driving records as a condition of employment
- Obtaining MVRs or coordination with human resources,
- pre-employment and annually thereafter for all operators of entity vehicles (full-time, part-time, seasonal, and volunteers.)
- Compliance with any entity, state or federal regulations regarding vehicles
- Establish acceptable non-owned auto standards for driving
- Establish appropriate limits of insurance for non-owned such as \$100,000/300,000

Department heads are responsible for compliance with the program within their department, including:

- Ensuring that all operators have the required license for the type of vehicle being operated
- Conducting or providing driver training for all operators
- Adopting a set of customized driver rules for their specific

operations

- Maintaining operation and maintenance files for each vehicle and piece of equipment
- Ensuring that pre-trip and post-trip inspections are being conducted
- Ensuring that all employees comply with distracted driving standards

Drivers are responsible for:

- Adhering to all policies and procedures governing the operation of their vehicle
- Maintaining a professional appearance of the vehicle
- Ensuring safe operation of their vehicle and equipment under all conditions
- Conducting and documenting required pre-trip and post-trip inspections including defect reports
- Submitting any accident reports
- Keeping the supervisor advised of changes in license, tickets, or accidents regardless of occurring on personal time
- Prohibiting use of assigned vehicle by anyone not authorized to drive the entity vehicle

## Driver Selection, Authorization and Review

Only authorized drivers should be allowed to operate a vehicle. The authorization process should include (full-time, part-time, seasonal employees and volunteers) initial and periodic review of qualifications and driving ability.

Important notes:

- When vehicle operation is a required job duty, it should be stated clearly in the written job description for the position.
- Authorized drivers must possess a valid driver's license of the proper type and class, meeting the entity's adopted Motor Vehicle Record guidelines for number of violations, accidents, or major convictions.
- Obtain MVRs on all new employee applicants and volunteers prior to hiring. If their duties will include driving on be- half of the entity, they should meet the adopted standards.
- Establish an acceptable driving record as a condition of employment up front. Adopt for all drivers a set of standards that is fair and responsible.
- Include disciplinary procedures for MVRs that don't meet the established standards for your entity. These should be consistent with disciplinary procedures for other safety processes (and labor policies if applicable). These must be clearly stated, written and enforced consistently.
- New hires should fill out and have a satisfactory application.
- New hire interview should demonstrate that they have the potential to operate a vehicle safely before moving on through the hiring process.
- Reference/background check should be done according to your legal advisor's direction.
- Evaluation of driver qualifications should include annual review of MVRs

## Sample Evaluation Criteria

Sample criteria (both on-the-job and off-job violations) that may be used to disqualify a person as an authorized driver include:

### Motor Vehicle Record Check

#### Definitions

- Clear - No offenses or accidents.
- Acceptable - No more than 2 minor violations OR 1 at-fault accident in the last three years; or a combination including no more than one minor violation and 1 at-fault accident in the last three years.
- Borderline - 3 minor violations; OR 2 at-fault accidents in three years; OR any combination of 3 occurrences of minor violations and at-fault accidents in three years.
- Poor - Any major conviction in the last five years; OR 4 or more minor violations in three years; OR 3 or more at-fault accidents in three years; OR any combination of minor violations and at-fault accidents totaling 4 occurrences in three years.

#### Major Convictions

- Driving under the influence of drugs or alcohol, or refusing to test for sobriety
- Leaving the scene of an accident or attempting to elude a police officer
- Reckless driving/racing

- Involvement in a fatal accident
- Assault involving a motor vehicle
- Passing a stopped school bus
- Driving with a suspended/revoked license

#### Minor Violations

- Any moving violation other than a “major conviction”, plus:
  - Motor vehicle equipment, load or size violations
  - Improper display of, or failure to display, license plates
  - Failure to sign or display a registration, or have a driver’s license in possession (if valid license exists)
  - Defective equipment (some states will plea a speeding ticket down to a defective equipment ticket)

#### At-Fault Accident

- Any accident where the driver is cited with a violation or negligently contributes to the incident; OR,
- Any single vehicle accident that is not caused by (actual) equipment failure.

### MVR Matrix

Number of Minor Violations	Number of At-Fault Accidents (last three years)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Conviction (last five years) = Poor				

## Driver Training

Initial and periodic training is a critical part of your program to prevent accidents and to demonstrate accident prevention is a part of the culture. It should include:

### Initial Training

- Review of entity policy and driver rules
- Disciplinary procedures (speeding, DWI)
- Equipment familiarization
- Emergency procedures
- Defensive driving techniques (includes topics listed under 'Refresher')
- Passing and signaling
- Local, state and federal regulations
- Cargo handling and transport stopping
- Vehicle inspections
- Distracted driving
- Cell phone use (not allowed while driving)
- Vehicle maintenance
- Use of seat belts
- Vehicle driving procedures for specialty vehicles/equipment. This includes what not to use while the vehicle is moving (e.g. computers, cell phones, radios, GPS, etc.)

This may be a partial list depending on your organization, department or equipment being used.

Also, include these 'Refresher' items in initial training:

### Refresher Training

- To cover common driver errors:
  - Speeding
  - Intersections
  - Backing
  - Improper lane changes
  - Turning
  - Passing/signaling
  - Following distance
  - Stopping
  - Parking
  - Distracted driving
  - Inclement weather

## Driver Discipline

Any driver who approaches an unacceptable MVR should be coached and corrective actions taken as outlined in the employee disciplinary process. An unacceptable driver may be removed from driving privileges. Adherence to the Fleet Safety Policy should be considered in performance reviews and other personnel decisions.

## Drug and Alcohol Testing

The entity should adopt a comprehensive drug and alcohol policy prohibiting the use of such substances while operating a vehicle or piece of equipment.

Both state and federal laws have specific requirements for Commercial Driver's License (CDL) drivers. This includes a requirement for random drug screening, but only for safety sensitive positions.

## Driver Licensing

The entity requires all employees who operate a vehicle on either an assigned or occasional basis, to have the appropriate driver's license required by the state for the class of vehicle driven. It is the responsibility of the manager and the employee to obtain the appropriate license and to ensure it is maintained and current at all times.

## Driver Qualifications

An employee whose job duties involve the operation of a vehicle shall:

- At all times, be in possession of and able to produce a valid state driver's license in the appropriate classification established in the official position description
- Be (organization age required) years of age or older to operate the owned or leased vehicles
- Be an authorized driver of the organization with a pre-screened MVR
- Have at least the minimum number of years of experience required for the class of vehicle operated

**Note:** It is the responsibility of any employee whose license has expired, been suspended, revoked, or cancelled to immediately notify his/her supervisor. As possible, an employee may be temporarily or permanently reassigned if he/she can no longer legally perform their assigned driving responsibilities. Employees who cannot be reassigned may be subject to termination.

## Driving Roster

Each department shall maintain a roster of all employees who are authorized to drive vehicles. This document will include the employees' current driver license number and expiration date as well as highlight the employees' driving record. This information is to be kept current by the department director or their designee.

## Non-Owned Auto Usage-Certificates of Insurance

If an employee must use their own vehicle for business purposes (it is preferred that they do not), they should be treated the same as operators of an entity vehicle. In addition, they should have proper insurance and be able to show proof. Work with your agent/broker to determine the preferred limits of coverage they should have, such as \$100,000/\$300,000.

## Personal Use of Owned Vehicles

Allowing the personal use of entity owned vehicles greatly increases the exposure to loss. If you do allow the practice as an employee fringe benefit, you need to have policies in place to help minimize the risk. Such personal use may include using the vehicle to commute to and from home but should limit personal errands between business activities, or use of the vehicle during "off-hours" (e.g., week-ends, evenings, etc.).

A vehicle operation policy detailing allowed personal use of entity vehicles, as well as requirements for the use of restraints, obeying traffic laws, towing of trailers, etc., must be in place and applied equally to all employees.

Some issues to cover in the policy include:

- Allowed drivers should be limited to employees of the entity.
- All drivers should be required to promptly report any convictions for moving traffic violations or accidents involving the entity's vehicle.
- A copy of the entity's vehicle operation policy should be provided to the driver and a signed receipt indicating that the driver has received these policies should be included in the employee/driver personnel file.
- Where personal use of an entity vehicle is allowed, the entity should establish restrictions on the use of the vehicle beyond a certain radius of operation and limitations on the use as well as maximum number of miles allowed for personal use.

## Vehicle Maintenance and Inspection

A sound maintenance program and the degree to which it is carried out on a daily basis are extremely important. Not only does a well-implemented maintenance program extend the life of the fleet, it also reduces operational costs and accident frequency. Having vehicles that are well maintained creates a positive image with the public and projects a safety conscious image. With this in mind, the following outlines those procedures and/or requirements deemed fundamental for proper upkeep of vehicles.

The intent of this section is to implement an aggressive and ongoing vehicle maintenance and inspection program which will ensure that all fleet vehicles are properly serviced and maintained. This policy applies to all departments engaged in the operation of any owned or leased motor vehicle.

Employees who fail to comply with the requirements of this policy shall be subject to disciplinary action.

The department manager and driver are responsible for ensuring that maintenance is performed on their respective department's vehicles. Documentation of maintenance and repairs are critical for your own defense, in case of a major incident. Regular scheduled maintenance should follow manufacturer's specifications.

Every vehicle or equipment should have its own file for documentation; inspections and maintenance done on a vehicle should be kept for the life of the vehicle. They should be kept in a place where they will not be destroyed or lost.

Employees are expected to perform and document daily vehicle pre- operation inspection.

For any of the maintenance issues described in this section, proper departmental procedures should be developed for reporting repairs/ maintenance.

## Vehicle Inspection

When performing a vehicle inspection by the employee, it is a good idea to have a checklist to document your finding. As with any government entity, there are a vast number and types of vehicles used throughout the entity, therefore, each department should have their own inspection form that is specific for the types of vehicles used.

Operators of automobiles, vans, light or heavy trucks, public works vehicles, transit vehicles, etc., shall be responsible for performing a daily walk-around of their vehicle prior to it being placed into service. This also hold true of any entity vehicle to be used for the shift. Completed inspection forms are to be filed on a daily basis. Inspections will include but not be limited to:

- Identifying any obvious physical damage
- Engine inspection (includes checking fluids)
- Exterior lights (head lights, brake lights, turn signals, emergency flashers, etc.)
- Brakes
- Steering
- Tire pressure and conditions
- Glass condition
- Wipers
- Emergency equipment (public works and utility vehicles emergency lights and backup alarms...).

If problems are noted during the vehicle inspection, a vehicle service request form (or other suitable means of communication) is to be completed by the person finding the item(s) needing repair/serviced and promptly forwarded to their manager/supervisor. The manager/ supervisor will contact the fleet garage to alert them of the situation. The fleet garage will in turn instruct them as to what is needed. Vehicles that are found to have potential operational safety hazards are to be immediately taken out of service until such hazards are corrected. Employees who operate a vehicle with a known safety hazard or one that has been taken out of service by the fleet garage will be subject to disciplinary action.

## Vehicle Operation

Every time a vehicle is moved, the driver has a duty to drive in a safe and courteous manner that will reflect favorably on the entity. Drivers are expected to take extra precautions and drive defensively; this includes:

- **Lights**—For vehicles without daytime running lights, driving with headlights on, day or night.
- **Riders and Passengers**—No unauthorized riders are allowed in or on vehicles. Seats will not be overcrowded beyond the capacity of the available seat belts. In no cases, will workers be allowed to ride in a standing position in the back of a truck, sitting on the wheel wells or with any part of their body extending over the side or rear of the truck body. Exemption of this rule would only be in the situation of an emergency or if the vehicle is designed for rear or side riding.
- **Distractions**—Employees shall refrain from engaging in activities that may distract them from their primary task of safe driving while operating entity vehicles. Distractions include but are not limited to cell phones, changing radio stations, reading, eating or conversations, computer use,

- **GPS, two way radios.** Exemptions would be by department/ management.
- **Seat Belts**—Use is mandatory in all vehicles. This applies to both the driver and all passengers in seating locations equipped with seat belts.
- **Parking**—Entity or personal vehicles driven by entity employees during the course of their employment shall not park in “NO PARKING” zones except in emergency situations or in the required performance of their duties. If a vehicle is parked in a “NO PARKING” zone, emergency flashers will be activated. No vehicle or piece of equipment is to be left unattended with the keys left in the ignition. Exception with the approval of management would be police and fire. All vehicles will be locked when parked and unoccupied.
- **Backing**—Backing of vehicles should be discouraged unless the driver cannot avoid it and he/she has a clear view of the entire area to be backed into. If such a view is not present, the driver, if alone, will get out of the vehicle and inspect the area to be backed into or, if a second person is in the vehicle, the second person will get out and guide the driver using appropriate hand and/or voice signals. A back-up alarm or collision avoidance device may be installed on those vehicles that have an increased risk for backing accidents (poor rear visibility, blind spots, etc.). Fire equipment, heavy street and road equipment should have a back-up spotter.
- **Citations**—Should an employee receive a citation while operating an entity vehicle, he or she is responsible for fines, cost of court, and any increase in personal insurance as a result of the citation.
- **Each driver is required to report all moving violations to their department manager as soon as practical.** This requirement applies to violations involving the use of any vehicle, personal or other while on entity business. Failure to report violations will result in appropriate disciplinary action.
- **Drivers also need to be aware that traffic violations incurred during non-business (personal use) hours will affect their driving status as well and are subject to review as outlined in the Motor Vehicle Record Review Policy (MVR).**

## Appendices

### Accident Review Board Guidelines

### Driver Roster

### Inspection Procedures

### Request for Motor Vehicle Record Check



## Example Vehicle Accident Review Board Guidelines

These guidelines may assist the Accident Review Committee in determining if a vehicle accident was or was not preventable.

### “Determining When an Accident Could Have Been Prevented”

One of the most difficult, yet important, parts of a safety program is determining whether an accident was preventable, and what part, if any, the employee played in the accident. A good method of maintaining consistency in judgments is to set up clear boundaries to determine when an accident could have been prevented. The following descriptive boundaries may be used by the accident review committee as the basis for determining accountability.

#### A. Defensive Driving

Expert safe driving performance, not just average performance, is based on the concept of defensive driving -- the ability to avoid accidents in spite of wrong actions or adverse driving conditions. The following definition of defensive driving should be applied to all accidents:

“A defensive driver is one who commits no driving errors and makes allowances for the lack of skill or improper driving practices of the other driver. A defensive driver adjusts driving to compensate for unusual weather, road, and traffic conditions and is not tricked into an accident by the unsafe actions of pedestrians or other drivers.

By being alert to accident-inducing situations, the driver takes the necessary precautions to prevent the accident. The defensive driver knows when it is necessary to slow down, stop or yield the right-of-way to avoid involvement.”

#### B. Standard of Performance Accidents

These accidents involve so many factors that it is impossible to set hard and fast rules to classify them preventable or non-preventable. The accident review committee must make this determination. In making these decisions, the accident review committee must answer the question, “What standard of safe driving performance do we expect of our drivers of the entity owned vehicles?” Drivers respect a strict interpretation of the rules, so long as time and effort are taken to ensure that the interpretation is consistent and impartial.

#### C. Accidents in Vehicles

All accidents, regardless of damage, shall be reviewed by the accident review committee.

#### D. Accidents Involving More Than One Driver

When two or more vehicles are involved in the same accident, each driver may be charged with a preventable accident regardless of who was primarily responsible. A preventable accident will only be charged against the person operating the vehicle, not against passengers, even if they are employees.

#### E. Witness Statements

Each driver involved in an accident usually contributes to it in some degree. If the other driver admits fault, it usually means that he sees how he contributed to the situation. The

driver may still have contributed to the accident. None of the following is conclusive evidence that an accident is non-preventable:

- Admission of being at fault by the other driver;
- Citation of the other driver for a traffic violation; or
- Exoneration statement for the driver by eyewitness or police.

#### F. Preventable

Unless thorough investigation shows that the employee could not have avoided involvement by driving more defensively, the following types of accidents shall be regarded as preventable:

**Intersections**—A driver approaching and entering an intersection must take precautionary measures to avoid accidents. Complex traffic movement, blind intersections or failure of another driver to conform to the law or traffic control devices will not automatically classify an accident as non-preventable. Intersection accidents are preventable even though a driver has not violated traffic regulations. Accidents are preventable when a driver crosses an intersection and does not consider the obviously potentially dangerous actions of the other driver (excess speed, crossing the lane in turning, coming from a blind spot). This holds true of emergency vehicles. Police, Fire, and Ambulances must follow their department’s guidelines for intersections and speed.

**Backing**—Practically all backing accidents are preventable. Drivers are responsible for backing safely. During the maneuver the driver must check all clearances himself, even if given instructions by a guide. The guide cannot control the movement of the vehicle. Have a spotter if possible.

**Front-End Collisions**—Regardless of abrupt or unexpected stops of the vehicle ahead, a driver can prevent front-end collisions by maintaining a safe distance at all times. A driver must prepare for possible obstructions on the highway whether in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of front-end collisions. The vehicle should be able to stop within the distance illuminated by its headlights.

Limit the amount in cab use of equipment such as computers, GPS, cell phones, radios. Pull over if needed to get information.

**Rear-End Collisions**—Drivers often risk being struck from behind when they brake sharply. An accident is preventable if a rear-end collision occurs because the vehicle rolls back, makes an abrupt stop at a light or grade crossing, or the driver does not signal a turn at an intersection. Failure to signal or to slow down gradually contributes to accidents.

**Passing**—Failure to pass safely indicates faulty judgment as well as failure to consider one or more important factors before attempting the maneuver. Unusual actions of a driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident. However, the entire passing maneuver is voluntary and is a driver's responsibility.

**Being Passed**—Side swipes and cut-offs are preventable when a driver yields to a passing vehicle by slowing down or moving to the right when possible.

**Lane Encroachment**—A driver is rarely a victim of encroachment by another vehicle when changing lanes. Similarly, entrapment in merging traffic shows the driver will not yield to other vehicles or wait for a break in traffic. Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves when they cannot see far enough ahead. A driver can prevent accidents with parked cars, pillars and other road structures by -- collisions with fixed dropping back when another driver contests a common portion of the road.

**Grade Crossing**—Rail vehicles, such as trains, rail maintenance vehicles, etc., occurring at grade crossings, in traffic, in a rail yard, switch area or on private property are the responsibility of the driver to prevent. When a vehicle is parked across a rail siding, the driver must first determine if it is safe and permissible and, furthermore, must stand by in case conditions change by the movement of rail cars during the parking interval.

**Opposing Vehicles**—When an opposing vehicle enters a driver's traffic lane, it may be possible for a driver to avoid a collision. For example, when an opposing vehicle is in a passing maneuver the driver should slow down, stop or move to the right to allow the vehicle to re-enter its own lane. Signaling the opposing driver by flicking the headlights or sounding the horn might aid in the avoidance of an accident.

**Turning**—Turning movements, such as passing maneuvers, require the most exacting care by a defensive driver. Drivers who are making left or right turns are responsible for squeeze plays involving other vehicles, scooters, bicycles or pedestrians. Defensive action and failure to signal, to properly position the vehicle for the turn, to check the rearview mirrors, or to check pedestrian lanes should be considered when determining if an accident could be prevented. A defensive driver should watch for sudden turns by other drivers and should act on any tip-offs from the other driver (eye contact) or vehicle immediately before the incident. U-turns that result in collisions are considered preventable. Remember with emergency flashers on an oncoming vehicle might not know/understand that you are

turning.

**Passenger Accidents**—Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even if an incident does not involve a collision of the vehicle, it must be considered preventable if a driver stops, turns, or accelerates abruptly. When passenger injury occurs as a result of emergency action taken by a driver trying to avoid a collision, the situation should be examined to determine if proper driving could have eliminated the need for the action.

**Pedestrians**—Traffic regulations and court decisions generally favor pedestrians hit by moving vehicles. Drivers must reduce speed, be prepared to respond, and take precautions to prevent accidents in school zones, shopping areas, residential streets and other areas that have special pedestrian traffic. Even though a driver follows posted speed limits or warning signs, the vehicle may be traveling faster than the conditions allow. Drivers must be alert to pedestrians crossing at mid-block or from between parked vehicles. They must also watch for bicycles, motor scooters and similar equipment that are generally operated by young and inexperienced operators. A driver who doesn't slow down when such equipment is present has failed to take the necessary precautions to prevent an accident. Keeping within posted speed limits alone is not enough when unusual conditions require less speed.

**Weather**—Adverse weather conditions are not valid excuses for being involved in an accident. Rain, snow, fog, sleet or icy pavement has never caused an accident. These conditions merely increase the hazards of driving. Vehicle Accident Review Boards should decide an accident was preventable when it was caused by a driver's failure to "call it a day", or failure to adjust driving to the prevailing weather conditions. Accidents that occur because a driver fails to use safety devices (such as chains) provided in vehicles should be deemed preventable when it was reasonable to expect the driver to have used such devices.

**Fixed Objects**—Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements, inclined entrances, and marquees projecting over traveled sections of the road are not valid reasons for excusing a driver. A driver must constantly look for such conditions and make needed allowances.

**Parking**—Unconventional parking actions, including double parking and failure to put out warning devices generally make an accident preventable. Accidents normally are preventable if they are caused by parked vehicles that roll-away because wheels were improperly blocked or turned toward curb to prevent vehicle movement.

**Mechanical Failure**—Any accident caused by a mechanical failure that could have reasonably been detected by a driver should be judged preventable. It is a driver's responsibility to report unsafe vehicle conditions and to obtain immediate repairs when continued operation might result in an accident. In this way, an accident that

results from unexpected mechanical difficulties is preventable.

**Non-Collision**—Many accidents, such as overturning, jack-knifing or running off the road result from emergency action by a driver trying to avoid involvement in a collision.

Examination of the driving procedures prior to an incident may reveal speeds too fast for conditions or other factors. A driver's action prior to involvement should be examined for possible errors or lack of defensive practices.

**Miscellaneous**—Projecting loads, loose objects falling from the vehicle, loose tarpaulins or chains, doors swinging open and other hazardous driving situations that result in damage or injury to persons are preventable if a driver fails to secure them. Cargo damage resulting from unsafe vehicle operations is preventable.

## Example Driving Roster

Only employees who are included on this roster of drivers will be permitted to drive a vehicle or their own vehicle for purposes of conducting business. It is the responsibility of the department director or their designee to ensure that an accurate list of employees who drive is maintained. Any change to this list must be communicated to the legal department and (Insert Who Ever is needed).

Department: \_\_\_\_\_ Date of Latest Revision: \_\_\_\_\_

To be completed by department head every six (6) months

Employee	Driver License Number	Expiration Date	Birth Date	Driver Type	MVR Review Date	# At-Fault Accidents Last 3 Yrs	Tickets Past 3 Yrs	Major Citations

- Note: A= person drives or may occasionally drive a vehicle during the course of their employment  
B= Person may be required to drive their own personal vehicle during the course of their employment  
1= Person is assigned a vehicle that is taken home at night  
2= Person has a Commercial Driver's License (CDL) and drives a commercial motor vehicle

## Example Form Inspection Procedures

*These will not apply to all vehicles*

Check	What/How
<b>Leaks</b>	Walk around and inspect for leakage of water, fuel or lubricants under vehicle.
<b>Windshield/windows</b>	Check for cracks, abrasions. Check windows for proper operation and seal.
<b>Windshield wipers</b>	Check motor, arms, blades, and controls. They should properly clean the windshield.
<b>Exterior</b>	Note general condition of vehicle. Look for scratches and dents or missing parts i.e. mirrors, mud flaps, etc. Windows and doors should close properly.
<b>Interior</b>	Loose objects, seats, holes, mirrors, etc.
<b>Exhaust</b>	Loose or hanging parts; excess noise.
<b>Tires</b>	Any cuts/wear. Any tread or side wall separation? Check pressure.
<b>Battery check</b>	Check for loose battery cables or corrosion.
<b>Hydraulic fluid</b>	Check levels, and leaks (if apply to your vehicle).
<b>Gauges</b>	Working properly.
<b>Steering</b>	Any pulling, excessive free play, jerking.
<b>Brakes</b>	Check before vehicle is moved. If pedal goes all the way to the floor when applied, that is an indicator that the brakes are bad. Check for sponginess in pedal.
<b>Lights - to include emergency</b>	Check daily: head lights, high and low beam, tail, brake, flashers, and turn signals, back up, any emergency response lights.
<b>Horn/siren</b>	Are they working properly?
<b>Belts/hoses</b>	Any cracks, splits, bubbles, or work spots.
<b>Suspension</b>	Is the vehicle sitting lower on one side or the other or back/front?
<b>Engine oil</b>	Is the level at the proper mark?
<b>Engine coolant</b>	Is the coolant at the proper level, any leaking? Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot.
<b>Transmission fluid</b>	Check levels and for leaks.
<b>Seat belts</b>	Working proper?
<b>Wheel lugs</b>	All tires rims have the proper number of lugs, and appear tight.
<b>Unusual noises</b>	Report any.
<b>Vehicle documents</b>	Registration, proof of insurance accident reporting kit, etc.
<b>Emergency equipment</b>	Fire extinguisher, warning devices for stopped vehicles, radios, first aid kits, etc.

## Example Form Request for Motor Vehicle Record Check

*Effective (Insert Date)*

In connection with my employment with the entity, I understand that investigative background inquiries may be made annually of my motor vehicle reports. Further, I understand the \_\_\_\_\_ and its vendor (*insert vendor name*) and/or its authorized agent may be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, which may include information but not limited to files of insurance companies.

I hereby authorize and release, without reservation, any party or agency contracted by the \_\_\_\_\_, (*insert vendor name*), and their employees or assigns from any and all claims, actions, suits, agreements, or liabilities arising from the release of said information to the (Insert Name) or any authorized agent thereof.

I am entitled to receive a free copy of my report before any adverse decision with regard to my driving privileges or employment is made in connection with the information obtained from these reports.

I have read and understand the above notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*This is a sample only – your legal staff should review before use or write your own.*

### Example Form Vehicle Inspection Report

			Vehicle Inspected	Maintenance Data
Name of Driver			Year	Make
Location			Type	Passenger Capacity
			License Plate No.	Mileage
				Mileage Interval
<p><b>If Unsatisfactory is checked, please explain in Comments</b></p> <p><b>Satisfactory      Unsatisfactory      N/A</b></p>				
			Condition of interior and exterior	
			Lights (Headlights, tail lights, stop lights, turn signals)	
			Warning Flashers	
			Windshield Wipers/Washers	
			Horn/Back Up Alarms	
			Brake Operation	
			Tire tread/Air Pressure	
			Flares/Reflectors	
			Engine (smoothness, idle speed)	
			Exhaust System	
			Glass/Body Condition	
			Accident Reporting Kit in vehicle	
			Emergency Lights/Equipment/Siren	
			Back Up Alarms	
<b>Comments</b>				
<b>Inspected by:</b>				
<b>Print Name</b>				
<b>Signature</b>				<b>Date</b>