

	Policy: Safe Vehicle Operations	Effective Date: June 19, 2003
		Revision Effective Date:
	Policy Number: HR-39	Page 1 of 3
	_____ City Manager	_____ Human Resources Responsible Party

PURPOSE

As with your personal vehicle, driving is a privilege not a right. The purpose of this policy is to serve as a minimum standard for the safe operation of City of Monroe vehicles. This policy covers all vehicles regardless of type and size, type of assignment, or condition of the vehicle. City employees are responsible for the vehicle in their possession. This shall include all applicable Federal, State, and local laws that pertain to vehicle operations.

PERSONNEL AFFECTED

This policy will apply to all personnel who operate motorized equipment owned or leased by the City. This policy will apply to all employees, supervisors and Department Directors who operate or may operate a City vehicle. Some departments that have special types of equipment, most notably the Fire Department and the Police Department, will have specific qualification and training requirements not covered in this policy.

BEST PRACTICE GUIDELINES

The following are some specific “Best Practices” that will be exercised by operators of City vehicles:

(a) License and Insurance

All employees operating City of Monroe vehicles will have a valid driver’s license in their possession during employment hours. Employees are also required to report to their supervisor immediately any moving citation they receive that will affect their ability to operate a vehicle. Finally, make sure there is an insurance card in the glove box that summarizes the current coverages in force. If it is missing call the Safety & Risk Manager for a replacement.

(b) Pre-Operations Inspection

All mobile equipment will be inspected prior to daily operations. This will consist of at least a visual inspection to insure that there are no obvious mechanical conditions that are in need to repair. If conditions are noted the supervisor will be advised so a determination can be made as to whether or not to take this unit out of service for repairs.

(c) Housekeeping Within Vehicles

Vehicle compartments will be kept clear of materials that could constitute a safety hazard in the operation of the vehicle. Unsecured tools, loose debris or other items that could

contribute to an accident or blow out of the vehicle (e.g., trash) will be removed or dealt with immediately.

(d) Passenger Rules

Vehicles that are used to transport personnel, regardless of the distance, will be equipped with seating as supplied by the manufacturer. Neither employee nor any other passenger will ride in the standing position or outside the seating area such as riding on the tailgate of a pickup truck.

(e) Seat Belts

All passengers will wear seat belts when the vehicle is in motion.

(f) Securing Materials

The operator is responsible for ensuring that all materials are properly secured onto or in the vehicle before proceeding. If materials exceed the end of the vehicle, appropriate flags or lighting should be added to the end of the material.

(g) Backing Operations

Each operator will make every effort to position his/her vehicle so that it is not necessary to back. When vehicles must be backed and rear vision obstructed, a spotter must be used. If no spotter is available the operator will dismount the vehicle and walk around the vehicle to make sure the area to be backed into is clear. Next, back slowly with great care.

Whenever possible, back your vehicle into a parking space when traffic allows. This will allow you to drive forward with an unobstructed view rather than backing out into the flow of traffic. This is a “best practice” that has been used for years with great success at UPS.

All equipment with obstructed rear views should be equipped with an electronic back up alarm (dump trucks, dozers, etc.).

(h) Warning Lights & Striping

Many of our vehicles are equipped with visual warning equipment for added safety when responding to emergency situations. This equipment must be maintained to the highest degree possible to protect our employees and the public we serve. Similarly, our utility vehicles are equipped with strobe lights and reflective striping that outlines the vehicle. When these items need to be repaired or replaced advise your supervisor so immediate maintenance can be performed.

(i) Cell Phone Use

Wireless phones have become another tool required to do our jobs effectively. Operating a vehicle safely requires your full attention. Cell phones must be used as follows:

1. Place outgoing calls when parked or pulled off onto the shoulder of the road.
2. Similarly, receive incoming calls once you have pulled off the road. Allow voice mail to pick up and then return the call once you are parked in a safe area.
3. The only possible exception to the above are those phones that are “hands free” devices.

Regardless of the situation, use the following basic rules for the safe use of cell phones:

- Advise the caller that you are driving and they may get cut off. You can always apologize later;
- Stop conversations during bad weather, congested traffic or other hazardous situations;
- Keep all conversations brief;
- Avoid stressful, emotional or confrontational conversations while driving. Your attention gets diverted from your primary responsibility, operating the vehicle safely.
- Pull over to take notes or to look up something. Get off the road, park the vehicle and complete your task and then focus on driving the vehicle safely.

REQUIRED TRAINING

Each supervisor shall review this policy with each employee on an annual basis or more frequently, if necessary.

POLICY REVIEW AND UPDATE

The Safety & Risk Manager will review this policy on an annual basis to ensure it's applicability and make any necessary changes.