

Fertile-Beltrami

Location: All Locations
Effective Date: 12-13-2016
Revision Number: 1
Addendum to District 599 Policy #709

Fleet Safety Policy

Purpose:

District #599 recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our District is firmly committed to the safety of our employees. District #599 will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees. Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of the District #599 Fleet Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control. We value our employees not only as employees but also as human beings crucial to the success of their families, the local community and District #599. To further this goal, our District has developed a Fleet Safety Policy effective 12-13-2016. The Program will consist of six components: Recruitment, Job Requirements, Training, Preventive Maintenance, Accident Investigation and Company Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

Recruitment:

District #599 focuses its initial efforts on driver selection through a variety of resources, beginning with the job application. The application will require a prospective employee to:

- List past driving experience, employers, and types of vehicles driven.
- Notify of any motor vehicle violations for at least the last (5 of) years.
- List references.

Driver selection will be made upon completion of a formal interview, background check, reference verification, review of the individual's motor vehicle record (MVR) and in some cases a negative drug screen.

MVRs will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per year. Administration reserves the right to use its discretion in determining an unsatisfactory MVR. An excessive number of violations in the past three to five years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

Drug/Alcohol Testing:

Periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed Drug and Alcohol Program Management Provider hired by District #599. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

Job Requirements:

All positions requiring regular driving, may involve the necessary physical requirements needed to perform all associated tasks.

- Candidates must pass a Dept. of Transportation physical evaluation
- Results of the physical evaluation will be compared to the necessary physical requirements
- In some cases, Commercial Drivers Licenses are required per regulatory agencies

As part of the recruitment process, prospective employees are required to complete a road test. Active employees will participate in periodic road tests for training purposes. Tests will be conducted by management and will cover a variety of driving criteria. The road test will require prospective and active employees to safely and competently complete tasks associated in the following categories:

- Pre-trip Inspection
- General Vehicle Operation
- Fifth wheel connection
- Backing and parking
- Turning
- Passing
- Railroad crossing

Results of the road test will be shared with prospective and active employees at administration's discretion.

Training:

New-hire and periodic training is required. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on-the-road modules. Training will focus on but will not be limited to defensive driving techniques and behavior modification.

District #599 will monitor driver habits to identify potentially unsafe driving habits that require additional training and/or disciplinary actions. We will use ride-along training combined with statistical data focusing on accident types and frequency to identify areas of improvement. **Three (3)** accidents or moving violations in a one calendar year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardized if accident frequency is above the required norm with no concentrated efforts being made for improvement.

Basic Vehicle Operation Guidelines:

Employees are expected to treat company vehicles with an appropriate level of respect and care, demonstrating an attitude of loyalty and pride to the company. Following are basic vehicle operation principles to which employees are required to adhere.

- Always use seat belts.
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
- Avoid driving past midnight.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.
- Remove any trash or personal items before returning the vehicle.

Traffic Violations

District #599 is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for District #599.

Refueling Guidelines

Vehicles should be refueled when the meter reads ¼ full. Retain receipts proving the purchase of gasoline and record mileage with each gasoline purchase. For your safety when operating a vehicle, follow these guidelines:

- Turn off the vehicle's engine while refueling.
- Never smoke, light matches or use lighters while refueling.
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

Distracted Driving:

District #599 is committed to employee safety, and for this reason firmly prohibits all behavior that distracts employees while they are operating a company vehicle. General guidelines for behavior while driving are as follows.

- Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, e-mail, MMS, Internet use, camera use, etc.
- Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance

Headset/Hands-Free Use

The use of headsets or hands-free devices while driving is permissible IF:

- Device is pre-approved by management for use
- Use of the device does not cause distraction (i.e., fiddling with the device or taking eyes off road to get it to function properly)
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road
- Conversations do not interfere with the driver's ability to drive safely
- Road conditions are generally good and do not threaten your safety

Emergency Calls

The only exception to the cell phone use guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short with a hands-free option if available. The vehicle should be pulled over if possible.

GPS Systems

District #599 understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way
- GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions
- Employees may not program the system while in motion
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road

MP3 and Other Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under this policy.

Preventive Maintenance:

To maintain the safety and integrity of the vehicle, District #599 will provide the necessary resources to ensure all vehicles are operating properly. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be controlled, maintained and promptly repaired are: brakes, tires, suspension, steering, lights, mirrors, windows and windshield wipers.

Pre-Trip Inspections

Employees are required to conduct pre-trip vehicle inspections. Any unsatisfactory result requires a Fleet Hazard Identification form to be completed and forwarded to an employee's immediate supervisor. Thereafter, the identification form will be forwarded to the maintenance department to confirm the equipment malfunction, complete repairs, and sign off on the completed identification form.

Accident Investigation Procedures:

District #599 realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third-party insurance schemes.

Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents immediately to the dispatcher and/or supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo, if necessary. Hazmat operations, containment and cleanup will be coordinated by dispatcher, supervisor and/or driver.

Company Vehicles for Personal Use:

Personal use of company vehicles is prohibited without prior permission from Administration.

Prohibited Behavior:

Use of company vehicles is a privilege. Behaviors that result in suspension or permanent loss of driving privileges include:

- Driving while under the influence of drugs or alcohol
- Negligent homicide
- Operating a vehicle with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Reckless driving
- Hit and run
- Three or more convictions for moving violations
- Use of a company vehicle without authorization
- Three or more major traffic violations
- More than two preventable accidents involving personal injury or property damage in any three-year period.

Notice to Employees

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of District #599 Fleet Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community and District #599.

All employees are expected and required to actively participate in this program for their own health and well-being. District #599 encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor. *** Use of seatbelts and other safety devices is mandatory. ***

MVRs will be requested periodically. Administration reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, three violations in the past three years will be grounds for an unsatisfactory MVR and cause for termination and/or disciplinary actions.

District #599 may conduct random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

New hire and periodic employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as program development. Training will focus on but not limited to defensive driving techniques and behavior modification.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. District #599 realizes a proper working vehicle is the first step to ensuring everyone's safety.

Drivers are required to document all details of an accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved. **REPORT ALL ACCIDENTS IMMEDIATELY TO YOUR DISPATCHER OR SUPERVISOR.**

Personal use of company vehicles is prohibited without prior permission from Administration.

I have read and understand District #599 Fleet Safety Policy, and its requirements and expectations of me as an employee.

Employee Signature

Date

Fleet Hazard Notification

Date:

Department:

Hazard or unsafe procedure identified:

Vehicle#:

Recommendations to provide a safer work environment/required maintenance:

Corrective Action Taken: (To be completed by Supervisor)

Date corrective action completed: _____ Completed By: _____

(To be completed by Supervisor/Mechanic)

Supervisor Signature: _____

Employee Signature: _____

Vehicle Inspection Checklist

Date:

Location:

Make:

Model:

Year:

Vehicle Number:

Mileage:

Inspection Items

- | | |
|--|--|
| <input type="checkbox"/> Headlights | <input type="checkbox"/> Instruments - Gauges |
| <input type="checkbox"/> Taillights | <input type="checkbox"/> Horn |
| <input type="checkbox"/> Turn Signals | <input type="checkbox"/> Windows – Windshield |
| <input type="checkbox"/> Brake Lights | <input type="checkbox"/> Windshield Wipers - Washers |
| <input type="checkbox"/> Reflectors | <input type="checkbox"/> Speedometer |
| <input type="checkbox"/> Tires and Rims | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Battery | <input type="checkbox"/> Brake System |
| <input type="checkbox"/> Radiator & Hoses | <input type="checkbox"/> Seat Belts |
| <input type="checkbox"/> Exhaust System | <input type="checkbox"/> Seats |
| <input type="checkbox"/> Suspension | <input type="checkbox"/> Heater/Defroster |
| <input type="checkbox"/> Fuel System | <input type="checkbox"/> Mirrors |
| <input type="checkbox"/> Oil – Water Leaks | <input type="checkbox"/> Safety Equipment |
| <input type="checkbox"/> Water Level | <input type="checkbox"/> Accident Kit |
| <input type="checkbox"/> Transmission | <input type="checkbox"/> Other |

Body Damage: (Describe):

Remarks:

Inspector Signature

Date