

# Fleet Safety Program



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## **Purpose**

The operation of vehicles is a necessary part of our operations. How each vehicle is operated and maintained directly impacts the effectiveness and efficiency of the District's services. The operation of motor vehicles exposes us to financial loss through damaged property, injury to employees and / or injuries to members of the general public, and potential public relation problems. As a result, the following policies have been adopted and are endorsed by management as part of our commitment to operate all aspects of the District in a safe and responsible manner.

This policy applies to all mobile equipment from passenger cars and utility vehicles to heavy equipment and to all persons operating any vehicle on municipal business. This includes full, part time, seasonal employees and volunteers as well as any other person operating an owned or non-owned vehicle.

## **Definitions**

**Authorized drivers:** Only those that meet the specifications contained in this policy qualify and are specifically authorized to operate vehicles on municipal business. This includes drivers of municipally owned vehicles, as well as, employees or volunteers operating personal vehicles on municipal business.

**Drug and alcohol testing:** As required by Federal and / or State laws, rules and or standards. All employees who operate under a commercial drivers license (CDL) must participate in the District's CDL Drug and Alcohol Testing Program.

**MVR:** Motor Vehicle Record. This is a recap on one's driving record maintained by the Maine State Department of Motor Vehicles.

## **Responsibilities**

- The District General Manager is responsible for the consistent and fair application of all rules, policies and procedures.
- The Assistant General Manager is responsible for the administration of the program within each division.
- Authorized Drivers are responsible for:
  - Safe operation of all vehicles.
  - Adhering to all policies and procedures and applicable traffic laws.
  - Ensuring all preventive maintenance is performed in accordance with manufacturer's guidelines.
  - Submitting any accident reports.

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- Submitting a copy of current driver's license and granting permission to obtain MVRs as requested.
- Keeping the division supervisor advised of any convictions for moving violations and or other change in driving status.
- Prohibiting the use of assigned vehicle by anyone not authorized to drive it.
  - Authorized Drivers will be held accountable for vehicle abuse.
  - All authorized drivers will complete a **Municipal Driver Commitment Form**.

## **Program Activities**

### **Driver authorization, selection, and review**

Only authorized drivers are permitted to operate any vehicle on Municipal business. The authorization process includes initial and periodic review of each person's qualifications, operating patterns, as well as skills and driving ability. The authorization process applies to full, part-time, seasonal employees, and volunteers. The process is the responsibility of each department head and is accomplished with the assistance of the Assistant General Manager.

- Authorized Drivers must possess a valid driver's license of the proper type and class.
- Evaluation of driver qualifications ~~will~~may include the following:
  - Obtaining Motor Vehicle Records (MVRs) initially, and periodically on all drivers of municipal vehicles and those, including volunteers, who use their personal vehicles for municipal business.
  - Establishing an acceptable driving record as a condition of employment
  - MVR's will be maintained in personnel files at the District
  - Drivers with unacceptable MVR's may be banned from operating District vehicles.
  - Unacceptable MVRs are ~~those that meet the criteria below. They apply to all authorized drivers and will be enforced consistently. .~~ Incidents refer to both on and off the job violations determined by the District General Manager and may include but are not limited to:
    - **Three (3) or more moving violations in a 36 month period**
    - **Driving under the influence of alcohol or drugs in the last three years**
    - **Hit and run accident**
    - **Failure to report an accident**
    - **Operating a vehicle under a suspended or revoked license**
    - **Homicide, assault or a felony arising from the motor vehicle operation**
    - **Reckless driving or racing in the last three years**

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- All authorized drivers should be capable of demonstrating proficiency with the particular type of vehicle or equipment to be used.
- Authorized Drivers should be capable of passing a written or oral test on driving regulations whenever requested.
- All authorized drivers must notify their division head in those cases where his/her license has expired, been suspended, or revoked. Failure to report shall be cause for disciplinary action.

**Driver discipline**

All parties involved with the safe operation of vehicles and administration of this policy will be held accountable for their actions. Adherence to this Fleet Safety Policy and driving record will be considered in performance reviews and other personnel decisions.

**Drug and Alcohol Testing**

Refer to District Personnel Policies

**Vehicle and Equipment Inspection and Maintenance**

Lack of proper vehicle maintenance can cause and or contribute to serious accidents and is a critical component of this policy. Scheduled preventative maintenance ensures dependability, peak performance, safe operation, and maximizes equipment life.

- ~~Authorized Drivers are required to conduct brief, but thorough, pre-trip “walk-around inspections” before using all vehicles.~~ Documented vehicle inspections shall take place monthly, or before use for non-continuously operated vehicles, and should include an assessment of the following:
  - Tires, tread, inflation and lug nuts
  - Proper operation of all lights, including hazard warning blinkers
  - Proper visibility through all windows and mirrors
  - Proper functioning of seat belts and restraint systems
  - All emergency equipment such as flashlight, flares or warning devices, radio or cellular phone if equipped, first aid kit, fire extinguisher, spare tire and jack.
  - Emergency brake: test brakes for proper operation before leaving the parking lot.
  - Check all fluid levels including:
    - Engine oil
    - Transmission fluid (if applicable)
    - Brake fluid
    - Windshield washer fluid
- Each vehicle should be equipped with a first aid kit, ~~flares (or other emergency devices)~~ and a fire extinguisher

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**Fleet Safety Policy****Driver Training**

Initial and periodic on-going training is a critical part of the District program.

- Initial training is the responsibility of each department head and should include a discussion of all pertinent municipal policies, procedures and rules:
  - Disciplinary procedures
  - Use of safety devices
  - Equipment familiarization
  - Routes and schedules
  - Emergency procedures
  - Defensive driving techniques
  - Applicable Local, State and Federal regulations
  - Safe cargo handling
  - Required vehicle maintenance
  - Required vehicle inspections

~~➤ Initial training should include discussion of common driver errors, including the following, as well as any deficiencies noted in the road test:~~

- ~~➤ Speeding~~
- ~~➤ Intersections~~
- ~~➤ Improper lane use~~
- ~~➤ Backing~~
- ~~➤ Turning~~
- ~~➤ Passing~~
- ~~➤ Following distance~~
- ~~➤ Stopping~~
- ~~➤ Parking~~
- ~~➤ Signaling~~
- ~~➤ Proper use of all equipment, including safety and emergency devices~~
- ~~➤ All pertinent municipal policies, procedures and rules~~

**Accident Reporting and Investigation**

Despite the best efforts of all involved, accidents can occur. If and when they do we should learn from them. This can be accomplished with a good investigation and analysis.

In the event of an accident, all representatives of the District should be guided by the following:

- All employees and others involved in a collision should obtain appropriate medical attention.
- The involved employee, if physically able, should call for a police officer. The employee should also request that all parties and property concerned remain at the

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scene of the accident, if possible, until a law enforcement representative has released them.

- Each employee should refrain from making statements regarding the accident with anyone other than the investigating officer, the District, or personal insurance company representatives. Statements should be confined to factual observations.
- All vehicular collisions involving District vehicles or personal vehicles used on District business should be reported promptly to your department head. This should be done as soon as physically possible and no later than the end of the immediate shift.
- If a fatality is involved or employees are hospitalized overnight, the chief administration official should notify the Maine Labor Department (BLS) as soon as possible.
- In addition to any legally required reporting procedure, the driver/supervisor should complete a "Vehicle Accident / Incident Report" (sample enclosed) and forward copies to the department head, safety committee and Assistant General Manager as soon as possible, within 48 hours.
- Investigate all accidents, without regard to severity, and review the cause (s) as you would for any workplace incident. **Remember the goal is "fact finding" to prevent reoccurrence not "fault finding"**

**DRIVER COMMITMENT**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

My signature on this commitment form indicates understanding of my responsibilities as an operator of municipal vehicles for the Brunswick Sewer District. I have received and read a copy of the Fleet Safety Policy and agree to fulfill all my responsibilities listed therein. These include, but are not limited to:

- Adhering to all policies and procedures governing the operation of vehicles.
- Ensuring all preventive maintenance is performed on vehicles as needed.
- Maintaining a professional appearance and safe operating condition of the vehicle at all times.
- Submitting any accident reports and a copy of the current drivers' license as requested.

Failure to comply with the conditions listed above may result in disciplinary action and/or determination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature



## Fleet Safety Policy

**VEHICLE ACCIDENT / INCIDENT REPORT**

Name of Employee:		Occupation:	
Department:		Division:	
Date of Collision:	Time:	a.m.	p.m. Vehicle ID No.
Location of Collision:			
Name of Other Party Involved:			
Address:			
Type of Collision:			
<input type="checkbox"/> Vehicle Ahead	<input type="checkbox"/> Animal	<input type="checkbox"/> Bicycle	
<input type="checkbox"/> Vehicle Behind	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Head On	
<input type="checkbox"/> Backing	<input type="checkbox"/> with Fixed Object	<input type="checkbox"/> Intersection	
<input type="checkbox"/> Side Swipe	<input type="checkbox"/> Run-Off-Road	<input type="checkbox"/> Other	
Did the Police Investigate the collision?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did our Driver violate a traffic regulation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Other Driver violate a traffic regulation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was he given a citation by the police?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the other Driver given a citation by the police?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What did our driver do (or fail to do) that caused him to be involved in this collision? Explain.			
Did our driver claim that any malfunctioning or defective vehicle component(s) caused the collision? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Explain:			
In your opinion, were any of the following conditions less than good at the time of the collision?			
<input type="checkbox"/> Traffic	<input type="checkbox"/> Weather	<input type="checkbox"/> Light	<input type="checkbox"/> Road
Explain:			
What was the condition of the driver?			
<input type="checkbox"/> Apparently Normal	<input type="checkbox"/> Fatigued	<input type="checkbox"/> Sick	<input type="checkbox"/> Intoxicated <input type="checkbox"/> Other
Explain:			
This collision was <input type="checkbox"/> Preventable <input type="checkbox"/> Non-preventable			
If preventable, what corrective action do you recommend to prevent a future occurrence of the same type of collision? Explain:			
Do you recommend disciplinary action?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prepared By:			
Reviewed By:			

