

**OREGON OCCUPATIONAL SAFETY AND HEALTH DIVISION
DEPARTMENT OF CONSUMER AND BUSINESS SERVICES**

PROGRAM DIRECTIVE

Program Directive: A-262

Issued: August 25, 2007

Revised: _____

- SUBJECT:** Motor Vehicle Safety
- PURPOSE:** To establish policy and procedures for implementation of the Oregon OSHA coordinated focused effort on motor vehicle safety.
- SCOPE:** This Program Directive applies to all sections of Oregon OSHA.
- REFERENCE:** Oregon OSHA Strategic Plan
Program Directive 244, Inspection Criteria: Scheduling Lists for Safety and Health Inspections
ANSI/ASSE Z15.1 – 2006, Safe Practices for Motor Vehicle Operations
OAR 437-002-2244 Vehicle Drivers and Riders. (Division 2/N, General Industry)
OAR 437-003-3224 Vehicle Drivers and Riders. (Division 3/O, Construction)
OAR 437-002-2225 Vehicles for Highway and Road Operation Characteristics and Maintenance (Division 2/N, General Industry)
OAR 437-003-3225 Vehicles for Highway and Road Operation Characteristics and Maintenance (Division 3/O, Construction)
- BACKGROUND:** Oregon OSHA has established a process to assist in identifying hazards, processes, occupations, and industries to focus on as an agency in an effort to improve safety and health in the state. For FFY 2008 Oregon OSHA has selected motor vehicle safety as the area for a coordinated focused effort. The effort will be implemented on October 1, 2007 and remain in effect until such time it is deemed appropriate to terminate it.
- 1. ACTION:** Effective October 1, 2007, during all comprehensive safety/health enforcement visits, Oregon OSHA staff will evaluate the employer's motor vehicle safety efforts if employees drive company vehicles or their privately owned vehicles as part of their employment. Employers receiving comprehensive safety/health consultative services will also be encouraged to receive an evaluation of their motor vehicle safety efforts. The evaluation will apply to licensed motor vehicles designed to be operated primarily on public roads. It does not apply to unlicensed equipment or off-road recreational vehicles such as farm equipment, all-terrain vehicles, road construction equipment, or snowmobiles.

2. PROCEDURE: If the employees are using licensed motor vehicles during work time the employer's motor vehicle safety efforts will be evaluated using the following guidelines and existing OR-OSHA rules.

a. **Motor Vehicle Evaluation Form.** During the inspection or consultation the Compliance Officer or Consultant will use the Motor Vehicle Evaluation Form in Appendix A to gather information from the employer on employee use of licensed motor vehicles, current motor vehicle safety policies and procedures, and recent vehicle incidents. The information collected on the form will be input into a database and used to identify trends and gauge the effectiveness of the program. Employer-specific information gathered during a consultation will only be available to Consultative Services staff and the Information Management Division. It will remain confidential from enforcement staff.

b. **Vehicle Safety Policy.** Oregon OSHA does not have a rule requiring an employer to have a vehicle safety policy, but it is recommended that they have a verbal or written policy if employees are using licensed motor vehicles during work time. The vehicle safety policy can be a stand-alone document or integrated into the employer's overall safety and health policy. The policy should include the following elements:

(1) Statement of management's concern for the safety and health of drivers.

(2) Driver recruitment, selection, and assessment.

(3) Safety rules when operating vehicles.

(4) Orientation and training of drivers.

(5) Reporting of incidents and accidents.

(6) Inspection and maintenance of vehicles.

c. **Vehicle Operation.** Drivers should comply with all aspects of the employer's vehicle safety program, as well as obey applicable local, state and federal laws and regulations as they relate to vehicle operations.

(1) **Occupant Restraints.** Drivers and all passengers must use occupant restraints as required by ORS 811.210.

- (2) Impaired Driving. The employer must not allow the operation of any motor vehicle by an impaired driver. Operating a vehicle while impaired greatly increases the risk of a collision. A driver could be impaired from alcohol, drugs (including prescription medications, and non-prescription products) and other conditions (e.g. fatigue, medical condition, emotional states).
 - (3) Distracted Driving. Employers should have a policy regarding potential distractions while driving. The policy should address cell phone use, eating or drinking, grooming, smoking, reading, and use of technology (e.g., GPS systems and computers).
 - (4) Aggressive Driving. Aggressive driving is unsafe and in most cases a violation of local, state, or federal driving laws and regulations. It can include: speeding, tailgating, failure to signal a lane change, running red lights and stop signs, weaving in traffic, yelling, making obscene gestures, and excessive horn use.
- d. **Driver Qualification and Training.** Before allowing an employee to operate a motor vehicle on the job the employer should verify their qualifications and provide training on rules, requirements and policies unique to the place of employment.
- (1) The job description for each job that requires driving should include the type of driver license required for the position. The employer should also evaluate the driver's ability to perform the driving tasks required to perform the job.
 - (2) The employer should establish a program for checking the driving history of new employees and periodically reviewing each driver's state motor vehicle record, to assure that the driver remains qualified.

When evaluating state motor vehicle records the employer should consider:

- Number of moving violations
- The severity of moving violations
- Prior license suspension
- Previous crashes or incidents
- History of DUI/DWI

The employer's policy should include what would disqualify an employee from driving.

(3) Does the employer have a driver training program? The training program should address requirements for new drivers, continuing education of existing drivers, and instances where remedial training is required. The training could be provided with internal resources or by an outside organization.

(4) Documentation of the qualifications and driving records of drivers is recommended and should include:

- A copy of the driver's motor vehicle record
- Training records
- A copy of the driver's current driver license

e. Vehicle Equipment, Inspection and Maintenance.

(1) Vehicles should be equipped with appropriate emergency equipment in the event the driver experiences mechanical difficulty, loss or shifting of load, or a crash on the road. The drivers should also be instructed in the correct use and placement of emergency warning devices.

Examples of items to be considered include:

- First aid kit
- Flashlight
- Reflective safety vest
- Space blanket
- Light sticks
- Fire extinguisher
- Tire inflator/sealant
- Reflective triangles/flares
- Cold weather emergency items

(2) Employers should have a system in place to ensure that vehicles are inspected and serviced on a regular basis. Vehicles should be inspected, at a minimum, in accordance with the vehicle manufacturer's recommendations.

Visual checks should be made by drivers each time a vehicle is to be operated. Visual checks should include: gauges, fuel and fluids, wheels and tires, mirrors and mirror adjustment, windshield wipers, and lights. Safety-related defects must be repaired before the vehicle is placed back in service.

(3) If employees are using personally owned vehicles for work the employer should require them to maintain the same standards for

equipment, inspection, and maintenance as company-owned vehicles.

3. **IMIS CODING:** On all enforcement inspections that the Compliance Officer evaluates the employers motor vehicle safety policy and procedures the Form OSHA-1, item 42, will be coded with the entry "S 05 VEHICLES".

8. In the past 3 years, has your company at this location experienced any business-related motor vehicle incidents?
(include both injury and non-injury incidents)

- No
 Yes How many? _____

If yes, please complete the following for the 5 most recent vehicle incidents from the past 3 years:

Incident number:	1	2	3	4	5
Cause of the incident (Check all that apply):					
Mechanical failure of vehicle					
Other vehicle's driver					
Employee driver (speeding, driver distraction, etc.)					
Unknown					
Other:					
Other extenuating factors (Check all that apply):					
Weather conditions					
Road conditions (potholes, gravel, ruts, etc.)					
Employee driving under the influence of drugs, alcohol, or medication					
Other:					
Was the employee driving a personal or company vehicle?					
Personal vehicle					
Company vehicle					
Were any employees injured? (select most serious)					
No					
Yes, minor injuries					
Yes, serious injuries (days away from work, restricted, transfer)					
Yes, fatal injuries					
Had the employee driver received any training before the incident?					
Yes					
No					
After the incident, was the employee trained?					
Yes					
No					
Number of hours employee worked the day of the incident:					
Number of hours employee worked the week of the incident:					
Driver's length of service with the company prior to the incident:					
Driver's occupation at time of the incident:					