



# Vehicle Usage and Driver Safety Manual

**Tactical Response Academy**

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## ***Vehicle Use Policy***

### **1. Purpose**

The purpose of this policy is to effectively manage risk related to the operation of motorized vehicles for company business and to protect the health and safety of employees by:

- A. Reducing the likelihood of injuries caused by vehicle crashes;
- B. Reducing loss resulting from damage to the company and/or private property;
- C. Complying with legal responsibilities arising from relevant state and federal laws and regulations.

### **2. Scope**

This policy applies to \_\_\_\_\_ employees who operate a company vehicle, a rental car, or a privately owned vehicle driven for company business.

This policy does not apply to agency workers, consultants or contractors operating a vehicle while conducting company business unless they are using a company vehicle. Issues related to these workers should be referred to the employing agency and dealt with according to the terms of the employment contract.

### **3. Definitions**

For the purposes of this document, the following definitions apply:

Authorized Driver: An employee approved to drive any vehicle for use on company business in accordance with the procedures outlined in this document.

Commercial Driver License (CDL): Allows an authorized driver to operate a commercial motor vehicle (CMV) with a gross combined weight rating (GCWR) that exceeds 26,000 pounds. All CDL drivers are required to carry a current medical examiner's card and be enrolled in a random drug and alcohol testing program. The requirements for this license are administered by the Federal Motor Carrier Safety Administration (FMCSA). Refer to ORS 807.031.

Company Vehicle: Company vehicles include vehicles owned by \_\_\_\_\_, or any vehicle leased or rented by \_\_\_\_\_.

Employee: Any full-time or part-time, or other employee on the company payroll and under the direction of company supervision.

Federal Motor Carrier Safety Administration (FMCSA): The FMCSA is the federal agency authorized by the U.S. Department of Transportation to administer public highway regulations pertaining to carriers and their CMV drivers.



Gross Vehicle Weight Rating (GVWR): Manufacturer's maximum weight rating, which includes the sum of the total weight capacity for the vehicle and cargo (by design).

Gross Combined Weight Rating (GCWR): Manufacturer's combined maximum weight ratings, which includes the sum of the vehicle GVWR, and the trailer GVWR.

Manager: The direct manager or supervisor of employees and/or authorized drivers.

Non-CMV Driver: Any authorized driver operating a vehicle on company business that does not qualify as a CMV.

Company: Where this is used, it applies to \_\_\_\_\_.

## 4. Drivers

### A. Driver Credentials

All drivers are required to hold a valid driver license. To ensure CMV driver credentials are valid, a review of an employee's driving record through state and/or federal traffic conviction reports and driver conviction statements is required under the following circumstances:

1. When an employee is hired or transferred to a new business unit (certain exceptions may apply on a case-by-case basis);
2. At least once annually;
3. When an employee's state license is renewed;
4. When an employee returns to work following six or more months off duty as a result of short-term disability, leave of absence, FMLA or military leave;
5. When an employee's ability to safely operate a vehicle while on company business is in question;
6. At any time deemed necessary to validate the employee's driving record.

In addition, CMV drivers must remain in compliance with all requirements set forth by the FMCSA. Permitted CDL learner drivers must be accompanied by a current and valid licensed CDL driver when operating a company CDL classed vehicle on public highways.

### B. Driver Authorization

The \_\_\_\_\_ authorizes an employee to drive \_\_\_\_\_ vehicles per this policy.

Maintenance of CMV driver data and documentation is coordinated through administrative staff. Management collects the driver documentation after notice from administrative staff of expired, missing or conflicting information in a driver's file. Administrative staff notifies management when current driver documentation and data



records are complete, allowing management to authorize the driver.

Data types and use:

1. Records held on-site: license, medical card, annual state driving record, annual driver conviction statement and driver traffic/DUI conviction notice;
2. Crash history (3 year);
3. Driver training, post-accident re-training, and specialized equipment training.

Note: Authorization to drive company vehicles can be revoked for cause.

**C. Driver Reporting**—Drivers are required to report:

1. Inspection results that require immediate, next service interval or advisory repairs.
2. Accidents and/or incidents resulting in vehicle, property damage or injuries with company owned or rented vehicles, including personal vehicles used during company business when mileage reimbursement or vehicle allowance is applied.
3. Lack of experience and knowledge to operate a vehicle safely.
4. Fuel purchase with odometer readings
5. Driver credential or certification status changes as applies:
  - a. DUI violations within 30 days of conviction;
  - b. CMV driver traffic violations within 30 days of conviction;
  - c. Loss and/or suspension of driving privileges no later than the next business day;
  - d. Inability to renew Physical Examination certification at or before expiration;
  - e. CMV drivers not having current driver certification documents on person;
  - f. Requirement for the CMV driver to complete and return an annual driving record declaration of convictions;
  - g. The CMV driver to provide new or renewed license and medical card copies.

## 5. Fitness to Drive

Drivers and their managers share responsibility for ensuring the driver is fit to drive. Factors that may affect an employee's fitness to drive include, but are not limited to: fatigue; alcohol use; controlled substance use, including prescription and over the counter medications; and/or other mental or physical conditions.

If an employee's fitness to safely operate a vehicle for company business is called into question, the manager may revoke the employee's approval to drive until completion of an internal investigation. As a result of the investigation, re-certification or a waiver may reinstate the employee's authorization to drive. These situations are handled on a case-by-case basis at the discretion of management and in compliance with all applicable regulatory guidelines.



### **A. Right to Refuse to Drive**

An employee may refuse to drive for reasons of unacceptable risk, which include:

1. Unsafe vehicle conditions as identified by visual inspection that warrant immediate repairs;
2. Severe driving conditions (e.g., weather, visibility, road conditions);
3. Physical conditions limiting or impacting safe vehicle operation performance (e.g., fatigue, prescribed medications, illness/disease, or temporary or permanent handicap).

Note: A refusal to drive must be documented, including any resulting actions. It is essential that employees report to their manager all conditions that may result in reduced vehicle safety as unacceptable risks. The manager and employee review of the driving risk is intended to provide solutions for reducing or eliminating the driving hazards including, but not limited to, not driving. Drivers who are unsatisfied with the action taken may consult the appropriate field safety representative; the health, safety & environment staff or local safety committee member. Records of inquiries and actions taken must be made.

## **6. Management Responsibilities**

In order to effectively manage risks related to the use of vehicles for business purposes, management must ensure that:

A. Upon annual review, if required (or due to reasonable cause), the following items are documented:

1. The employee is trained and/or experienced in the operation of the vehicle;
2. The employee holds required credentials for operating the vehicle and understands his or her legal obligations regarding highway laws and regulations;
3. Related driving data is reviewed;
4. The employee understands the policies and procedures governing operation of the vehicle, and understands his or her responsibilities in terms of this policy; and
5. The employee has no medical or fatigue issues that would prevent or impair safe operation of the vehicle.

B. Company vehicles assigned to authorized drivers are appropriate for the job and are maintained in accordance with the company's preventive maintenance program.

C. Employees' driving-related training needs are identified and addressed. Training is identified as reported by the driver and consistent with the driver's knowledge, driving history, job tasks, vehicle type and related regulations.

D. All road traffic accidents involving employees are investigated to the same level as other workplace accidents.



Failure to comply with Vehicle Use Policy and the Vehicle Operating Procedures may result in discipline, up to and including termination of employment. Generally, progressive discipline will be administered in accordance with the company's disciplinary policy. However, as per the disciplinary policy, termination or escalation of the discipline process, without prior warning or notice, is appropriate for any serious misconduct or serious violation of the policy. An example of this escalation would be for intentionally or recklessly violating these policies and procedures, especially if such actions result in injury or damage to property. The company's management determines whether conduct is such that it is appropriate to terminate an employee without prior warnings or counseling. Where an employee's position requires the operation of a company vehicle, loss of authorization to drive may result in termination if an accommodation cannot be granted.

## 7. Driver Responsibilities

A. \_\_\_\_\_ employees who drive vehicles for company business are required to operate them in a safe and responsible manner at all times. Compliance with this policy includes but is not limited to:

1. An employee must have management authorization before driving any vehicle, including private vehicles, on company business;
2. An employee must identify and inform the appropriate manager of gaps in experience and/or training affecting the safe operation of company vehicles;
3. An employee must have the necessary license, qualifications and experience for the vehicle and equipment being driven;
4. A commercial motor vehicle driver must inform the appropriate manager of any driving conviction within 30 days;
5. All drivers must inform the appropriate manager of a loss of driving privileges no later than the next business day.

B. While driving on company business, an employee must:

1. Comply with all vehicle policies, qualifications and procedures identified in this document;
2. Adhere to all state and federal regulations for the operation of vehicles on public highways, including appropriate certification for vehicle type operated (e.g., FMCSR rules, state traffic statutes, etc.);
3. Inform the appropriate manager of any physical, mental disability or condition that affects the employee's ability to drive;
4. Inform the appropriate manager of any issue regarding drugs or medication the employee is taking that may cause drowsiness or impairment while driving;
5. Report any vehicle accidents immediately;



6. Ensure the vehicle being driven is roadworthy, including lights, tires, brakes, steering, wipers, washer fluid, seat belts, and other fluid levels are adequate and/or in good working order;
7. Fully complete daily and monthly checklists;
8. Complete any statutory driver inspections required for the class of vehicle operated.

C. The CMV driver must provide documentation and/or permission to collect and track documentation of the driver's status as deemed necessary for mitigation of risk by the company.

D. Any employee who drives a personal vehicle and receives mileage reimbursement for business travel must ensure the vehicle carries private insurance coverage as required by the state in which it is registered. Any employee who receives a vehicle allowance must ensure the vehicle carries private insurance coverage as required by company policy.

## 8. Vehicles

Vehicles used for company business differ in type, usage and specifications. Except under special authorized circumstances, vehicles in use for company business must be operated only by employees of the company.

**A. Vehicle Groups—** Three primary vehicle groups identify driver regulation requirements and certifications. Each category is identified by the manufacturer gross vehicle weight rating (GVWR) of the power unit alone, or gross combined weight rating (GCWR) when the power unit is combined with a trailer. The vehicle group categories are:

1. Group I: Vehicles 10,000 pounds GVWR/GCWR or less (vehicles regulated by individual states)
  - Requires a standard driver license
2. Group II: Vehicles greater than 10,000 pounds but less than 26,000 pounds GVWR/GCWR not carrying hazardous materials or more than 15 passengers (Commercial Motor Vehicles regulated by the FMCSA)
  - Requires a standard driver license
3. Group III: Vehicles greater than 26,000 pounds GVWR/GCWR (Commercial Motor Vehicles regulated by the FMCSA)
  - Requires a CDL and medical card
  - Requires driver to be a member of the alcohol and controlled substance testing pool
  - May require additional endorsements for driving vehicles





transporting hazardous materials, tankers, etc.

### **B. Vehicle Specifications**

1. \_\_\_\_\_ owned vehicles are reviewed by specification advisory committees. These committees review the standards by type, nature and capability of vehicle specification measured against the tasks assigned to the job classification.
2. Adjustments, modifications or additions to vehicle specifications must be approved through notification of immediate management and transport.

## **9. Driver, Vehicle and Crash Records**

Qualification and reporting documentation incorporated with vehicle and accident records enable the company to assess procedures, trends and the impact of management decisions.

### **A. Vehicle Records**

Vehicle records are maintained in house and include maintenance, mileage and inspection information. The operational maintenance information contributes to evaluation of vehicle accident and incidents, driver daily inspections, and mandated periodic inspections.

Vehicle maintenance falls into three basic categories; corrective maintenance, preventive maintenance and accident repair. Drivers are required to conduct vehicle inspections as part of the repair process. Examples of activities within the categories include:

1. Corrective maintenance
  - Inspection-identified required repairs
  - Breakdown repairs
2. Preventive maintenance
  - Inspection-identified wear and tear
  - Mileage/time pre-breakdown inspection/renewal (e.g., aerial overhauls, major component services (engine, transmission, steering, brakes etc.)
3. Crash repair
  - Damage repair

### **B. Driver Records**

Records generated by or available from the driver are forwarded to administrative staff. Records and documents from previous employers or state/federal agencies are



collected when available.

1. Annual or as-needed driver history
2. Credential expiration/renewal
3. Statutory documents (e.g., out-of-service orders, traffic convictions)
4. Vehicle-specific and driving safety training, re-training and/or vehicle technology upgrades
5. Driver records retained for three years



## ***Vehicle Operating Procedures***

### **1. Section Scope, Vehicle Use - Safety**

These procedures include safe practices for the operation of vehicles on company business. Collectively, they represent a small part of driving safety. Drivers will comply with all Oregon Revised Statutes (ORS) Vehicle Code Laws, Chapters 801-826. Laws can be reviewed at the following link <http://www.leg.state.or.us/ors/801.html>

**2. Driver Safety Training**—Drivers must have at least 8 hours of employer approved, drivers safety training, per year (or more if required by law)

**3. 360 Walk-around Inspection**— The employee will perform a full walk around inspection of the vehicle looking for hazards prior to driving.

- A. Walk around the vehicle making sure the area to the back and sides of the vehicle are clear of other vehicles, pedestrians, poles, posts, bicycles, toys, etc., that you can't see from the cab of the vehicle or that may not be seen from the rearview mirrors.
- B. Walk through the area where you plan on backing the vehicle to ensure there are no obstructions or objects.
- C. Complete the backing maneuver as soon as possible after completing the walk around to ensure the situation has not changed.
- D. Become familiar with the use of side-mounted mirrors and the rearview mirror on the windshield when backing. Learn to judge the distances on all mirrors marked "Objects may be closer than they appear."
- E. Be aware of blind spots in the mirrors caused by the size, length and width of the vehicle.

**4. Safety Belts** - Each person operating or riding in a \_\_\_\_\_ owned, rented or privately owned motor vehicle being used for \_\_\_\_\_ business must use the installed occupant restraining systems in accordance with the owner's manual.

### **5. Parking**

- A. When appropriate, turn wheels into the downgrade slope of a curb.
- B. Set the emergency/parking brake.
- C. Place automatic transmissions in park, standard transmissions in low or reverse gear, turn off and remove the keys.
- D. Use blocking or chocks when applicable.
- E. Whenever possible, do not park across from, or on a private driveway.
- F. When avoidable, do not park company vehicles on the street overnight.



**6. Vehicle Security** - When parking and leaving a company vehicle (or vehicle used for company business) unattended:

- A. Secure vehicle by closing windows, removing keys and locking vehicle doors.
- B. Secure all body bin doors, cargo boxes and tool boxes if equipped with locks.
- C. Secure or cover cargo when practical.

**7. Safe Backing Practices** — Except under times of specific driver training the following safe backing practices should be adhered to:

- A. Avoid backing situations where possible.
- B. Use pull through spots when available.
- C. Where backing is unavoidable, back the vehicle upon arrival when you are not under pressure or obstructing traffic.
- D. Do not back vehicles in traffic.
- E. Do not back any vehicle having an obstructed view to the rear, without first performing a 360 walk-around inspection.
- F. Ensure mirrors and windows are clear of frost, ice or snow.
- G. Whenever possible, use an observer/signalman/flagman to assist in backing.
- H. Back the vehicle **slowly**, looking over your shoulders, watching both sides and paying attention to blind spots. Do not rely only on mirrors.
- I. Ensure backup alarms are working properly on those vehicles equipped with them.

**8. Tire Chocks (Does not apply to private vehicle usage)**

- A. All commercial vehicles must use a minimum of two chocks when parking.
- B. Mounted equipment vehicles use chock placement on any rear wheel; one chock in front of tire and one to the rear of the same tire.
- C. Whenever possible, do not place chocks on the “traffic side” of the mounted equipment vehicle.

**9. Vehicle Emergency Equipment**—All drivers must ensure required emergency equipment is present and in good working order for the vehicle driven. All company vehicles are required to have \_\_\_\_\_

\_\_\_\_\_ (i.e., first aid kits, crash reporting kits, functional spare tire, fire extinguisher, etc.). CDL operated vehicles must have three (3) DOT bi-directional reflective triangles.

**10. Cargo Securement** -The driver must ensure proper cargo/load securement on the vehicle to prevent movement and/or loss of material or cargo.

**11. Overloading Vehicles** -Vehicles must not be overloaded beyond the vehicle capacity.

- A. Drivers must not load vehicles causing the total weight to exceed the capacity of the vehicle and/or combination vehicle. This includes loading a vehicle in a way that exceeds the weight capacity of any single or combined axle(s).



B. Drivers must not load vehicles causing the total weight to exceed registered and licensed limit of the vehicle and/or combination vehicle. Drivers must proceed at slower speeds when hauling loads of increased center of mass. These type of loads are more prone to tipover or rollover on curves or with articulated vehicles upon rapid acceleration when turning sharply from a stop.

**12. Headlights On For Safety** - All company, rental and private vehicles being used for company business shall be driven with the headlights on unless the vehicle is equipped with daylight running lights.

**13. Smoking in Vehicles**—All personnel and/or passengers utilizing a company vehicle are prohibited from smoking inside the vehicle.

**14. Using Electronic Devices While Driving** -- All drivers of vehicles for company/ business use are expected to place the safe operation of the vehicle first above all other activities while driving. If at all possible, before using any electronic communication equipment, find a safe location to pull the vehicle off the road and park. Drivers of any vehicle (including personal vehicles) on company business shall use extreme caution while using electronic communications equipment while the vehicle is in motion.

*NOTE: Electronic communications equipment includes but is not limited to the following: any two-way communication device, cell phones, mobile radio, personal computers, portable printers, and personal data assistants.*

**15. Driving While Distracted** — Driving while distracted is a significant factor in motor vehicle collisions. Drivers should refrain from operating vehicles while reading, looking at maps, shaving, personal hygiene, etc. while the vehicle is in motion. Music programming adjustments or other vehicle adjustments should be done with eyes ahead.



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Daily/Weekly/Monthly Vehicle Inspection Report

Date: \_\_\_\_\_ Employee: \_\_\_\_\_

Vehicle #: \_\_\_\_\_

Odometer reading: \_\_\_\_\_

**Exterior Inspection (360 Walk-around):**

- Daily Is the vehicle exterior free of visible damage?
- Daily Do all four tires look to be properly inflated?
- Daily Are there any visible puddles underneath vehicle?
- Weekly Is the vehicle clean in appearance?
- Weekly Are all four tires properly inflated by gauge?
- Weekly Is tire tread accurate?
- Weekly Are wiper blades adequate?

Yes	No	Comments:

**Interior Inspection:**

- Daily Is the vehicle's interior clean of debris?
- Daily Is the interior of the vehicle free of visible damage?
- Daily Are safety belts working properly?
- Daily Is a first aid kit available?
- Daily Is an emergency kit available?
- Daily Is the vehicle registration easily accessible?
- Daily Is the vehicle insurance information accessible?
- Weekly Is a spare tire available and inflated?
- Weekly Is there a jack system available?
- Weekly Is the owner's manual available?
- Weekly Is an accident kit available?

Yes	No	Comments:

**Operating Inspection:**

- Daily Are the headlights working?
- Daily Are the taillights working?
- Daily Are the brake lights working?
- Daily Are the back-up lights working?
- Daily Are the interior lights working?
- Daily Are the windshield wipers working properly?
- Daily Is the horn working?
- Daily Are the proper mirrors available? (Rearview, side, instructor)
- Daily Is the parking brake working?
- Daily Do the turn signals work?
- Daily Is the sun visor operable?
- Daily Does the heating/cooling system work properly?
- Daily Is the fuel tank at least 1/2 full?

Yes	No	Comments:

**Under-the-hood Inspection:**

- Daily Is the engine oil within range?
- Daily Is the windshield wiper fluid within range?
- Monthly Is the power steering fluid within range?
- Monthly Is the transmission fluid within range and a reddish color?
- Monthly Is the brake fluid within proper levels?
- Monthly Is the coolant within proper levels?
- Monthly Do all belts appear in good condition?

Yes	No	Comments:

**Post-trip Inspection:**

- Daily Did vehicle operate correctly?
- Daily Was the vehicle free of warning lights coming on during operation?

Yes	No	Comments:

Comments: \_\_\_\_\_



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**I, the undersigned, acknowledge that I have read, understand, and will comply with the attached Vehicle Usage and Driver Safety Policy.**

**Name (Printed)** \_\_\_\_\_

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