



Recommendations for Fleet Safety Manuals

Arizona Municipal Risk Retention Pool
Southwest Risk Services, Administrator
14902 North 73rd Street ★ Scottsdale, Arizona 85260
Main: 602-996-8810 ★ TF 888-309-4339
www.amrrp.org

Revised: 4/26/11

FLEET SAFETY POLICY AND PROGRAM

Our aim in implementing this policy is to improve safety awareness and performance, in addition to creating a system of accountability for all employees who are entrusted with the serious responsibility of operating a city vehicle. The theme of this manual is safety: the purpose is ACCIDENT PREVENTION. Vehicular accident prevention has as its primary objective the prevention of injuries of people, and an additional goal of damage to vehicles and other property.

VEHICULAR SAFETY POLICY

This policy formally establishes an accident prevention program with a minimum set of safety regulations, standards and disciplinary procedures which will be completely enforced. It is expected that all employees driving vehicles for city business will fully understand these rules and the need to follow them, and it is expected that supervisors will enforce them. This policy supersedes all previous Vehicular Safety Policies.

This policy supplements the City / Town of _____ Employee Policy and Procedures Manual. If there is any inconsistency between the terms of this policy and the City's Employee Manual, the terms of this policy shall apply.

MANAGEMENT RESPONSIBILITIES

I. RISK COORDINATOR

- a. Insure effective application of this program by seeing that the following programs are carried out:
 1. Regular Safety and Equipment Inspections
 2. Supervisor and Trainer Safety Training
 3. Driver Selection Procedures
- b. Work closely with the Fleet Services Supervisor in establishing goals and objectives of the accident prevention program.
- c. Review and log all vehicular Incident Reports and Investigations. Oversee that quality and accuracy is maintained, and proper disciplinary and corrective action has been taken.

II. FLEET SERVICES SUPERVISOR

- a. Insure that all vehicles, vehicular equipment and fleet facilities meet and are maintained at Safety standards.

III. SUPERVISORS

- a. See that employees receive complete safety instruction prior to assignment of duties.
- b. Enforce all safety rules, regulations and standards.
- c. See that all accidents are properly and promptly reported to risk management.
- d. Develop and administer an effective program of good housekeeping and maintain high standards of operational cleanliness.
- e. Insure proper maintenance of equipment.

STANDARD AND MOTOR VEHICLE RECORD

MOTOR VEHICLE RECORD GUIDELINES

It is the responsibility of the Human Resource Department to request an MVR from each prospective employee. No one shall be hired to drive a city vehicle whose MVR does not meet the following minimum standards.

No convictions (in the past 3 years) for:

Reckless driving

Three or more moving violations

License revocation or suspension (regardless of provision for driving to, during and from employment)

Leaving the scene of an accident

DUI, DWI, or drug violation

No person may be hired to drive a city vehicle without possessing a valid, current Arizona driver's license. Depending on the vehicle to be driven, the license must be the appropriate class.

A suspended license is not acceptable for any driving position at the City / Town of _____ regardless of provision for driving to, during and from employment.

MINIMUM STANDARDS

- Seat belts must be used in all vehicles at all times.
- No personal business may be conducted using a city vehicle, unless specifically approved by the City Manager.
- No unauthorized passengers may ride in a city vehicle, unless specifically approved by the City Manager. Other City / Town of _____ employees or individuals conducting business with the City are considered to be authorized.
- Any substantiated report of tailgating, speeding or other unsafe driving behavior will be subject to disciplinary procedures.
- All moving violations or traffic citations in city vehicles, license denials, suspensions and revocations are to be reported to the Supervisor within 48 hours.
- All moving violation citations will be the responsibility of the employee, whether driving a city vehicle or not.
- No radio, tape player or CD player will be played in a city vehicle at a volume that interferes with the driver's ability to hear traffic and engine sounds.
- All radios, tape players and CD players must be turned off when entering and while in any loading zone or delivery area, whether on City / Town of _____ premises or elsewhere.

- It is the full and total responsibility of the driver to conduct daily inspections of the vehicles. Inspection forms should be turned in to the Fleet Services Supervisor at the end of the shift if repairs or service are needed. If not, the inspections should be maintained in the vehicle and turned in every Friday.
- All vehicular accidents, regardless of circumstances or fault, are to be reported to a supervisor (personally, not via recorded message) as soon as possible. The supervisor must *immediately* notify the Risk Coordinator and/or Fleet Services Supervisor, to expedite insurance claims and damage repair.
- It is the responsibility of the driver to keep an Accident Reporting Kit in each vehicle, and to use it to collect information in the case of an accident. Refer to the Accident Investigation portion of this program for specific details.
- A Damage Report Form should be filled out whenever a city vehicle comes into contact with another vehicle, person, building or other property, regardless of apparent lack of damage.
- It is the responsibility of the driver of any city vehicle who is involved in an accident to file an accident report as required by law.

DISCIPLINARY PROCEDURES

Disciplinary action will be based on a number of factors, and the final decision will be based on the recommendations of the Vehicular Safety Review Committee. This committee will consist of the Fleet Services Supervisor, the Risk Coordinator, Police Department representative and a Human Resources representative.

Disciplinary action may consist of any of the following: Warnings (verbal or written), retraining, evaluation by a professional driving specialist, probation, suspension, and termination. Any discipline involving loss of pay, suspension or loss of job must be reviewed and approved by the Director of Human Resources. Any appeal will be to the City Manager or his/her designee. Any further appeal beyond the City Manager will be governed by the City's employee manual.

MVR's will be checked annually on all drivers. This will be completed during their annual review.

Definitions

To maintain insurance coverage and ensure the safety of all employees, the following guidelines will be used to determine employee driving eligibility. Driving infractions apply to those acquired in private vehicles, as well as those acquired in our city vehicles.

Class III	Driving/physical control under the influence of alcohol. A.R.S. § 28-1381(A)(1).
	Driving with a Blood Alcohol Content of .08 or greater. A.R.S. § 28-1381(A)(2).
	Extreme driving/physical control under the influence. A.R.S. § 28-1381(A)(2).
	Driving under the influence of a controlled substance.
	Leaving the scene of an accident
	Felony involving the use of a motor vehicle
Class II	Excessive speeding (15+over speed limit)
	Reckless driving
	Following the vehicle ahead too closely
	A violation, arising in connection with a fatal accident, of state or local law relating to motor vehicle traffic control.
Class I	All other moving violations
Misc. cited employee is	Other than Classes I-III, any other driving-related infraction for which the cited.
No citation	Any vehicular incident for which no fault is established

Other cited Any vehicular incident for which our driver was not cited, and the other driver was cited.

INCIDENT CONSEQUENCES - Days Suspended

POINTS in a 3 year period

DISCIPLINARY ACTION

0-2

No Discipline

3-4

2 hour DDC

5-6

8 hour DDC

6 or more

Disciplinary action up to and including termination

Failure to immediately report

2 hour DDC

**PREVENTABLE
ACCIDENT**

DISCIPLINARY ACTION

1 in 3 years

Letter of reprimand

2 in 3 years

2 hour DDC

3 in 3 years

8 hour DDC

4 in 3 years

Disciplinary action up to and including termination

ACCIDENT REPORTING

The Supervisor will assure that all drivers have been adequately trained in what to do when an accident occurs. All accidents will be reported immediately, in person (not on a message machine) to a supervisor. The supervisor will immediately report the accident to the Risk Coordinator and the Fleet Services Supervisor. All accidents are to be carefully investigated in a prompt manner to determine accident cause, responsibility and preventability.

It is the responsibility of the driver to keep an Accident Reporting Kit in each city vehicle, and to use it to collect information in the case of an accident. Kits may be obtained from Fleet Services or the Risk Coordinator.

A Damage Report Form should be filled out whenever a city vehicle comes into contact with another vehicle, person, building or other property, regardless of apparent lack of damage.

It is the responsibility of the driver of any city vehicle who is involved in an accident to file an accident report under the terms and conditions of the state in which he or she drives.

IN CASE OF VEHICLE ACCIDENT

DO:

Stop at once. Turn off engine. Extinguish fires. Turn on emergency flashers.

Make sure no one is injured. Call 911 if needed.

Fill out a Damage Report immediately and thoroughly.

Notify your supervisor and Fleet Services Supervisor *immediately*.

Answer all questions truthfully when asked by the police agency investigating the accident.

DO NOT:

Admit that you did anything wrong, violated any policies /procedures or failed to act reasonably.

Call insurance company: please let management do this.

Give a signed statement to the claims adjuster representing the other driver's insurance company.

Speak to the claims adjuster representing the other driver's insurance company without the presence of a representative of the legal department, or the risk coordinator, the city's insurance administrator, or a law firm hired by the city's insurance administrator.

Give a statement to the press.

DAMAGE REPORT

To be filled out at the time of the accident. Send original to Fleet Services Supervisor.
This report must be faxed to Risk Management 666 -777-4444 within 24 hours

Driver _____ Date of Accident _____
Driver's License _____ Employee # _____
Route _____ Accident Location _____
Fleet # _____ License # _____ Vin# _____
Other vehicle or property damaged _____

FROM OTHER DRIVER'S REGISTRATION, LICENSE, PROOF OF INSURANCE

Vehicle Make _____ Model _____ Year _____
License # _____ Vin# _____
Driver's Name _____ Phone _____
Address _____ Driver's License _____
Insurance Co. _____ Policy # _____

Witnesses

Name _____ Address _____ Phone _____
Name _____ Address _____ Phone _____
Name _____ Address _____ Phone _____
Police Report Yes No Report # _____ Badge # _____

Describe damage to vehicle and/or property (location, extent, etc.) _____

Describe accident _____

Injuries _____

Reported to _____ Signature _____

Title _____ Date _____

Driver's Signature _____ Date _____

Supervisor's Signature _____ Date _____

The following guidelines can be used to determine the preventability or non preventability of accidents.

INVESTIGATION ANALYSIS

When deciding on the cause of loss in an accident, consider the following:

PREVENTABLE ACCIDENTS

A preventable accident is any accident in which the driver failed to do everything reasonable to avoid it. Such accidents are rare. The facts about each accident must be carefully considered before deciding on its preventability. Professional drivers are aware of road conditions, traffic conditions and defensive driving behaviors, in addition to observing traffic rules and regulations. Following is a list of accidents and criteria for determining preventability.

ACCIDENTS IN TRAFFIC

Preventable if:

- ◆ driver failed to control speed so stopping possible within available sight distance.
- ◆ driver failed to check cross-traffic and wait for it to clear before entering intersection.
- ◆ driver pulled out from side street in face of oncoming traffic.
- ◆ driver collided with object, vehicle or person while turning.

ADVERSE WEATHER ACCIDENTS

Preventable if:

- ◆ driver did not adjust driving to meet conditions.

BACKING ACCIDENTS

Preventable if:

- ◆ backing could have been avoided by better planning.
- ◆ driver backed into stream of traffic when such backing could have been avoided.
- ◆ driver failed to get out of cab and check proposed path of backward travel.
- ◆ driver depended solely on mirrors instead of looking back.
- ◆ driver failed to get out of cab periodically and recheck conditions when backing a long distance.
- ◆ driver failed to check behind vehicle parked at curb before attempting to leave parking space.
- ◆ driver relied solely on a guide to back.
- ◆ driver backed from blind side when driver's side approach possible.

FIXED OBJECT ACCIDENTS

Always preventable.

FRONT-END COLLISION

Preventable if:

- ◆ driver failed to maintain safe following distance.
- ◆ driver failed to keep track of traffic conditions and did not slow.
- ◆ driver failed to ascertain that vehicle ahead was moving slowly, slowing or stopping.
- ◆ driver misjudged rate of overtaking.
- ◆ driver came too close before pulling out to pass.
- ◆ driver failed to leave sufficient room for passing vehicle to get safely back in time.

LANE ENCROACHMENT ACCIDENTS

Preventable if:

- ◆ driver was not entirely in proper lane of travel.
- ◆ driver did not pull right, slow and stop for vehicles encroaching on their lane of travel when such action could have been taken without additional danger.
- ◆ driver failed to signal when pulling out from curb.
- ◆ driver failed to look back or get out to check traffic if in a position where mirrors did not show traffic conditions.
- ◆ driver attempted to pull out in such a manner which forced other vehicles to change speed or direction.
- ◆ driver failed to make full stop before entering from side street, alley or driveway.
- ◆ driver failed to make a full stop before crossing sidewalk.
- ◆ driver failed to yield right-of-way to approaching traffic.
- ◆ driver failed to yield right-of-way when necessary to avoid an accident.

MECHANICAL DEFECT ACCIDENTS

Preventable if:

- ◆ defect was of a type which the driver should have noticed in making pre-trip inspection of vehicle.
- ◆ defect was of a type which the driver should have detected during normal operation of the vehicle.
- ◆ defect was caused by the driver's abusive handling of the vehicle.

PASSING ACCIDENTS

Preventable if:

- ◆ driver passed where the view of the road ahead was obstructed by a hill, curve, vegetation, traffic, adverse weather conditions, etc.
- ◆ driver attempted to pass in the face of closely approaching traffic.
- ◆ driver failed to signal change of lanes.
- ◆ driver pulled out in front of other traffic overtaking from the rear.
- ◆ driver cut in while returning to right lane.
- ◆ driver failed to stay in own lane and hold or reduce speed to permit safe passing.

PEDESTRIAN ACCIDENTS

Preventable if:

- ◆ driver did not reduce speed in area of heavy pedestrian traffic.
- ◆ driver was not prepared to stop.
- ◆ driver failed to yield right-of-way to pedestrian.

REAR-END COLLISIONS

Preventable if:

- ◆ driver made sudden stop to park, load or unload.
- ◆ vehicle was improperly parked.
- ◆ driver rolled back into vehicle behind while starting on grade.