
DRIVING SAFETY

OVERVIEW

The Driving Safety Program serves to provide guidance to management and employees working for the City of Mebane. It is the intent of this document to meet any local, state or federal mandates including those required pursuant to the regulations outlined under Occupational Health and Safety Administration's (OSHA) 29 Code of Federal Regulation 1910 and 1926. The City of Mebane Safety Committee Chair, or their designee, shall investigate any accident that occurs within the jurisdictional limits for city.

PURPOSE

This program is created to provide guidance and expectation for employees and visitors of the City of Mebane. The programs shall be reviewed at least annually, and, based on the ever changing work and natural growth of the City of Mebane so shall these documents be modified to reflect such growth and change. The city manager or their designee shall have responsibility for managing changes to the safety program.

RESPONSIBILITY

It is the responsibility of every employee to not only read, but also *understand* the information on these pages. Each employee of the City of Mebane should consider it a personal responsibility to engage in daily activity that is safe and consistent with these programs.

City of Mebane management has the expectation of each employee to understand their right to ask questions and seek more information if a program or task is not clear or well understood. If an employee has questions regarding the safety and health programs they should contact their supervisor for clarification.

The programs contained herein shall serve as a minimum guideline for entities coming on to City of Mebane property for the purposes of conducting business. Prior to conducting any project the entity shall establish compliance with the guidance set forth in this document.

Safety of employees, vendors, contractors and the public, city equipment and property will be considered the priority on any task and in no case shall it be compromised.

DRIVER REQUIREMENTS

All employees who are authorized to operate a city vehicle must comply with the following safe driving standards:

- Perform evaluations to insure that the vehicle you are operating is fit for the purpose and has been maintained in safe working order, with seatbelts installed and functional.
- The number of passengers does not exceed manufacturer's specification for the vehicle.
- Loads are secure and do not exceed manufacturer's specifications and legal limits for the vehicle.

- Drivers must be appropriately assessed, licensed, trained and medically fit to operate the vehicle. Driving record will be checked for new hires.
- Drivers must be appropriately rested and alert.
- Use of a mobile phone or two-way radio is prohibited while operating a vehicle.
- All risks of the journey have been assessed.
- Seatbelts are worn by all occupants at all times a vehicle is in motion.
- Drivers are not under the influence of alcohol or drugs, or any other substance or medication that could impair their ability to drive.

Policy Review and Critique Form

Review by:

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Date:

1 / 28 / 2015

Type of review:

Annual: X Post-Emergency:

Problems leading to review:

Problems noted during review:

Action to be taken:

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