



Sample CIS Driving Program
(Member Name Here)

FLEET SAFETY PROGRAM



PREPARED BY:



INTRODUCTION

These **city/county** rules are published for the information and guidance of employees of **Member Name**. To drive safely is the first duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

Our operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on **Member Name** and the driver.

Drivers are required to observe all rules and procedures outlined in this manual at all times.

NO JOB IS SO IMPORTANT, NO SERVICE SO URGENT THAT WE CANNOT TAKE THE TIME TO PERFORM IT SAFELY!



SECTION 1

CONDITIONS FOR DRIVING VEHICLES

In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult your supervisor if any of them are not clear to you.

QUALIFICATIONS

To qualify as a driver of **Member Name** vehicles, drivers must meet the following conditions:

1. Must be at least 21 years of age. *OR-OSHA NEW RULE IS 18 YEARS OF AGE (if an employee)*
2. Must have a current state or jurisdiction Driver License.
3. Must have in effect a current liability insurance policy for his/her personal vehicle.
4. Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving **Member Name** vehicles.
5. Must have in possession while driving vehicles; a valid Driver License.
6. Be approved by your supervisor to drive on **Member Name** business.
7. Attended a **Member Name** sponsored defensive driving class at least once every three years.



SECTION 2

DRIVER ELIGIBILITY GUIDELINES

Typically, in order to be eligible to drive, an employee must meet the following criteria. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules.

Employees must report to their supervisor any change in driving status. Failure to report a suspended license and other “prohibited” action may result in disciplinary action, up to and including, termination.

1. **No major violations in the previous three years.** Major violations include:
 - Driving under the influence of alcohol or drugs
 - Driving while license is suspended or revoked
 - Leaving the scene of an accident
 - Reckless driving
 - Road rage incidents
 - Other similarly serious violations
2. **No more than two minor violations in the previous three years.** Minor violations include:
 - Speeding 20 MPH or less over the posted limit
 - Failure to obey a traffic control or signal
 - Improper lane change
 - Failure to signal
 - Failure to yield the right of way
 - Other similar violations
 - Failure to wear a seat belt
 - Cell phone or texting violations
3. **No more than one at-fault accident in the previous three years.** All accidents are considered at-fault unless proven otherwise.

Driver Guidelines Matrix

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUI or DWI within Past 5 Years
	0	1	2	3	
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited



SECTION 3

DRIVER SUPERVISION

1. Motor Vehicle Records: Driving records will be ordered every twelve (12) months for all employees operating vehicles. Oregon DMVs "DAVE" account provides updates when an employee's Driver License is modified.
2. Accident Review: All vehicle accidents will be reviewed by the Vehicle Safety Committee to determine preventability.
 - a) A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident
 - b) A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.
 - c) The involved driver will be advised of the decision and will be subject to a driving performance review with management. For law enforcement this will quite often be accompanied with disciplinary sanctions.

"HOW TO DETERMINE PREVENTABILITY"

This guide is to be used by the Vehicle Safety Committee in determining if an accident is Preventable or Non-Preventable:

1. What is a Preventable accident?

A PREVENTABLE accident is any accident in which the driver failed to do everything he/she reasonably could have done to avoid it.

2. What is a Non-Preventable Accident?

A NON-PREVENTABLE accident is an accident in which the driver did everything he/she reasonably could have done to foresee the things that caused the accident and guard against them.

COURTESY

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon **Member Name**.

If a situation arises that you are unable to settle in a friendly manner, phone your supervisor and report the facts, and be guided by their advice.

PERSONAL USE OF **Member Name VEHICLES**

The **Member Name** prohibits the personal use of vehicles unless approved by supervisor as outlined in the **Member Name** policy and procedure handbook.

VEHICLE APPEARANCE

Member Name vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be kept to a minimum.

SUGGESTIONS

Member Name will appreciate any suggestions from you that may improve our safety, service, and working conditions to make our operation more efficient and safe.

MOVING VIOLATIONS

You will be liable for all speeding, traffic violations and parking violations.

CELL PHONES & TEXTING

Oregon law prohibits the use of cell phones while driving, unless employees are using a “hands-free accessory.” Please note, the use of a speaker phone is not considered a “hands-free” accessory”. Texting is prohibited.

PASSENGERS

Your supervisor must approve all passengers. Generally it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.



SECTION 4

SAFETY

INSPECTIONS

A pre-trip inspection will be made at the start of the each shift to ensure vehicle is in safe operating condition. A post-trip inspection should be made at the end of each shift to effectively report any damage or concern at the completion of the trip.

SAFE DRIVING

Be a Defensive driver:

A defensive driver is defined as, “One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians and other drivers to involve themselves in an accident. Keeps continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident.”

Speed:

The maximum speed limit is the “posted speed limit”. Your speed at all times **shall** be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersecting side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life and fuel conservation.

Striking fixed Objects:

In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as abutments, parked cars, loading docks, overhead pipes or hydrants is classified as the fault of the driver.

Proper Backing:

Walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two people, one person will stand behind the vehicle to spot while backing up.

Passing or Meeting a School Bus:

When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. Be on the alert for the actions of these school buses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians:

You have NO right-of-way where pedestrians are concerned. Legally, they may walk on either side of the road, they can cross at intersections, and they can pop out from behind a parked car on a busy city street. Never take it for granted that they see you.

ACCIDENTS & INCIDENTS

- 1. YOU MUST REPORT EVERY ACCIDENT TO YOUR SUPERVISOR WITHOUT FAIL, NO MATTER HOW MINOR.**
2. In case of an accident, contact your risk management office as soon as possible. Be specific about location, time, extent of injury and damage, and where you can be reached.
3. If you cannot make contact with the risk management office, write a brief note and ask a reliable motorist to phone or give it to the police. Do not leave vehicle unattended except in an extreme emergency.
4. Park safely and set out warning devices.
5. Prevent the moving of injured persons unless absolutely necessary.

6. Be sure to get the names of witnesses for or against you. If a witness refuses to give his/her name, record the license number of his/her vehicle. Regardless of the facts, admit nothing, promise nothing, and DO NOT ARGUE. Give your name, your entities name and offer to show your license.
7. Have pictures taken whenever possible. Do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length, and position of the skid marks, and lights on the vehicles if at night
8. Stay at the scene of the accident until instructed by a police officer to proceed.
9. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and entity's name and address.
10. Information needed to properly complete accident reports:
 - a) Location, time, and date
 - b) Make, model, type and license of other vehicles involved.
 - c) Registered owner of other vehicle(s) involved.
 - d) Driver's name, age, address, and license number of other vehicle involved
 - e) All occupants' names and addresses in other vehicles involved
 - f) Names and addresses of all possible witnesses
 - g) Name of police station to which accident was reported.
 - h) Name and DPSST numbers of the police officers at the scene
 - i) Name of the insurance company which covers the other vehicles involved.
 - j) Names and addresses of persons injured and the extent of the injury.
 - k) Names of fire and/or medical personnel on scene.

Seat Belts and other Safety Policies

1. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in

this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions. Exceptions to this should be stated in separate policy by the department (I say this because there are rare cases of public works vehicles where I AM TOLD that it's prohibitive to wear safety belts while performing the duties of their job. They are few and far between).

2. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications
3. Drivers are prohibited from overloading and/or overcrowding the vehicle.

EQUIPMENT PROTECTION AND MAINTENANCE

It is the driver's responsibility to make sure vehicles are well-maintained and in safe running condition. Frequent inspections must be conducted. Inspect your vehicle before starting out on the road.

Priority Items to check are:

- ✓ Brakes – inadequate brakes are no excuse for an accident
- ✓ Steering
- ✓ Oil level
- ✓ Water
- ✓ Windshield wipers
- ✓ Tires
- ✓ Wheels
- ✓ Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- ✓ Mirrors
- ✓ Warning devices
- ✓ Glass (for cracks and defects)
- ✓ Horns
- ✓ Under vehicle for oil and water leaks

SO LET'S BUCKLE UP FOR SAFETY!

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the **Member Name** Fleet Safety Program Handbook, and will read it at my first opportunity and with in 10 working days and will abide by its contents. If I have any questions regarding the Handbook's provisions, I will discuss them with my supervisor.

Date _____

Employee Signature _____

Please read and sign, then return this page to the Human Resources