

# City of Sweet Home

## FLEET SAFETY PROGRAM



**Updated May 26, 2020  
Adopted by City Council  
Resolution No. 13 for 2020**



# CITY OF SWEET HOME FLEET AND SAFETY POLICY



## INTRODUCTION

Policy: City of Sweet Home Fleet and Safety Policy  
Introduction

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**Purpose** This Fleet Safety Program and vehicle operation rules are published for the information and guidance of employees of the City of Sweet Home. To drive safely is the first and foremost 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 the City of Sweet Home and the driver.

Drivers are required to observe all State vehicle operation laws, procedures outlined in this manual, the City Personnel Policy, and any applicable department vehicle and equipment operation policies at all times.

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.

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

<i>Supersedes:</i> <i>SHPP Section</i>	<i>Adopted by City Council:</i>	<i>Effective Date:</i>
<i>City Manager:</i>		

# SECTION 1

## CONDITIONS FOR DRIVING VEHICLES



POLICY: City of Sweet Home Fleet and Safety Policy  
Conditions for Driving Vehicles  
Section 1

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Purpose Policy regarding the criteria an employee must meet to be able to drive a City vehicle. Accidents and citations involving off-duty driving in a personal vehicle count for the purpose of these rules

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### QUALIFICATIONS

To qualify as a driver of the City of Sweet Home's vehicles, drivers must meet the following conditions:

1. Must be at least 21 years of age, or 18 years of age if an employee. (per OSHA)
2. Must have a current state of Oregon Driver's 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 the City of Sweet Home's vehicles, or use of person vehicle for the conduct of official City activities.
5. Must have in possession while driving vehicles, a valid Oregon Driver License.
6. Be approved by your supervisor to drive on City of Sweet Home business.
7. Attended a sponsored defensive driving class at least once every three years.

**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.

<i>Supersedes: SHPP Section</i>	<i>Adopted by City Council:</i>	<i>Effective Date:</i>
<i>City Manager:</i>		

## SECTION 2

### DRIVER ELIGIBILITY AND SUPERVISION GUIDELINES MATRIC



Purpose: City of Sweet Home Fleet and Safety Policy  
Driver Eligibility and Supervision Guidelines Matrix  
Section 2

Purpose Establish guidelines to indicate those drivers who would be deemed unacceptable to drive a fleet vehicle or to drive a personal vehicle on company business.

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

<i>Supersedes:</i> SHPP Section	<i>Adopted by City Council:</i>	<i>Effective Date:</i>
<i>City Manager:</i>		

# SECTION 3

## DRIVER SUPERVISION



Policy: City of Sweet Home Fleet and Safety Policy  
Driver Supervision  
Section 3

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Purpose The Driver Supervision policy and operator requirements have been established to reduce the risk of accidents and injuries when operating motor vehicles on City business.

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### Policy

1. Motor Vehicle Records: The City monitors driving records as a component of Risk Management, in order to identify needs for driver improvement. If the record check reveals any traffic crimes, license suspension, multiple infractions as identified in the driver guideline matrix, the employee may be required to participate in additional driver safety training, or be subject to discipline up to and including termination of employment.
2. Accident Review: All vehicle accidents will be investigated by the Police Department or local law enforcement agency. Law enforcement vehicle accident/incident reports will be reviewed by the 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 per City policy. For law enforcement personnel this will likely be accompanied with disciplinary sanctions in accordance with City Personnel and applicable Department Policies.

### **“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 the City of Sweet Home.

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 CITY VEHICLES**

The City of Sweet Home prohibits the personal use of vehicles unless approved by supervisor as outlined in the Sweet Home Personnel policy and procedure handbook.

## **VEHICLE APPEARANCE**

City 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 for housekeeping, but also to limit driving distractions.

## **SUGGESTIONS**

The City of Sweet Home 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**

Employees operating City vehicles or personal vehicles for the conduct of official City business 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 while driving is prohibited.

## **PASSENGERS**

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

<i>Supersedes: SHPP Section</i>	<i>Adopted by City Council:</i>	<i>Effective Date:</i>
<i>City Manager:</i>		

# SECTION 4

## SAFETY



Policy: City of Sweet Home Fleet and Safety Policy  
Safety  
Section 4

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Purpose Policy to establish procedures to make sure that all vehicles that are used for City business are maintained to an acceptable level of safety and that basic devices are in operating condition.

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## INSPECTIONS

A pre-trip inspection will be made at the start of each shift to ensure vehicle is in safe operating condition in accordance with established Department policy. A post-trip inspection should be made at the end of each shift and or vehicle use, to effectively report any damage or concerns on vehicle 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:**

When practicable, walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two persons available in the vehicle, one person should safely 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:**

Vehicles have NO right-of-way where pedestrians are concerned. Legally, pedestrians may walk on either side of the road, they can legally cross at all intersections whether marked by a crosswalk or not, and they can step out from behind a parked car on a busy city street. Never assume that pedestrians, especially younger children, see you.

### **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.
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. If the vehicle cannot be operated safely due to defective equipment or unsafe conditions, do not use it and report it to your immediate supervisor.

Priority Items to check are:

- ✓ Brakes including parking brake operation
- ✓ Steering
- ✓ Instrument operation including speedometer and operation gauges
- ✓ Oil level
- ✓ Coolant level
- ✓ Windshield wipers and washer fluid
- ✓ Tires
- ✓ Wheels
- ✓ Lights (headlamps, brakes, makers, signals, reflectors, etc.)
- ✓ Mirrors
- ✓ Warning devices if so equipped
- ✓ Glass (for cracks, defects and visual obstruction)
- ✓ Horns
- ✓ Maintenance service intervals
- ✓ Safety equipment – fire extinguishers, first aid kits, and warning markers
- ✓ Note: This list in not all inclusive. Other unique vehicle safety and operation features to check may be identified by specific Department Policy.

<i>Supersedes:</i> <i>SHPP Section</i>	<i>Adopted by City Council:</i>	<i>Effective Date:</i>
<i>City Manager:</i>		

## SECTION 5

### ACCIDENTS AND INCIDENTS



Policy: City of Sweet Home Fleet and Safety Policy  
Accidents and Incidents  
Section 5

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Purpose Policy to establish procedures for employees to follow in the event of an accident.

**YOU MUST REPORT EVERY ACCIDENT TO YOUR SUPERVISOR  
WITHOUT FAIL, NO MATTER HOW MINOR.**

1. Get medical attention immediately, if needed. Prevent the moving of injured persons unless absolutely necessary.
2. Contact the Police Department or local law enforcement agency and your immediate supervisor as soon as possible. Be specific about location, time, extent of injury (if known) and damage, and how you can be reached. If you cannot make contact with your immediate supervisor, contact your Department Head and/or the City Manager's office to notify them of the incident. Do not leave vehicle unattended after an accident except in an extreme emergency.
3. Park safely and set out warning devices. Do not leave vehicle unattended after an accident except in an extreme emergency.
4. 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.
5. 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
6. Stay at the scene of the accident until instructed by a police officer to proceed.

7. 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.
8. The City may require an employee to immediately submit to blood, urine, or Breathalyzer testing to detect drugs or alcohol when an employee is involved in any work related accident which results in death or bodily injury to the employee, a coworker or another person, or which results in any property damage beyond damage determined by the City to be more than trivial (de minimis). In the event an employee is injured and is therefore unable to promptly consent to testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in his/her system at the time of the accident.
9. 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 or local law enforcement agency 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.
10. All City vehicles are equipped with a post-accident reporting protocol card usually located in the glove box of the vehicle. Be sure to check for these on the vehicle pre-trip inspection and refer to it during follow up reporting immediately after an accident.
11. Copies of Police Department of local law enforcement agencies reports shall be forwarded to the City Manager's office within 24 hours of occurrence or as soon as available.

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<i>City Manager:</i>		

# ACKNOWLEDGMENT OF RECEIPT

My signature on this pledge indicates that I understand my responsibilities as an operator of a municipal vehicle for the City of Sweet Home.

I have received and read a copy of the Fleet Safety Policy and agree to fulfill all my responsibilities listed therein. These include, but are not limited to:

1. Adhering to all policies and procedures governing the operation of City vehicles.
2. Maintaining a professional appearance of vehicle and equipment.
3. Ensuring safe operation of all vehicles and equipment.
4. Conducting and documenting required pre-trip and post-trip inspections, including defect reports.
5. Submitting any accident reports.
6. Submitting a copy of current driver's license for obtaining of Motor Vehicle Record.
7. Keeping the City Manager's Office of changes in my driving status.
8. Failure to comply with the conditions listed above may result in disciplinary action including termination.

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Employee Signature

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Date:



ATTACHMENT A  
DAILY DRIVER'S VEHICLE INSPECTION REPORT

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

Suggested Procedures:

1. Check under hood
2. Start engine
3. Proceed with the in-cab check
4. Walk around and examine the vehicle
5. Look under for leaks
6. Test brakes, steering and transmission before leaving.

**IN CAB**

- Mirrors, windshield, windows
- Horn, wipers and washers
- Defroster, heater
- Illuminated warnings
- Instruments and gauges
- Emergency equipment – fire extinguishers
- Seat belts
- Steering
- Cab – locks, latches, doors
- Brakes – service, parking
- Clutch

**EXTERIOR**

- Lights, flashers, signals, reflectors
- Leaks – water, oil, fuel, grease
- Tires, wheels, lugs, studs, drums
- Body Damage
- Cargo area condition – floor, wall, roof, door

Other Repair Found: \_\_\_\_\_

Vehicle Inspection Report:

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

All Repairs Completed:

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_