

27. FLEET SAFETY OPERATION POLICY

POLICY

It is the policy of a Fleet Safety Program to protect Scott County assets, mitigate loss potential and insure public safety. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. All state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

SCOPE

This policy applies to all users of Scott County Vehicles and all employees or individuals who use their own vehicles on County business.

ADMINISTRATIVE PROCEDURES

A. USE OF COUNTY VEHICLES

1. County vehicles are to be driven only by employees or authorized designee while performing duties within the scope of Scott County employment, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive the Company vehicle.
2. County vehicles shall be used for official use only. Incidental usage is acceptable but should be kept to a minimum.
3. Passengers may be transported in County vehicles only when necessary to accomplish authorized business.
 - a. Passengers will be restricted to County employees, and/or employees of other agencies or organizations, or other individuals on County business; and/or
 - b. Transporting adult family members in County vehicles shall be allowed only when the family member is accompanying an employee to a business meeting or official function and the employee has received preapproval from the Department

Head. Family members under the age of 18 should not be transported in a County vehicle.

- c. For situations not falling into classification a or b above, prior to transporting non-County personnel authorization should be obtained from the Department Head. When in doubt, the Department Head should clear questionable justifications through the Scott County Risk Manager.
4. Use of personal vehicles on official business should be discouraged unless a County vehicle is not available, the use of a County vehicle would cause inconveniences, or unless the use is authorized by the Department head or his/her designee.

B. DRIVER SELECTION

The proper selection of operators is the foundation of any efficient fleet safety operation. The process involves application of methods which analyze and measure individual capabilities. To insure that necessary areas are covered in selection of drivers, guidelines are necessary to determine the qualifications of each operator. These guidelines will consist of the following:

1. Complete work application form.
2. Personal interview with applicant.
3. Reference checks.
4. Check Motor Vehicle Record with Scott County Sheriff's Department.
5. Valid drivers license for appropriate vehicle use.
 - a) A driving record will be maintained on each driver who operates a County vehicle in the course of their day-to-day employment. Risk Management will be responsible for keeping the files updated and updating annual Motor Vehicle Reports on each driver.

6. Pool Vehicles

a) All drivers shall be required to provide a copy of their driver's license to the FSS staff member prior to checking out pool vehicles.

C. QUALIFICATIONS FOR DRIVING ON SCOTT COUNTY BUSINESS

1. No driver shall operate a County vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
2. All drivers must be at least 18 years of age and possess a valid driver's license for the class of vehicle the particular individual will be operating while working. Seasonal help for the Conservation department will be excluded from this provision when they are driving a pick-up truck or smaller vehicle.
3. A consent form allowing a check of the driver's driving record will be filled out by all authorized drivers and an annual check of the driving record will be completed.
4. Any authorized driver who has a driver's license revoked or suspended shall immediately notify their Supervisor and Risk Management, and discontinue operation of the County vehicle. Failure to do so may result in disciplinary action, including dismissal. Drivers shall not be permitted to operate a County vehicle if their license is revoked and/or suspended. If this occurs, the driver may be moved to a position within his or her department which does not require operating a vehicle. This is provided that such a position is available and will be commensurate with the job classification. If no such position exists, the driver will be placed on unpaid leave.
5. Drivers must immediately report all violations received during the operation of a County vehicle to Risk Management and their Supervisor.
 - a. The driver is financially responsible for any violation incurred while operating a County vehicle.
 - b. Violations will be reviewed by HR / Department Heads and or Elected Officials to determine disciplinary action which could include suspension or

revocation of County driving privileges and or termination of employment.

6. Drivers with two moving violations or two at-fault accidents in the last 12 months may be placed on driving probation notice and may be required to complete a remedial or defensive driving course.
7. Drivers with four moving violation convictions and/or three at-fault accidents within a 24-month period shall not operate a County vehicle.
8. Drivers who use their own vehicles on County business shall be required to offer proof of insurance on an annual basis and carry limits of liability of \$100,000/300,000/50,000 or \$300,000 combined single limit.
9. Authorized drivers driving commercial vehicles shall abide by state and federal requirements pertaining to commercial vehicles licenses.

D. VEHICLE OPERATORS' CODE

All operators of County owned vehicles, and those using their own personal vehicles in pursuit of County business, will comply with all applicable laws of the State of Iowa as well as the following rules and regulations. Operators of emergency vehicles are also subject to these rules except during emergency situations where special guidelines apply.

1. General Rules.
 - a. Backing of vehicles which do not allow a clear view of the entire rear end will be done with the assistance of a guide, when a second person is available. Whenever possible a person should assist operator back using the appropriate hand and voice signals.
 - b. Riding on the side, running boards, tool boxes, tail gates or roofs of any vehicle is prohibited. This includes cargo areas of truck beds. Further, standing or sitting on any part of a moving vehicle is prohibited except where passenger seats or platforms are provided as a part of original equipment design.

- c. Necessary inspections (other than casual observance) of streets, trees, signs, etc., will be made by a second person in the vehicle. Drivers will direct their full attention to driving only.
- d. Trailers or other towed equipment must be fastened securely to hitches. Safety pines and pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle. Trailer lights will be inspected for operation and utilized as required.
- e. Trucks or trailers will not be loaded in such a way that items being transported extend beyond the confines of the bed haphazardly. Items subject to being picked up by the wind or falling from the cargo bed must be secured by use of chains, ropes, traps or by other means. Loads extending beyond limits set by applicable state or federal law must be equipped with a red flag and/or lantern as prescribed therein.
- f. Each individual operating a vehicle as a part of their job, either regularly or occasionally, is required to report any suspension or revocation of their driver license to department supervision. Failure of an individual to report any change in license status will result in disciplinary action.
- g. The use of a County vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal. Use of alcoholic beverages or controlled substances immediately prior to, or during operation of vehicle is prohibited. A physician's approval is required for operator's use of prescribed medication that may interfere with their operation of a vehicle.
- h. Loose objects such as tools, flashlights, soft drinks, lunches, etc. are not to be stored on vehicle dashboards, floorboards or wherever they might interfere with safe operation of the vehicle.
- i. No more than three persons will ride in the front seat of any vehicle. Where only two single seats exist, only one person shall occupy each seat.

2. Use of Vehicle Equipment

- a. Use of seat belts is mandatory for the driver and all vehicle occupants anytime the vehicle is in motion. Drivers are expected to enforce this requirement, and may not place a vehicle in motion unless all passengers are buckled up.
- b. Smoking is prohibited in County vehicles.
- c. Drive vehicles at lawful speeds that are appropriate to road, loading and hazardous conditions.
- d. Windshields will be kept clean and clear of obstructions.
- e. Doors may not be removed from vehicles unless it is necessary to performance of the job and side mirrors remain usable when the doors are off. Similarly, the doors will not be tied open.
- f. Turn signals and warning signals will be utilized by all vehicle operators as required by state law and Scott County policy to warn oncoming or following vehicles of the intent.
- g. Operators will ensure that all windows, headlights, taillights and windshield wipers are clean and operational at all times.
- h. Vehicle headlights will be used during periods of limited visibility or any time windshield wipers are in use.
- i. Each day, before initial use of any County vehicle, the operator will walk around and inspect the vehicle for damages, inoperable lights, loose hardware, tire condition, lack of safety equipment or any other condition which might create an unsafe situation. Any deficiency encountered will be reported to a supervisor immediately. Any vehicle found deficient should not be operated until the deficiency is corrected or permission for operation is granted by the supervisor in charge.

3. Operation of Motorized Equipment

- a. Operation of special equipment such as tractors, highlifts, high rangers, graders, plows, cranes or any other self-

powered equipment without training and appropriate license is prohibited and will result in disciplinary action.

- b. Motorized equipment, other than standard motor vehicles, will operate at a safe and reasonable speed. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Flashing lights will be used when available.
- c. Slow-moving vehicle signs and/or emergency lights must be affixed in proper location on all applicable vehicles and equipment.
- d. Passengers will not ride on any equipment except where original design allows.

4. Parking and Securing Vehicles

- a. Scott County vehicles should be parked in authorized parking zones except in emergency situations or in required performance of official duties. When no-parking zones are used, emergency flashers will be used.
- b. When vehicles are parked, brakes will be set. Wheels should be positioned to limit travel if vehicle were to roll.
- c. Drivers are responsible for the security of County vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- d. Before leaving equipment at a job site or any location other than an authorized storage lot, a department supervisor should be contacted for instructions. Special securement is sometimes required.

5. In the Event of an Accident

- a. All accidents involving a County vehicle, or associated with County activity (regardless of ownership) must be reported to Risk Management and the driver's supervisor immediately (**24 hours / day**). A driver involved in an accident with a County vehicle, the employee should refer to the Vehicle

Accident Report Form in the glove compartment of each vehicle.

- b. Give identifying information to the other party involved.
- c. MAKE NO COMMENTS ABOUT ASSUMING LIABILITY.
- d. Forward the completed Accident Report Form to the Risk Manager within (24) twenty four hours.

E. TRAINING AND EDUCATION

Driver training and education program will take place periodically through employment and will consist of numerous ways to serve the County's particular needs. Examples of these programs are:

- 1. Defensive driving course;
- 2. Remedial driving course for accident repeaters;
- 3. Specialized course for operators of special equipment;
- 4. Contact with individual driver by supervisor.

F. VEHICLE MAINTENANCE

Sound maintenance programs are extremely important for all County vehicles. Reduced operational costs, reduction in accident frequency, insurance premiums, and improved public opinions are the direct results of a good maintenance program. Vehicle maintenance is the responsibility of the Department which the vehicle is assigned to.

G. ACCIDENT INVESTIGATION

Accident investigation will apply to all drivers operating a vehicle on county business. The purpose of accident investigation is to emphasize certain problem areas or trends in the safety program and to help operators avoid accidents similar to those which have occurred. A thorough investigation of all accidents nearly always develops information which can be used as an example to individuals of practices to be avoided.

Some of the most formidable and useful steps necessary for accident investigation are:

- 1. The Scott County Risk Manager will report to all motor vehicle accidents.

2. Risk Management will conduct an investigation on all accidents.
3. All drivers involved in accidents should file a Vehicle Accident Report Form to his or her supervisor which will be forwarded to the Risk Manager within 24 Hrs, outlining complete information in regards to the accident.
4. The Risk Committee in an advisory capacity will review all available information to determine a factual basis for the cause of the accident, making recommendations for actions or corrective actions needed in response to the accident. The Committee's findings and recommendations will be forwarded to the applicable Department Head or Elected Official responsible for the driver.