

Hertford County

# Fleet Management Program

Fleet Safety

## 1. SCOPE, PURPOSE, APPLICATIONS, AND EXCEPTIONS

**1.1 Scope.** This policy sets forth the guidelines and standards for the safe operations of motor vehicles in Hertford County. It is based primarily on the contents of *ANSI/ASSE Z15.1-2012 Safe Practices for Motor Vehicle Operations* as well as other practices recommended by the Risk Management Pools of the NCACC. It includes instructions concerning the following components of our fleet management program:

- Definitions
- Management, Leadership and Administration
- Operational Environment
- Driver Considerations
- Vehicle Considerations
- Incident Reporting and Analysis

**1.2 Purpose & Application.** This policy applies to any highway licensed vehicle owned or leased by the county whether used for business or personal use, or for any rental or operator owned vehicle being used for official county business. Official uses include those purposes for which a county employee must operate the vehicle as part of his/her official duties.

**1.3 Exceptions** This policy does not apply to unlicensed vehicles or off-road recreational vehicles to include, but not limited to:

- Farm Equipment
- All-Terrain Vehicles
- Haulage Trucks Operated Solely on County Property
- Construction Equipment
- Golf-Carts, Gators, or other Carts Operated Solely on County Property

## 2.0 DEFINITIONS

**2.1 Aggressive Driving.** Driving in a selfish, bold, or pushy manner, without regard for the rights or safety of other users of the roadway.

**2.2 Collision.** An incident in which the first harmful event involves a motor vehicle in motion coming in contact with another vehicle, other property, person(s) or animals(s).

**2.3 Commercial Driver.** A county employee who is authorized by law to operate a vehicle that exceeds 26,000 lbs. Gross Axle Weight and that is not designated as an emergency or transit vehicle.

**2.4 County Vehicle.** Any automobile or truck:

2.4.1 Owned by the county;

2.4.2 Leased or rented for use on official business by or for a county employee;

**2.5 Crash.** An incident involving one or more motor vehicles in motion. Unlike a collision, the damage is normally limited to one vehicle.

**2.6 Defensive Driving.** Driving to save lives, time and money, in spite of the conditions around you and the actions of others.

**2.7 Distracted Driving.** Diversion of the driver's attention from the task of operating a motor vehicle by activities, objects, or events inside or outside the vehicle, or by factors such as emotional stress or preoccupation.

**2.8 Fleet Safety Program Coordinator.** The person designated within the county administrative structure responsible for administering this policy and acting as the focal point for fleet related issues.

**2.9 Incident.** An unplanned or unintended event or series of events that may: (a) result in death, injury, loss of or damage to a system or service; (b) cause environmental damage; (c) adversely affect activity or function.

**2.10 Incident Rate.** The number of incidents per some sort of measurement for the purpose of assessing safety performance over time or comparing performance with other organizations.

**2.11 Injury.** Physical harm or damage to a person resulting in the marring of appearance, personal discomfort, and/or bodily harm, impairment, or death.

**2.12 Intentional Driver.** Any county employee who must operate a motor vehicle on a daily basis as a critical component of the individual job duties.

**2.13 Motor Vehicle.** Any licensed mechanically or electrically powered device (except one moved by human power), not operated on rails, designed to be operated on public streets and roads. Cargo and/or attachments (trailers, etc.) to a motor vehicle are considered part of that vehicle.

**2.14 Occasional Driver.** Any county employee that although authorized to drive a county vehicle, meets one of the following three conditions: (a) Drives less than 5 miles per workday; (b) May drive further than 5 miles on a single day, but at a frequency of no greater than one day each month; or (c) driving a vehicle is not an essential function of the employee's job description.

**2.15 Passenger.** A person, other than the driver of the vehicle, who is in or on a motor vehicle.

**2.16 Preventable Crash.** One in which the driver failed to do everything that reasonably could have been done to avoid the crash.

**2.17 Public Safety Driver.** Any county employee who is authorized by law to operate a motor vehicle in an emergency situation at speeds exceeding the posted speed limit AND while operating a vehicle equipped with the proper warning lights and siren.

**2.19 Remedial Training.** Training required following an incident to upgrade and renew skill and demonstrate proficiency.

**2.20 Road Rage.** A criminal offense in which a vehicle is used as a weapon with the intent to do harm, or the physical assault of a driver or vehicle.

**2.21 Transit Driver.** Any county employee that primarily operates a motor vehicle designed and equipped to transport more than 7 passengers.

### **3. PROGRAM SUMMARY AND RESPONSIBILITIES**

**3.1 Management Leadership and Commitment.** Each manager from supervisor to the senior leadership group of the county government is responsible and accountable for the safe operation of any vehicles assigned to or operated by his/her employees. This responsibility also entails the allocation of resources to ensure employees are able to meet the standards of Hertford County’s overall motor vehicle safety program.

**3.2. Communications.** The department head, along with the county’s Assistant County Manager shall insure all employees with driving responsibilities are familiar with the contents of this policy.

#### **3.3. Roles & Responsibilities.**

<b>Component</b>	<b>Responsible Manager</b>
Fleet Management – Mechanical & Legal Requirements	Department Head
Driver Recruitment & Selection	Human Resources/Risk Mgmt.
Driver Training Coordinator	Department Head
Claims Management, Incident Investigation & Statistical Reporting	Assistant County Manager
Fleet Safety Program Coordinator	Assistant County Manager

#### **3.4. Driver Recruitment & Selection.**

For most of our employees, driving is a secondary, but very important part of the job. Given this, assessment of an applicant’s background and recent driving history are critical parts of the applicant review and screening process. Detailed requirements to use when screening applicants for employment are included in section **5.1. Driver Qualifications.**

**3.5. Orientation and Training.** Once a driver has been selected and hired, training is the most important factor in reducing our vehicle incidents and crashes. Given the complexity and variety of driving environments in our organization, several different training requirements exist, and are laid out in more detail in section **5.3. Driver Training Program.**

**3.6 Vehicle Maintenance.** It is the county’s responsibility to provide every employee driver a vehicle that is safe to drive, and is in compliance with all applicable traffic laws and regulations. That said, it is equally important for each operator to check and observe the vehicle operations before, during, and after every use, to identify maintenance issue or damage that could affect the safe operation of the vehicle. **Section 6. The Vehicle,** lays out the details regarding how we will acquire, maintain, repair, and dispose of county owned vehicles.

### **3.7. Incident Reporting Requirements.**

3.7.1 All incidents involving the operation of a county owned or leased motor vehicle, or a personal vehicle being used on official county business, will be reported within the same business day to the employee's supervisor, who is responsible for reporting the incident to the Assistant County Manager. This includes any incident involving an injury or near-injury to a passenger even if no crash or Collision occurred. **Appendices 2 & 3 contain the required forms and instructions for reporting vehicle incidents.**

3.7.2 Any incident which involves an injury requiring emergency transport or a fatality, or which is expected to cause extensive media and public attention will be reported to the county manager, through Supervisor/Department Head within one hour of occurrence.

**3.8 Regulatory Compliance Management.** The Assistant County Manager shall periodically review applicable laws and regulations governing the safe operations of vehicles, and disseminate the information throughout the organization in a timely manner.

## **4. OPERATIONAL ENVIRONMENT**

### **4.1 Universal Expectations.**

**Every driver of a county vehicle is expected to:**

4.1.1 Follow all designated traffic laws and regulations at all times.

4.1.2 Wear proper restraints including seat and shoulder belts.

4.1.3 Refrain from the use of electronic devices and other distractions while the car is moving.

4.1.4 Ensure all passengers are properly restrained prior to moving the vehicle. This includes the proper selection and use of infant and child seats when needed.

4.1.5 Restrict passengers to other county employees or those with official business with the county.

4.1.6 Promptly report all incidents and property damage to the supervisor or other designated individual.

4.1.7 Prior to operating vehicle, inspect for proper tire inflation, fully operational lights & turn signals, and properly functioning windshield wipers.

4.1.8 Prior to moving vehicle, ensure all mirrors are properly adjusted.

4.1.9 Report and have corrected any mechanical defects discovered during the operation of the vehicle, and if so warranted, not operate the vehicle until the defects have been corrected.

**4.2 Occupant Restraints.** Occupant restraints consist of all the following:

- Safety Belts
- Infant/Child Safety Seats

- Booster Seats
- Supplemental restraint systems (Airbags)

North Carolina requires that all passengers be restrained while occupying a moving vehicle; as such, use of proper restraints for adults and children is required for all county owned vehicles and personal vehicles used for official county-related business. In addition, recent changes to the NC Child Safety Law add additional protective measures for children under 16.

These are:

- A child who is younger than age 8 and who weighs less than 80 pounds must be properly secured in a child passenger restraint device (CRD) that meets Federal standards and is appropriate for the child's weight and height. Belt-positioning booster seats can be used for larger children between 40 and 80 pounds in lap and shoulder belt seating positions. Belt-positioning booster seats must NEVER be used with just a lap belt.
- When a child reaches age 8 (regardless of weight) or 80 pounds (regardless of age), a properly fitted seat belt may be used instead of a booster. In other words, a child may be buckled in just the seat belt on his/her 8th birthday OR when he/she reaches 80 pounds - whichever comes first. Placing the shoulder belt under a child's arm or behind the back is dangerous and illegal in North Carolina.
- If no seating position equipped with a lap and shoulder belt to properly secure a belt-positioning booster seat is available, a child who weighs at least 40 pounds may be restrained by a properly fitted lap belt only. **WARNING: Belt-positioning booster seats must NEVER be used with just a lap belt. Belt-positioning booster seats can only be used with lap and shoulder seat belts.**
- These requirements apply to all vehicles required by Federal Motor Vehicle Safety Standards to be equipped with seat belts.
- Drivers of covered vehicles are responsible for all children and youth less than age 16 in the vehicle.

#### **4.3 Impaired Driving.**

Operating a county vehicle while impaired greatly increases the risk of a crash.

1. Operation of a county vehicle while under the influence of alcohol, prescription or non-prescription drugs is prohibited, and doing so will result in disciplinary action up to and including termination of employment.

#### **4.4 Distracted Driving.**

1. Of increasing concern to safety advocates and law enforcement is the proliferation of mobile electronic devices. Numerous studies have demonstrated that the use of cell phones and other wireless devices while driving poses a significant safety risk to motorists, their passengers and others on the road. Researchers have also found that hands-free devices do not necessarily reduce this risk because they do not reduce the cognitive distraction associated with a cell phone conversation.

2. Cell Phone Usage. North Carolina law expressly prohibits a driver of any vehicle from texting while the vehicle is in motion. In addition to being illegal, use of a cell phone while driving is a highly distracting activity, even with the use of hands free devices. For this reason, the use of any cell phone while operating a county vehicle is strongly discouraged, and every driver should take steps to eliminate cell phone usage when operating a county vehicle. When use of a cell phone becomes necessary, the driver should pull off the road and stop the vehicle when usage becomes necessary.

3. Other Distractions. There are other distractions that drivers may encounter while operating a county vehicle. Some of these are out of the driver's control, but others can be eliminated or reduced. Drivers should be made aware through regular feedback and training that the following activities can be just as distracting as cell phone usage:

- Eating or Drinking
- Grooming
- Transporting Passengers, Children, or Pets
- Smoking
- Reading
- Onboard Technology
- Onboard Entertainment (CD, DVD, Radio)

#### **4.5 Aggressive Driving**

Aggressive driving can include speeding, tailgating, failing to use a signal, running red lights and stop signs, weaving in traffic, yelling, making obscene gestures, or excessive use of the horn.

All drivers must be aware that when driving a county owned vehicle, you are representing the county, and you can foster respect or ill-will from the public based on your driving habits. An elevated level of rear-end crashes, citizen complaints and increased wear on tires and brakes all point to aggressive driving habits. All training will include a discussion of aggressive driving, and remedial training or disciplinary action may result when evidence shows a repeated pattern of aggressive driving.

#### **4.6 Journey Management.**

All vehicles should be operated in an efficient manner. Before initiating a trip, the driver should identify the best route to take, keeping in mind road construction, weather conditions, traffic density, and whether other stops nearby may be combined with the trip.

#### **4.7 Fatigue Management.**

Operating a motor vehicle when excessively fatigued is just as dangerous as driving impaired.

1. During trips lasting longer than 2 hours, drivers are encouraged to make frequent stops, and pull off the highway and rest if drowsiness or fatigue becomes a factor. Drivers should limit themselves to no more than 600 miles or 9 continuous hours of driving per day.

## **4.8 Vehicle Use Categories.**

**4.8.1. Personal Use of County Owned Vehicles** – other than the exception listed above, personal use of county owned vehicles is prohibited unless approved by the county manager.

**4.8.2. Driver Owned/Leased Vehicles Used for Official Business** – Although it is preferred to use a county owned vehicle for official business, it is not always feasible due to resource constraints. In the event an employee is required to use his/her personal vehicle, the following applies:

- The owner/operator of the vehicle will be reimbursed for vehicle usage based on the current IRS reimbursement rate or other rate as set by the county manager.
- The NCACC L&P Pool provides insurance coverage for rental vehicles – it is not necessary to purchase offered insurance for the rental vehicle.

## **5. The Driver**

### **5.1. Driver Qualifications**

**5.1.1.** All Job descriptions shall include language designating the driving requirements associated with the job. As part of the hiring process, the Human Resources/Risk Management Director shall review each applicant's driving history. This will include a review of the employee's official driving record.

**5.1.2.** All driving positions with the exception of occasional drivers are designated as "Safety Sensitive" for purposes of our county's substance abuse testing programs and will be subject to random substance abuse testing.

### **5.2. Driver Management**

**5.2.1.** The Human Resources/Risk Management Director shall monitor each authorized driver of a county owned vehicle through the Transportation Notification System maintained by the NC Department of Transportation.

**5.2.2.** Any authorized driver shall:

- Within the same business day or before operating a county vehicle report any traffic violation received while operating a county vehicle to the employee's supervisor or the Human Resources/Risk Management Director.
- Notify the supervisor or human resources if there is a change in driving status (primarily license suspension or revocation). This may also affect the ability of the employee to perform his/her job.



### 5.3. Driver Training Program.

Category	Orientation	Defensive Driving Overview	Emergency Vehicle Operations	Remedial Training
Occasional	X	Annual		
Intentional	X	Annual		As Needed
Transit	X	Annual		As Needed
CDL Certified	X	Annual		As Needed
EMS/Emergency Services	X	Annual	Annual	As Needed
Law Enforcement	X	Annual	Annual	As Needed

**5.3.1. Orientation.** All employees newly assigned to a position which will require operation of a motor vehicle will be provided an orientation within the first 72 hours of assignment on the responsibilities which accompany the driving privilege. The training is normally completed one-on-one with the supervisor; however, it may be completed in a group setting provided the employee is able to complete all required paperwork. This training will include, but is not limited to the following topics:

- Familiarization with the vehicle that will actually be used on the job
- Universal and specific expectations for operating the vehicle
- Procedures to follow in regards to reporting highway incidents

**5.3.2. Defensive Driver Overview.** This training is classroom based, and is normally taught by an outside instructor. The length of the class varies, but is normally between 60-90 minutes in length. Topics covered include aggressive driving, following distance, speeding, driving environments, and distracted/impaired driving. The class may include additional videos or other tools to aid in instruction.

**5.3.3. Emergency Vehicle Operations.** This training teaches the legal and practical aspects of operating a motor vehicle at speeds above normal driving conditions, or when operated under emergency conditions. This training is normally provided by a certified internal or external instructor, and is approved for continuing education by the appropriate state level certifying agency (State Office of EMS, State Fire Marshal, or Training & Standards Committee)

**5.3.4. Remedial Training.** Upon personal observation, as a result of a preventable incident or moving violation, or recommendation from the incident review committee, the department manager may direct that remedial training be completed as a condition of continued driving privileges. Any cost associated with completing required remedial training will be the responsibility of the individual employee.

**5.3.5 Record Keeping.** The official repository of all driver information is in the employee's personnel file, maintained by the human resources department. As a minimum, the following items shall be retained for all employees authorized to drive a county owned vehicle:

- Completed Job Application
- Copy of Motor Vehicle Record

- Copy of Current Driver's License
- Copy of Medical Clearance Card (CDL Drivers Only)
- Training Certificates & Documentation

## 6. The Vehicle

**6.1. Vehicle Acquisition.** New vehicles shall be acquired as needed for operations and within budget constraints. As part of the purchase process for new vehicles, department heads shall review the intended use of the vehicle, to include passenger requirements and safety features, when choosing a vehicle model or type. In addition, any options intended to improve safety and reduce the risk of loss, shall be included in any bid package for new vehicle purchases.

**6.2. Modifications.** Any modification of the vehicle, with the exception of items needed to up fit emergency or special transport vehicles, requires the approval of the department head. Examples of modifications include:

- Navigation Equipment
- Computer/Phone Bracket
- Roof Rack
- Trailer Hitch
- After Market Tires or Rims
- Winch
- Tinted Windows

**6.3. Emergency Equipment.** All EMS/Emergency Service and Law Enforcement county vehicles shall be equipped with the following items of emergency equipment. Emergency equipment shall be budgeted as part of the purchase price of a vehicle, and when possible, included in any bid package issued for vehicle purchases.

- First Aid Kit
- Flashlight
- Reflective Safety Vest
- Light Sticks
- Fire Extinguisher
- Tire Inflator/Sealant
- Reflective Triangles/Flares/Cones
- Blanket/Cold Weather Items as Needed
- Ice Melt

**6.4. Vehicle Inspection & Maintenance.** All county vehicles shall be maintained according to the manufacturer's specifications. Maintenance and total cost of operations of the vehicle will be considered when developing the department's annual budget. The Department Head will maintain individual folders for each motorized vehicle, which will include the service and registration history, as well as any deferred

maintenance required for the vehicle. The department manager or county manager is the sole approval authority for maintenance that is deferred on a vehicle.

**6.5. Pre-Operations Check.** Each vehicle operator is responsible for the safe operating condition of the vehicle he or she is operating. Every driver shall prior to beginning a trip, verify that the following are in working order:

- Gauges
- Fuels/Fluids
- Wheels/Tires
- Mirrors & Mirror Adjustments
- Windshield and Wipers
- Headlights, Brake Lights and Signals
- Brakes

Any item not found in working order should be documented and reported to the department head as soon as possible. Safety is paramount, and no vehicle should be operated if mechanical defects render it unsafe.

**6.6. Vehicle Maintenance.** All county owned vehicles shall be maintained in accordance with the manufacturer's specifications. This includes prompt response to recall notices, and regulatory requirements.

**6.6.1. Scheduled Maintenance.** All scheduled maintenance shall be performed by qualified automotive service technicians. Department Heads will maintain maintenance records for each vehicle, and establish a service schedule based on miles driven, hours operated, or calendar date.

**6.6.2. Repairs.** Appropriate records shall be maintained for each non-scheduled repair performed on any county vehicle.

**6.7. Vehicle Replacement.** Hertford County will adhere to the following replacement schedule, subject to funding availability:

Emergency Vehicles:	125,000 miles and five years
Non-Emergency Vehicles:	200,000 miles and seven years

As part of this assessment, the department head shall also be able to consider maintenance cost and safety of the vehicle. This assessment should be completed in conjunction with the county manager.

The county manager, at his/her discretion, may redeploy county vehicles between departments to maximize the life cycle and efficiency of vehicle purchases.

## **7. INCIDENT REPORTING AND ANALYSIS**

**7.1 Reporting of Motor Vehicle Incidents and Crashes.** All incidents shall be reported, regardless of damage or cost.

**7.1.1 Organizational Responsibilities.** Each applicable county vehicle shall be provided with an incident reporting and investigation kit, which will include reporting procedures for drivers in the event of an incident. Each driver shall be trained as part of the general orientation before operating the vehicle regarding the location of the forms in the auto, as well as who to notify in the event of a vehicle incident.

**7.1.2 Driver Responsibilities.** The driver of the vehicle is responsible for reporting all incidents involving the assigned vehicle to the department head, or if not available, to the Assistant County Manager as soon as possible after an incident occurs, but at least by the end of the business day in which the incident occurs. Detailed procedures for dealing with a vehicle incident or crash are provided in Appendix 2.

The Assistant County Manager shall provide periodic reports to the county Safety Committee regarding types and frequency of vehicle incidents.

**7.1.3 Serious Vehicle Incidents.** A vehicle incident is considered serious, if one or more of the following criteria are met:

- Involves an ambulance in transport or a transit van with passengers on board;
- Any incident or crash in which there is likely to be greater than \$25,000 in property damage to any vehicle or personal property involved;
- Involves a law enforcement vehicle responding to an emergency call or in high-speed pursuit;
- One or more injured passengers requiring ground or air evacuation from the scene;
- One or more fatalities; or,
- The crash attracts a high level of media interest.

For these incidents, the department head is also responsible for reporting the incident immediately to the county manager, with as much information that is available at the time. The county manager shall designate the point of contact for all media inquiries involving the incident. At no time should the driver answer any questions unless given permission to do so.

**7.2 Incident Review and Analysis.** Completing a thorough review and analysis of vehicle related incidents help to identify causes to be avoided in the future, and as a result, reduce the number and severity of vehicle incidents which might occur. While the intent is to do a detailed review and analysis for every vehicle incident, it may not be practicable to do so. Given this, those incidents which (a) damage is estimated to exceed \$1,000, (b) involves the tow-away of one or more of involved vehicles, or (c) a crash where an injury occurs, a formal review will be completed by the department head in conjunction with the Safety Committee.

**7.2.1 Analysis of Causal and Contributing Factors.** The Assistant County Manager shall maintain the official custodian of all documents, photos, notes, and other evidence gathered in regards to the incident.

**7.2.2 Safety Committee.** Once various causes have been identified, as well as possible preventative actions, the findings of the investigation, determine degree of preventability, and recommend corrective actions to be taken to the County Manager.

**7.2.3 Incident Review Report.** The final product of the review process is the incident review report. This report will contain findings and recommendations to the county manager, to include any systemic changes to be made in vehicle policies and any remedial action recommended for the driver. Remedial actions may include:

- Written Reprimand of the Driver;
- Internal refresher training;
- Completion of a formal driver improvement program (at the employee's expense);
- Suspension or revocation of county vehicle driving privileges; or,
- Termination of Employment.

**7.2.4 Follow-up & Closure.** Based on the findings of the incident review process, the Department Head shall provide all corrective actions to the appropriate department.

**7.3. Data Analysis.** On at least an annual basis, the Assistant County Manager shall compile loss data for the organization to present to the Safety Committee. This data will include the number & types of vehicle crashes which have occurred over the previous period. Sources of this data may include the county's insurance carrier, the NC Department of Motor Vehicles, and other pertinent sources.

**COUNTY-OWNED AUTO  
USE AGREEMENT**

Agreement between \_\_\_\_\_, hereinafter referred to as the County, and the employee named below for the assignment of a Company-Owned car for business use with certain personal use privileges.

\_\_\_\_\_  
Employee-Driver

A County-Owned car is hereby assigned to the above named employee under the following conditions:

- Possess a valid motor vehicle driver's license issued in the state of their residency or in a foreign country that is valid in the United States. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator. An international driver's license is acceptable.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the organization.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable federal and state laws and regulations.
- Maintain vehicle in a safe operating condition.
- Maintain vehicle in accordance with the manufacturer's maintenance schedule.
- Report moving violations to their supervisor.
- Report changes in driver's licensure status to the organization's insurance/risk management department or assistant county manager as defined by company policy.
- Accurately complete a condition survey when turning in an organizational vehicle.
- Accurately record and report vehicle mileage in accordance with organization procedures.
- Complete an approved defensive driver safety-training program annually.
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats or other age or weight appropriate restraint devices at all times.
- Pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability insurance.
- Refrain from towing any personal recreational equipment (boats, campers, etc.) with your vehicle.
- Not alter vehicles leased, owned or rented by the organization in any way.
- Never deactivate an air bag on any vehicle owned, leased or rented by the organization or on a personal vehicle used on organizational business. Exceptions will be made only in extremely limited circumstances for those: (1) who cannot maintain a 10-inch distance between the center of the steering wheel and center of the breastbone; or (2) whose doctors say that, due to their medical condition, the air bag poses a special risk that outweighs the risk of hitting their head, neck or chest in crashes if the air bags are turned off.
- Always transport children under age 13 in the back seat. Infants in rear-facing infant seats and other children under age 13 should never be in the front passenger seat facing an airbag.
- Never operate a computer or other electronic device while driving a motor vehicle.

- Pull off the road to a safe location prior to making or receiving phone calls or using an electronic device, unless necessary for emergency responses and no one else can answer.
- Comply with organizational policy on transport of passengers.

Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver's license is revoked, suspended, withdrawn or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with organizational policies or as required by applicable state or jurisdiction.
- Operating outside the limitations of a restricted license.
- Moving violations exceed the organization's established threshold.
- Driver permits unauthorized or unlicensed drivers to operate a vehicle owned, leased or rented by the organization.

**I have read, understand and agree to comply with the above conditions for my being authorized to operate a county owned auto.**

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_

### **POST INCIDENT DRIVER INSTRUCTIONS**

These instructions, along with a current insurance card from the NCACC, constitute the official “Vehicle Incident Toolkit” for our drivers. A copy of these instructions shall be placed in all county owned vehicles.

- If the incident is on a public street or highway, contact 911 to report the incident, request Law Enforcement and any other additional assistance needed.
- Turn on your emergency flashers, and if you are able AND it is safe to do so, put out warning triangles or flares to warn other drivers of the incident.
- Check on your passengers and the other drivers, to see if they are okay.
- Report the incident to the county’s Supervisor/Department Head, and if not available report to the Assistant County Manager immediately.
- Contact your supervisor or department head.
- To prevent additional crashes and to insure the safety of all involved, you may move the vehicles to a safer place off the road. You should not move the vehicles if doing so would endanger you or others, or if injuries have occurred.
- Do not leave or alter the incident scene in any way.
- DO NOT admit fault for the incident to anyone. This will be determined through the normal investigation process.
- IF you have a camera available, AND it is safe to do so, make photos of all involved vehicles and the incident scene.



<b>Vehicle Accident Report</b>		
<b>To Be Completed at Accident Scene</b>		
<b>DRIVERS INFORMATION</b>		
<b>Employee Driving:</b>	<b>Passenger Name:</b>	<b>Phone No:</b>
<b>License No:</b>	<b>Phone No:</b>	
<b>Other Drivers Name:</b>	<b>Passenger Name:</b>	<b>Phone No:</b>
<b>License No:</b>	<b>Phone No:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>DATE, TIME, PLACE</b>		
<b>Date:</b>	<b>Time of Incident:</b>	
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>WITNESSES</b>		
<b>Name:</b>	<b>Phone No:</b>	
<b>Name:</b>	<b>Phone No:</b>	
<b>POLICE</b>		
<b>Were police called:</b> Yes      No	<b>Ticket Given:</b> Yes      No	
<b>Name of Officer:</b>	<b>Dept:</b>	
<b>VEHICLES INVOLVED</b>		
<b>Company Vehicle</b>	<b>Other Vehicle</b>	
<b>Make &amp; Model:</b>		
<b>Vin No:</b>		
<b>Tag No. &amp; State:</b>		
<b>Insurance Co.</b>		
<b>Policy No.</b>		
<b>DESCRIPTION OF ACCIDENT (cont. on back if needed)</b>		
<b>Signature:</b>	<b>Printed Name:</b>	<b>Date:</b>

### **FACTORS TO BE CONSIDERED DURING AN INCIDENT REVIEW**

During a review of a motor vehicle incident, possible contributing factors may be considered using the following framework:

Driver:

- Driver's work schedule for at least the week preceding the incident
- Length of time on duty since the previous break prior to the incident
- Fatigue
- Scheduling demands on the driver
- Motor vehicle record history
- Physical condition of the driver at the time of the incident
- Physical limitations of the driver at the time of the incident
- Training history
- Individual stressors and other factors

Vehicle:

- Maintenance and inspection records
- Vehicle condition
- Damages to the vehicle from the incident
- Suitability and safety of the vehicle for the work task
- Vehicle control layout
- Modifications to the vehicle that may have contributed to the incident

Operating Environment:

- Weather
- Road conditions
- Traffic conditions
- Route planning
- Delivery or service schedules