

EDGECOMBE COUNTY



FLEET SAFETY POLICY STATEMENT & VEHICLE SAFETY INSPECTION REPORT

**EDGECOMBE COUNTY
FLEET SAFETY POLICY STATEMENT**

The purchase, use, and maintenance of motor vehicles are essential in delivery of services to the residents of Edgecombe County. Accidents involving these vehicles can significantly impair the resources of this organization in terms of injury, suffering and property damage. Add the cost of unnecessary repairs due to lack of preventive maintenance and abuse, and the size of this cost becomes even larger. Motor vehicle accidents are preventable. Vehicle maintenance costs can be reduced through strict preventive maintenance and proper operational procedures. It is the policy of Edgecombe County that all employees comply with all elements of the Fleet Safety Program and drive in a defensive manner at all times.

Adopted this the _____ day of June 2010.

Leonard Wiggins
Edgecombe County Board of Commissioners

Attest: _____
Carolyn Hedgepeth-Clerk

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Edgecombe County Fleet Safety Policies

These policies are established to regulate the use of County vehicles assigned to employees in the performance of their duties.

USE OF COUNTY-OWNED VEHICLES

1. Permitted Uses

- a) Only County employees or drivers authorized by departments may drive or operate County vehicles or equipment.
- b) County-owned vehicles will be used for official County business only.
- c) No passengers will be permitted unless they are on official County business.

2. Driver Requirements

- a) The driver of any County-owned vehicle must have a valid North Carolina operator's license. County employees who drive vehicles weighing more than 26,000 pounds or carrying 16 or more passengers must have a valid Commercial Class B license with a passenger endorsement.
- b) Employees will be responsible for any vehicle or equipment assigned to them.
- c) Employees driving County vehicles are required to obey all traffic laws.
- d) Vehicles are to be driven in a manner that creates a favorable impression with the public. Drivers will exercise special precaution when:
 - children are playing on the roadway, alley or near the curb
 - passing schools, playgrounds or school buses
 - approaching pedestrians or persons on bicycles
 - adverse weather or road conditions are encountered.
- e) No vehicle will be operated if any controlling mechanism (such as steering, brakes, headlights, horn or windshield wipers) is not in proper working condition. Do not operate a vehicle that is not in

proper mechanical condition; report such condition to your supervisor/manager.

- f) Drivers and all passengers must wear seat belts at all times.
- g) The County will not pay traffic tickets or parking fines, including those received while using personal vehicles for County business. Employees found guilty of a moving violation may be subject to disciplinary action by their supervisor.

3. Vehicle Assignment

- a) County vehicles are normally assigned to an individual at the start of their assigned work period, and are the employee's responsibility until the completion of the period.
- b) A County vehicle may be assigned to an individual employee who regularly requires the use of the vehicle both on and off duty. Such as assignment may be of a permanent nature or for a specified time period, such as a week of on-call duty.
- c) During vacation periods or leaves of absence, an employee who is assigned a vehicle on a non-permanent basis will turn the vehicle in to their department.

4. Personal Use of County Vehicles

- a) No employee may use the vehicle assigned to them for personal business, except for incidental purpose such as meals.
- b) When a vehicle is not being used for County business purposes, it is to be kept on County premises/property except as specifically exempted by a department head and approved by the County Manager.
- c) No County vehicle will be allowed to be driven to an employee's home unless the employee is subject to frequent/emergency duty after normal working hours. Exceptions to this policy will be made with the approval of the department head and County Manager. Only the following employees will be authorized to drive County vehicles to their homes:
 - Animal Control Officers on call
 - Director of Solid Waste
 - Maintenance Supervisor
 - Sheriff and Deputies (Jailers not included)

- Buildings/Grounds Maintenance Personnel on call
- Emergency Services personnel on call

- d) An employee's title or position will not be regarded as justification for taking a County vehicle home. Justification is based on the above types of need without regard to official capacity.
- e) All county employees who are operating their personal vehicles for county business shall maintain the minimum liability coverage required by the State of North Carolina.

ACCIDENTS

If the vehicle is involved in an accident, the driver's first duty is to stop the vehicle. Regardless of the situation, the following procedures must be followed in the event of an accident:

1. Immediately notify the local law enforcement agency to obtain their accident investigation and reports, as well as report any emergency needs.
2. Immediately notify supervisor, department head and H. R. Director.
3. Submit a County vehicle accident report form within 8 hours. This report, along with the law enforcement agency's report, and should be turned in by the supervisor.
4. Complete the Driver Report of Accident form within 8 hours.
5. Notify your supervisor of any possible injuries to yourself, including possible workers' compensation claims.
6. The supervisor of employee involved in an accident is responsible for obtaining a damage estimate on the County vehicle within 48 hours.
7. Failure to promptly report accidents and provide the necessary information may result in a loss of County driving privileges, suspension, demotion or dismissal.

MAINTENANCE AND CARE OF COUNTY VEHICLES

Vehicles must be kept clean at all times. It is the assigned driver's responsibility to maintain the vehicle in a clean condition.

1. Maintenance

- a) Each employee assigned a County-owned vehicle is responsible for making an appointment and ensuring periodic maintenance of the vehicle.
- b) Emergency repairs during normal working hours will be handled by the department head.
- c) In the event of a mechanical failure, employees will call the supervisor/department head to report the need for service and possibly a wrecker.
- d) Special equipment (fire extinguisher, flashlights, first aid kits, tire chains, gasoline cards, etc.) must stay with the vehicle at all times. Important information (warranty booklet, tag registration cards, state inspection certificate, owner's manuals, and driver accident information) should also remain with the vehicle at all times. Drivers are responsible for the security of these items.
- e) The driver is responsible for ensuring that mechanical fluid levels are maintained, including gasoline, engine oil, transmission fluid, radiator fluid, washer fluid, etc.
- f) The driver/supervisor is responsible for having the following maintenance performed by outside (non-County garage) facilities (as specified by the County):
 - tires
 - installation or repair of communications equipment
 - washing or other appearance/cleanliness needs of the vehicle
- g) The driver/supervisor will schedule vehicle maintenance work unless specified otherwise (i.e. suspension repair, upholstery repair, warranty work, exhaust system repair etc.). It will be the driver's responsibility to have the vehicle at the contracted service location at the designated time and to pick up the vehicle when finished.

SAFE DRIVER PROCEDURES

Defensive Driving

As a “defensive” driver, you are expected to exercise more caution than merely observing traffic laws and rules. You should always drive with the expectation that you can defend yourself against any sudden accident situation. To do so, you expect and make allowances for the reckless and careless actions of others, staying constantly on the alert. Look and think far enough ahead so as to be able to take necessary preventive actions should the need arise. Adjust your driving to meet all conditions of traffic, roads, and weather.

Driver’s License

Drivers will carry their state driver’s licenses at all times when operating motor vehicles. Drivers are required to report any change in their license status to their supervisor, including expiration, suspension, revocation or restriction of driving privilege. Should driving privileges be limited by the state, the County is under no obligation to accommodate the person in a different position; in other words, loss of driving privileges may result in dismissal. Failure to report changes in driver’s license status may result in disciplinary action.

Seat Belts

Seat belts will be worn by drivers and all passengers at all times. It is the responsibility of the driver to see to it that passengers are buckled up before starting up.

Riders and Passengers

No unauthorized riders are allowed in or on County vehicles. Seats will not be overcrowded beyond the capacity of the available seat belts.

Under no circumstances are persons allowed to ride in the back of trucks.

Intersections and Railroad Crossings

Many severe accidents occur at intersections and railroad crossing. When negotiating intersections, observe the following practices:

- ❖ When approaching an intersection reduce your speed, with your foot off the throttle and over the brake. This reduces your stopping reaction time. Reduce speed further or stop at blind intersections

- ❖ Always be ready to take evasive action and to sacrifice the right of way. A green light does not guarantee safe passage.
- ❖ Upon entering an intersection, look first left and then right. At an intersection of roads, the vehicle on the right has the right. At an intersection of roads, the vehicle on the right has the right of way if both reach the intersection at the same time, but never assume this will happen. Yield accordingly.

At railroad crossings, the rule is "Stop, Look, and Listen". Come to a complete stop, and proceed only if the way is clear. Shift gears before entering the crossing and not while in it.

Passing

When passing, observe the following practices:

- ❖ Always give yourself plenty of time to pass; lack of time or space may force you to "cut in" and disrupt other traffic. On two lane roads, have a good feel for both the speed and acceleration of your vehicle and the speed and distance of any oncoming vehicle before attempting to pass.
- ❖ Before you pass, look to the rear, and signal the traffic following you. Be sure there is nothing in front of the vehicle you are going to pass that might cause it to turn in to you – or prevent you from returning to your lane safely.
- ❖ On two or three lane roads, always pass on the left.
- ❖ Never pass in or near an intersection, on a hill, on a curve, or in the vicinity of pedestrians.

When being passed by another vehicle, keep well to the right in your lane and, if necessary, reduce speed to accommodate the passer. Do not signal other drivers that it is safe to pass; doing so may burden you and the County with partial responsibility for any ensuing accident.

Following

Following too closely is a common cause of accidents. Never follow another vehicle so closely that you cannot stop safely if the vehicle ahead makes an emergency stop. Allow at least one vehicle length between you and the vehicle ahead for every ten miles per hour of speed. Also, use a three second time interval for adequate following distance at moderate speeds; increase for adverse driving conditions.

Backing

A significant amount of automobile accidents involve backing. To avoid backing accidents, the best rule is to avoid backing situations themselves whenever possible. Plan your turns and parking so that backing is unnecessary.

When backing is absolutely necessary, be certain that nothing is behind your vehicle. Check all rearview mirrors; and provide sufficient mirrors to eliminate any "blind spots" behind your vehicle.

Try to have someone guide you be standing to one side to signal, especially if you do not have a clear view of the back-up area behind you. Be sure the guide never stands behind your vehicle. Even with a guide you are still the one in control, so do not depend entirely on the judgment of a guide.

Where there is no clear rearview and no guide is available, you should stop, get out of the vehicle and inspect the backing area before proceeding.

Never back around a corner or intersection in order to turn around or park.

When using a driveway to turn around, back into it from the street if possible in order to be able to drive out forward into street traffic. Always stop before backing over sidewalks or other pedestrian rights of way.

Adverse Driving Conditions

◆ Night

Statistics show that 80% of fatal accidents occur between 8:00 p.m. and 8:00 a.m.

When driving after dark, you should automatically increase your alertness. Turn on your headlights when light first begins to fade. At night, reduce your speed accordingly, and drive at speeds which permit stopping within the visibility range of headlights and streetlights. When using high beams, you must dim them:

- within 500 feet of an oncoming vehicle
- within 300 feet of another vehicle you are overtaking and passing.

◆ Fog

Visibility is seriously restricted under foggy conditions and objects may appear distorted. Reduce your speed so that the stopping distance does not exceed one-half the distance you can see. Keep headlights on low beam; remember that parking lights should be used for parking only. Stop if extremely poor visibility warrants it; pull off the road and use emergency flashing lights.

◆ Rain/Snow/Ice

Rainy and especially icy/snowy road conditions greatly increase the possibility of skids and resulting accidents. To improve visibility, it is important that windshield wipers and blades are working properly. Use your headlights on low beam. Regulate speed according to road conditions to always allow for a controlled stop. Check your brakes periodically.

Winter means more darkness, less visibility, reduced traction and cold weather – conditions requiring greater driver alertness and skills. Add the extra margin of safety between your vehicle and others.

Where appropriate, have tire chains available and know how to use them.

Accident Reporting

If you are involved in an accident, follow these procedures:

- ◆ Stop. Failure to do so is a criminal offense, and may also result in County disciplinary action.

VEHICLE INSPECTION

Drivers will inspect vehicles daily following the approved inspection form/vehicle condition report, and turn it in to the supervisor. Any items checked needing attention; damage or other unusual conditions will be reported. It is the responsibility of each driver to ensure that his or her vehicle is operating properly at all times.

Any employee who is instructed to drive a vehicle they feel is unsafe has the right to contact the safety director for inspection and a decision as to whether the vehicle should be driven.

CLEANLINESS

Vehicles are to be maintained in a clean condition, especially the windshield. They are to be kept free of interior debris or trash, especially that which could impair operation. Necessary objects should be secured if possible.

MOBILE COMMUNICATIONS

The mobile communications in your County vehicle are to be used for County business only. Check this equipment to be sure it is functioning properly before leaving. Make your conversations short and courteous. Report in if you encounter serious delays, hazardous driving conditions or accidents.

**PERSONALLY OWNED CAR
BUSINESS USE AGREEMENT**
INSTRUCTIONS

This form is to be filled out and signed in duplicate by the employee.

As evidence of insurance required in paragraph 3, please request your insurance carrier, broker, or agent to provide a certificate of insurance that shows the name and address of your carrier and your broker or agent, the make of your car, its vehicle identification number, your policy number, and the name of the person for whom the policy is written.

Agreement between _____, hereinafter referred to as The Company, and the undersigned employee-driver of a personally owned car used for Company business.

Employee

Social Security Number

Authorization to use a personally owned car for Company business is granted under the following conditions:

1. The above named employee-driver shall comply with all motor vehicle laws and regulations of the state or states in which the employee travels on Company business including laws and regulations covering car registration, driver's license and state vehicle inspections.
2. It is Company policy that employees who drive or ride as passengers while on Company business will use available passenger restraints at all times when the vehicle is in motion
3. The car to be used for driving on Company business shall be insured for at least the minimum limits or the compulsory or financial responsibility required by the state in which the vehicle will be operated. In the event there is no compulsory insurance statute within the state of licensing and/or operation, the vehicle must be insured for an amount consistent with the Company's risk management program for both bodily injury and property damage.
4. The Company will reimburse the employee-driver for authorized mileage on Company business within a calendar year at the then prevailing rates. The Company will also pay bridge, ferry, and road tolls and parking charges when these expenses are incurred while the car is being used on Company business.
5. The employee-driver shall keep accurate records and submit reports as required by the Company covering mileage, expenses and accidents.
6. The Company shall be notified immediately of all accidents in which the driver is involved while driving the car on Company business.
7. The Company is authorized to verify the accident record of any employee-driver.
8. If the personally owned car covered by this agreement is not owned by the employee-driver, the following shall be completed:

The undersigned, who is lawful owner of:

Make of Car

Body Style

Year

Serial Number

_____ hereby grants permission to:

Name of Employee

to use this car when engaged in business for the Company. The undersigned owner agrees to waive any claims against the Company arising out of the use of the car as aforesaid.

Date: _____ Signature of Owner: _____

9. This authorization may be terminated by the Company at any time.
I have read, understand, and agree to comply with the above conditions authorizing me to drive a personally owned car on Company business.

Date: _____ Employee's Signature: _____

APPROVED:

Date: _____ Manager: _____

**APPENDIX
DRIVER INFORMATION**

NAME AS IT APPEARS ON DRIVERS LICENSE:		
STATES:		
LICENSE NO.	TYPE	EXPIRATION DATE

DRIVING EXPERIENCE:

TYPE OF EQUIPMENT	DATES	
	FROM	TO
Automobile		
Van		
Bus		
Tractor/Trailer		
Tandem		
Other:		

ACCIDENT RECORD FOR PAST 3 YEARS (Please include date of accident, cause of accident, fatalities, injuries, and physical damage incurred in accident)

TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 3 YEARS (Other than parking violations)

LOCATION, CITY & STATE	DATE	CHARGE	PENALTY

Have you even been denied a license, permit, or privilege to operate a motor vehicle? If yes why?			

Have you even been denied a license, permit, or privilege to operate a motor vehicle? If yes why?			
Has your license, permit, or privilege ever been suspended or revoked? If yes why?			

**APPENDIX
VEHICLE SAFETY INSPECTION REPORT (PRE AND POST TRIP)**

Department Heads/Agency Directors are responsible for ensuring that this is done on a monthly basis

Name of Driver:	Vehicle Number:
Inspected by:	Date:
Vehicle Make, Model, Year:	Mileage
Driver/Inspector's Signature:	

For all items listed below, check if okay. If not, explain separately on this form and notify designate person.

EXTERIOR	YES	NO
Body – dents, scratches, rust, cleanliness		
Headlights – broken lens, bulbs, odd angle		
Rearview mirrors – broken or cracked glass, adjust if necessary		
Tail lights, brake lights, turn signals – broken or cracked lens, burnt out bulbs, no illumination		
Tires – poor air pressure and tread. Uneven wear, cuts, bulges		
Windshield, windows – cracks, discolorations, unnecessary/vision-obstructing stickers		
Windshield wipers – worn blades		
Signs of fluid underneath vehicle		

INTERIOR/TRUCK

Air conditioner, heater, defroster-proper functioning		
Horn-proper functioning		
Dashboard instruments and gauges-proper functioning		
Rearview mirror-condition and necessary adjustment		
Emergency Equipment-complete items, including accident reporting kit (Also spare tire and jack)		
Seat belts-proper condition		
Overall-cleanliness, loose objects		

MECHANICAL

Engine-unusual noise, stalling hesitation, rough starting or running		
Brakes-proper adjustment/pedal clearance. Test parking brake.		
Pulling left or right; inadequate response		
Steering-wheel alignment/pulling left or right. Excessive play.		
Transmission-unusual noises, slippage		