



City of Stamford

Fleet Safety Policy City & Board of Education Fleet

Effective 6/7/2011

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FLEET SAFETY PROGRAM

1) SCOPE

These guidelines apply to all locations in the City/Board of Education of Stamford and to City employees authorized to operate City vehicles.

2) PURPOSE

- a) This standard establishes uniform procedures for the safe operation of City vehicles by authorized vehicle operators.
- b) Government sector vehicles are easily identified as such and thus constitute a traveling billboard seen by many citizens. Relationships with other motorists and pedestrians while operating these vehicles control an important influence on good or bad relations with the public. With courteous, considerate driving habits good public relations can be developed.
- c) The following procedures are established to help make our employees safe and defensive drivers.

3) AUTHORIZATION GUIDELINES

- a) Only City employees are authorized to operate City vehicles.

4) RESPONSIBILITIES

- a) Management
 - i) Provide assistance and the resources necessary to implement and maintain this program.
- b) Supervisors
 - i) Investigate and report all accidents involving a motor vehicle used in performing City business and forward all accident reports to the City Risk Manager's Office and Vehicle Maintenance.
 - ii) Ensure effective application of this program by seeing that the following programs are carried out;
 - (1) Regular equipment inspections are completed.
 - (2) Ensure that the employees receive vehicle and equipment training and instructions prior to the assignment of duties.
 - (3) Ensure proper maintenance of City vehicles. Note: Police Department will follow SPD guidelines/policies.
- c) Risk Management Department
 - i) Review and log all vehicle incident reports and investigations.
 - ii) Revise and distribute changes to the Fleet Safety Program.
- d) Fleet Maintenance Supervisor
 - i) Ensure that all vehicles and equipment are maintained to safety standards.
 - ii) Report and document all signs of vehicle or equipment abuse or miss-use to the Department Heads, Supervisors and the Risk Manager's Office.
- e) Human Resources Department
 - i) Ensure all employees who are hired as drivers, and/or vehicle and equipment maintenance or persons whose job function falls under the Federal Motor Carriers Safety Administration's (DOT) safety sensitive positions have their

driving records examined at the time of hire and annually as per the regulations.

- ii) Ensure FMCSA DOT new hires, and random drug testing protocols are in place.

5) RESPONSIBILITY OF CITY/BOE DRIVERS

Regardless of the employee classification and whether or not a city employee drives a city-owned vehicle eight hours a day or just occasionally, employees are responsible for the proper care and operation of that vehicle. Every employee who operates a city owned vehicle is responsible for obeying all traffic laws and for compliance with the rules set forth in this section.

6) OPERATOR'S LICENSE

A current operator's license must be in an employee's possession at all times while operating a city-owned vehicle. In the case of commercially rated vehicles, the proper license (CDL) for weight and class must be valid and in the possession of the driver.

- a) An employee whose position requires them to operate motor vehicles and whose driving privileges are suspended or revoked by a court of law must report this fact to their immediate supervisor within the next business day. Failure to report the loss, suspension, or change in license status will result in disciplinary action.

7) PRE-OPERATION

Before operation, the driver will check the vehicle for any damage to the body or interior that may have occurred since the last period of operation. Particular attention should be given the following items, parts and accessories to determine that they are in satisfactory conditions and good working order:

- a) Brakes, including parking brake;
- b) Headlights, rear lights, brake lights, turn signals;
- c) Horn and windshield wipers;
- d) Steering mechanism and fluid level
- e) Mirrors – side view and rear;
- f) Tires;
- g) Motor Oil and Transmission Fluid Levels;
- h) Seat belts;
- i) Clutch Travel (if applicable);
- j) Emergency Equipment (i.e. flares cones, fire extinguisher, etc).

A Daily Vehicle Inspection Sheet found at the end of this document will be completed to document this activity. The driver is also responsible for assuring that the proper oil level is maintained and that proper fluids are added whenever needed. These items should be checked each time fuel is added to the tank. (SPD and SFR will follow their protocol) Any defects noted, which would affect safe operation of the vehicle, will be promptly reported to the driver's supervisor. No employee shall be asked to operate or shall operate a city-owned vehicle that is unsafe for off-road or on-road operations, or does not meet the minimum standards of State Statutes.

8) GENERAL GUIDELINES

a) Use of City Vehicles

- i) City-owned vehicles are to be used for official city business only. They will not be used by employees for personal reasons, except as provided for under the Motor Vehicle Use Policy and/or individual employment contracts.
- ii) All persons driving a City owned vehicle/equipment must be at least 18 years old.
- iii) Cell phones and or other hand held devices are not permitted to be used while operating a City vehicle on the road way. Police Officers are exempt by State Law.
 - (1) Pull off to side of the roadway or use hands free devices.
- iv) Out of Town Travel/Meeting Attendance
 - (1) All use of city vehicles for out of town or late evening trips must be approved by the department head or division head responsible for the vehicle involved. The department head or division head should keep a dated record of exceptional uses, including justification of each use.
- v) Transporting Persons in City Vehicles
 - (1) Professional associates and private citizens will not be transported in city vehicles unless such persons are being transported on official business, law enforcement matters, or as approved by the department head. Persons transported as such should have the same destination as the city employee and such use should not require other city employees with the same destination to drive additional vehicles. Family members (unless employed by the city/BOE) may not be transported in a city vehicle, except as authorized by the department supervisor.
- vi) Transporting Equipment or Property
 - (1) When items of equipment, property, supplies, etc. are being transported, the driver will assure that all items are properly secured or tied in place to prevent them from shifting or falling from the vehicle.
- vii) Riding on Fenders, Hoods or Running Boards
 - (1) No person shall be allowed to ride on running boards, fenders, hoods, tailgates, dump beds, flat beds or roof racks of vehicles, steps, ladders, and equipment when the vehicle is operating.
- viii) Obstruction to Driver's View
 - (1) No driver shall drive any vehicle when it is so loaded that the load obstructs their view, or interferes with their control of the vehicle. No more passengers will ride in a seat location that is not equipped with a seat belt.
- ix) Striking Unattended Vehicles
 - (1) If a moving city vehicle strikes a vehicle standing or unattended or other property, the driver shall immediately stop and call the Police nonemergency number: (203) 977-4444. in order for a police report to be completed. The driver must also notify their supervisor.

- x) Flags on Projected Loads
 - (1) Any vehicle having a load, which extends more than four (4) feet beyond the rear, shall have the end of the load marked with a red flag which shall be at least twelve (12) inch square.
- xi) Coupling Devices
 - (1) A driver whose vehicle is towing a trailer, dolly, or other equipment will assure that the trailer hitch is securely latched and that safety chains are properly attached.
- xii) Alcoholic Beverages or Narcotic Drugs
 - (1) No person shall drive or be required or permitted to drive a city-owned vehicle while in the possession of, or under the influence of, any alcoholic beverage or non-prescription controlled substance. Employees who take prescribed medication or over-the-counter medications that they believe will affect their driving abilities will report the use of that medication to their immediate supervisor.
- xiii) Operations in Public Way
 - (1) Whenever work requirements make it necessary for a city-owned vehicle to block or obstruct traffic, the driver will place warning devices and/or traffic cones to warn oncoming motorists of the obstruction. Warning devices/cones will be placed far enough from the standing vehicle to give oncoming motorists adequate time in which to stop safely. Distance should be determined by:
 - (a) Street and weather conditions;
 - (b) Speed limit in area;
 - (c) Whether the vehicle is standing on a straight or curved roadway;
 - (d) Vehicles so equipped will use revolving yellow lights or blinkers as additional warning devices.
- xiv) Vehicle Parking
 - (1) The driver of city vehicles must visually check the vehicle before it is entered and moved. By inspecting around the vehicle, the driver will be aware of all hazards and will take the necessary action to prevent an accident.
 - (2) Vehicles are not to park in "No Parking" zones except in an emergency situation or in required performance of official duties. At those times a vehicle is parked in a "No Parking Zone", emergency blinkers will be on.
 - (3) No vehicle is to be left unattended with ignition key left in the ignition.
 - (4) All vehicles will be locked when not in use.
 - (5) Except when working conditions require otherwise, parked vehicles must have motor stopped, emergency brakes set, and left in gear or park for automatic transmissions.
- xv) Use of Safety Restraints
 - (1) The state law and city policy requires that all city vehicles must be equipped with seat belts and all occupants of city vehicles must properly wear seat belts, unless exempt under State Law.

xvi) Backing of Vehicles

- (2) The driver of a large truck or similar large vehicle with an obstructed view to the rear shall not back such vehicle unless it is safe to do so.
- (3) Before and during backing movements, the driver will: (1) check blind zones for objects not visible in rear-view mirrors; (2) watch both sides for proper clearance; and (3) back very slowly.

b) Rental Cars

When it is necessary for a city employee to use a rental car on a short-term basis, such as during out-of-town travel for business purposes, the city's automobile liability and physical damage insurance coverage will be applicable. If the employee also uses the rented automobile for personal purposes, the employee should review his/her personal automobile insurance to confirm coverage for short-term or incidental rental. In the absence of such personal coverage, the employee should consider the purchase of insurance through the rental agreement.

c) Special Equipment

- (1) Special equipment such as tractors, Hi-Lifts, graders, plows, cranes, or any unit which has special devices added for specific types of work will require formal instructions prior to use by a driver. This special training will include but not be limited to the following:
 - (a) Explanation and demonstration of all the equipment's control devices.
 - (b) Explanation and demonstration of all the safety equipment.
 - (c) Knowledge of maintenance items such as fuel, water, oil, or other minimum operating needs of the unit.
 - (d) Demonstration of operation.
 - (e) New driver operation under supervision with testing.
 - (f) Instruction in driving to and from, or on and off a trailer, parking procedures and method for securing. A report of this training is to be maintained by the applicable department.
 - (g) Construction-type equipment will travel at less than 20 miles an hour without exception. 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. Headlights will be on at all times when driving. Triangular orange colored slow moving vehicle signs will be displayed on the rear of the vehicle.
 - (h) Use of special equipment without training on record and authorization may result in disciplinary action.

9) ACCIDENT CONTROL

- a) Vehicular collisions are potentially the most costly losses that can incur when one considers the cost of property damage, bodily injury, fatalities, and liability lawsuits.
- b) Responsibilities
Supervisors (or designated member of SFRD or SPD) having drivers working for them shall have the following responsibilities:

- (1) Enforce disciplinary actions to be taken against employees who show a disregard for good driving practices and ensure that it is applied consistently.
 - (2) Insist that all assigned vehicles are maintained and inspected for safe operations.
 - (3) Perform a periodic inspection of assigned vehicles for safety discrepancies, malfunction, signs of abuse, unreported damage, and cleanliness and have these repairs made as soon as possible.
 - (4) Review each vehicle collision and unsafe driving report with the employee and emphasize management's intolerance of irresponsibility behind the wheel.
 - (5) Enforce the wearing of seat belts for all drivers and their passengers, unless exempt under State Law.
 - (6) Ensure that only authorized personnel are allowed to operate all vehicles.
- c) Employee Responsibility
- i) Employees are required to follow all defensive driving practices at all times.
 - ii) Maintain a current valid and proper Drivers License and report any change in license status.
 - iii) Conduct a daily check of their vehicle, as listed previously in Section 7.
 - iv) Report all accidents immediately.
 - v) Follow all laws and general guidelines including those established in section 8 of this policy.

Failure to comply with this section may be grounds for disciplinary action.

10) PROCEDURES FOR REPORTING ACCIDENTS/BREAKDOWNS OF VEHICLES

- a) In the event that an operator of a vehicle is involved in a collision, regardless of the severity, the law enforcement agency must be called to the scene and required to prepare a report. The operator of the vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved.
- b) If the vehicle is disabled as the result of a collision, or if a vehicle breaks down and becomes inoperable, the responsible department head/supervisor is to be notified.
- c) Operators of vehicles should be sure that whenever a serious incident occurs, whether a break down, traffic collision, or vandalism, the department head/supervisor is to be notified immediately.
- d) Any time a City vehicle is involved in an accident the Vehicle Maintenance Department is to be notified. Vehicle Maintenance will coordinate all repairs to City vehicles and provide the Risk Manager with costs documentation as a result of any vehicle damaged in an accident. This ensures the tracking of costs and cost information necessary to submit claims for any reimbursements due the City.

11) RISK MANAGEMENT PROCEDURE

- a) All accidents must be reported in writing to Risk Management. The City of Stamford Accident Report and Police Report are to be included in reporting of these accidents to Risk Management.
- b) Please ensure that the activity code, telephone number and contact person of the City department to which the damaged vehicle is assigned are included in all documents and correspondence provide to Risk Management.

12) ACCIDENT REVIEW PROCEDURES

Because of the liability associated with motor vehicle accidents, city drivers must understand the consequences for involvement in accidents. Every motor vehicle accident involving a city driver while operating a city-owned or leased vehicle will be reviewed by the City Risk Manager's Office including: a review of the law enforcement officer's traffic accident investigation report, possible interviews with the driver(s) and witnesses, if any, the supervisor's accident investigation report, and possibly visit to the accident site.

If a vehicle is involved in an accident, the driver's driving privileges may be restricted at the supervisor's discretion, pending investigation.

13) SAFETY EQUIPMENT IN VEHICLES

Each service vehicle of the City of Stamford shall carry safety equipment required by specific operation. The driver of each service vehicle shall be responsible for checking to make sure that the items are on the vehicle.

14) DRIVER SELECTION PROCEDURES – NEW HIRES

The objective of this standard is to provide comprehensive guidance in the selection of qualified, dependable and safe drivers, in order to minimize accidents/injuries and the liability exposure to the city.

- a) Pre-application Screening
 - i) Major emphasis should be placed on finding out the applicant's previous driving experience.
 - ii) Applicant's not meeting minimum qualifications can be eliminated from further consideration at this time. For example:
 - (1) Lack of an appropriate type driver's license classification (i.e., Class A or B, Commercial Driver License (CDL)).
 - (2) Lack of experience in a specific vehicle type.
 - (3) Excessive violations on driving record.
- b) Driver Applicant's Past Record
 - i) All of the applicant's past employers may be contacted, at least those from within the past three (3) years.
 - (1) NOTE: Employment checks with previous employers may be made in writing, by telephone, or other appropriate means.

c) Driving Record

- i) A check of an applicant's driving record will be conducted and all applicants must authorize the release of this information by signing the top half of the form, "REQUEST FOR CHECK OF DRIVING RECORD"
- ii) Information obtained from the Motor Vehicle Records should be cross-checked against the employment application to determine whether or not there are inconsistencies or whether the applicant should be dropped as a candidate.
- iii) All MVR's will be reviewed with notations on each MVR; the date of the review initials and comments. The comments would include requests to gather further information from the applicant or previous employers on the type of vehicle driven, the circumstances surrounding any incidents, and the disposition of any violations on the MVR.
- iv) Driver applicants will be automatically eliminated from consideration if the MVR reveals a DUI conviction or two (2) or more moving violation convictions within the past twelve (12) months. Furthermore, excessive speeding, moving violations, excessive points, etc., in a three (3) years period will also be scrutinized strictly and handled on a case by case basis.
- v) An applicant must also certify that they are in possession of only one license, and produce a current CDL, if required. A copy of the current driver's license should be made for the files.

APPENDIX

**SAMPLE
DAILY VEHICLE INSPECTION SHEET**

Driver _____
Vehicle _____

Date _____
Mileage _____

The items on this inspection sheet should be checked daily. Place an X by any item that needs attention. Place a check mark by the rest. Any discrepancies should detail on the bottom of this sheet.

- ___ Ignition Key
- ___ Fuel Key
- ___ Check Radio (Two way check)
- ___ Visual Inspection for Exterior Damage/Leaks under vehicle
- ___ Check inside Engine compartment for Leaks/loose items
- ___ Oil Level
- ___ Washer Fluid Level
- ___ Coolant Level
- ___ Power Steering Fluid Level
- ___ Start Engine and check Transmission Fluid Level (Fluid should be hot)
- ___ Check for Air Gauge
- ___ Check Tires for wear and pressure **LF** ___ **LR** ___ **RF** ___ **RR** ___
- ___ Check Horn
- ___ Check Heater/Defroster/AC
- ___ Check Windshield Wipers/Washers
- ___ Check High beams/Signal lights/4way flashes/Tail lights/Backup lights/Horn
- ___ Check Interior lights
- ___ Check Mirrors for damage and adjustments
- ___ Check fuel level (**Should not be Less Than ½ Tank**)
- ___ Check First Aide Kit or other required safety equipment on board
- ___ Check Fire Extinguisher (if required safety equipment for vehicle) on board/Gauge showing charged, sealed & pin

As you drive, continually check for any strange smells, sounds, vibrations, or anything that does not feel right.

*Form to be completed and turned in to Supervisor DAILY.

The following discrepancies were noted: _____

Driver's Signature: _____