

**COUNTY OF RIVERSIDE
STANDARD SAFETY OPERATIONS MANUAL**

DOCUMENT NUMBER:	4001	DATE ISSUED:	04/15/93
SUBJECT:	Vehicle Use and Safety Guidelines	EFFECTIVE DATE:	04/15/93
		REVISION DATE:	11/15/02

PURPOSE: The purpose of this policy is to reduce motor vehicle accident frequency and severity through the establishment and maintenance of practical safety guidelines and training programs that promote a high standard of driving performance by all persons authorized to operate County vehicles or other vehicles in the course and scope of County business.

POLICY: County vehicles will be operated and maintained in a responsible and prudent manner in accordance with state, federal and local laws. It is the responsibility of department, district and agency heads, managers and supervisors at all levels to assure that all employees within their span of control who operate County vehicles, or are authorized to operate other vehicles pursuant to County business, are aware of, and follow established vehicle safety rules and regulations (County, local, state and federal) at all times.

OBJECTIVE:

1. To protect employees, the public and County vehicles.
2. To establish minimum standards and controls for vehicle safety that all employees who drive on County business must adhere to.
3. To inform employees at all levels of management's concern for vehicle safety, the prevention of vehicle accidents and the protection of all individuals against injury.

SCOPE: Employees of all Departments, Agencies, and Special Districts governed by the County of Riverside Board of Supervisors.

REFERENCE: State of California Vehicle Code; State of California Title 8, Sec. 3650 – Industrial Trucks, Automobile Fleet Policy & Regulations; County of Riverside and County of Riverside Board of Supervisors Policy Numbers D-2, Use of County Vehicles and D-9, Alternate Desert Route During High Winds.

VEHICLE USE AND SAFETY

I. GENERAL INSTRUCTIONS FOR AUTHORIZATION TO DRIVE

All employees, by job classification or job assignment, who are, or may be required to drive on County business, must meet all requirements before authorization is given to operate a County vehicle or personal vehicle while on County business.

- A. Each employee must have an Agency/Department/District written authorization to drive a County vehicle or other vehicle on County business.
1. The employee must complete General Form #30, "Authorization to Drive A Riverside County Vehicle or Private Car for County Business.
 2. The Agency/Department/District Head or his/her representative must verify that the employee has a valid and appropriate class of Driver's License for the type of vehicle being operated, from his/her home of domicile state and proof of insurance equal to or greater than required by the State of California. The original approved General Form #30 must then be forwarded to the County Safety Office with a copy to Fleet Services.

VEHICLE USE AND SAFETY GUIDELINES
DOCUMENT NUMBER: 4001

I. GENERAL INSTRUCTIONS FOR AUTHORIZATION TO DRIVE - continued

3. Every employee whose driver license and vehicle registration is from other than California, but is from their home of domicile state and has or will require an authorization to drive (Gen. Form 30) to use a County vehicle or their private vehicle for County business, must provide the following documents every six (6) months to his/her organization's administrative office:
 - a. Proof of insurance equal to or greater than required by the State of California.
 - b. A copy of your home of domicile DMV record for the last six (6) months.
4. Each County organization's administrative office will ensure timely receipt of DMV and insurance records from their out of state domiciled employees every six (6) months. They will also verify that insurance coverage is at least equal to the minimum California coverage requirement. This amount is \$15,000 for a single death or injury, \$30,000 for death or injury to more than one person and \$5,000 for property damage. Once DMV records and insurance are received and insurance is verified, the administrative office will forward both documents to the County Safety Office, where they will be maintained with the Gen. Form 30.

Note: Employees whose driver's license is from California do not have to comply with paragraph 3 a. & b. above, because their insurance and record is tracked through the CA DMV pull-notice system. However, upon initial application and approval of a Form 30 (Authorization to Drive), proof of insurance is required as stated in paragraph 2 above.

5. Upon employee resignation, termination or the revocation of his/her driver's license, the approving authority must sign the cancellation line on the Agency's/Department's/District's file copy of the employee's General Form 30 and forward copies of it to the County Safety Office, Fleet Services and the employee.

Any driver who has had his/her driver's license suspended or revoked, shall immediately notify his/her supervisor, either in person or by telephone, and must discontinue further operation of any vehicle on County business while in such a status. The employee's supervisor is responsible to notify the County Safety Office that the employee's license is no longer valid.

Authorization to drive a County vehicle or other vehicle on County business is automatically cancelled if the employee's driver's license is expired, suspended or revoked.

- B. As authorized by the employee on the General Form #30, periodic review of the employee's driving record and checking the status of the employee's driver's license may be done by the County Safety Office, employee's Agency/Department/District or when deemed necessary by the County Safety Committee/Vehicle Accident Review Board.
- C. The employee's Agency/Department/District may, with reasonable cause, cancel the employee's County driving privileges at any time. Employees with an excessive number of preventable accidents, as determined by the Safety Committee/Vehicle Accident Review Board, may have their County driving privileges suspended by the Director of Fleet Services/County Safety Officer.

II. VEHICLE SAFETY TRAINING

VEHICLE USE AND SAFETY GUIDELINES

DOCUMENT NUMBER: 4001

- A. All employees authorized to operate County vehicles or private vehicles to conduct official County business will attend a vehicle operation safety training class sponsored by the County Safety Office, within the first six- (6) months of hire.

II. VEHICLE SAFETY TRAINING - continued

- B. Special Purpose/Industrial Vehicles - Employees required to operate specialized vehicles such as forklifts, dump trucks, road graders and other heavy vehicles shall be trained in the specific use of such vehicles by their supervisor or department trainer. Trainees may operate a powered industrial truck (forklift) **only**: under the direct supervision of persons who have the knowledge, training and experience to train operators and evaluate their competence; and where such operation does not endanger the trainee or other employees. Training shall consist of practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) equal to the extent of the tasks of the job. After this has been accomplished, the supervisor shall schedule trainees for the County Safety Office Forklift Safety Training Course.

- 1. All employees whose job requires the use of a forklift must successfully complete a Forklift Safety Training Course and evaluation administered by the County Safety Office prior to operating a forklift on the job, except for training purposes. Operators must pass evaluation on each different type of forklift they operate at the location they operate it.
 - a. Supervisors shall ensure that operators of powered industrial trucks are trained, as appropriate, in accordance with the following dates:
 - (1) If the employee was hired before July 15, 2000, the initial training and evaluation of that employee should have been completed by July 15, 2000;
 - (2) If the employee was hired after July 15, 2000, the initial training and evaluation of that employee must be completed before the employee is assigned to operate a powered industrial truck.
 - b. A successful hands-on performance evaluation must be conducted every three years after initial evaluation. Upon successful evaluation, the employee shall operate industrial trucks/tow tractors in a safe manner in accordance with section 3650 Operating Rules of the California Code of Regulations, Title 8, General Industry Safety Orders. Employees should be aware that they could be cited by Cal/OSHA and fined for violation of these rules.
 - c. Refresher training and successful re-evaluation is required if the operator is involved in an accident or near-miss incident, if the operator has been observed using the vehicle in an unsafe manner, if the operator has been assigned to a different truck or work location, or significant changes are made at the workplace that could affect safe operation of the truck.

NOTE: Vehicle safety training shall cover general, and as appropriate, specialized training in all aspects of vehicle and driving safety in accordance with Title 8, Safety Orders, including the proper use of required forms (accident, maintenance, inspection reporting, etc.).

III. VEHICLE SAFETY GUIDELINES

- A. Vehicles shall be operated in a responsible and prudent manner in accordance with local, state and federal regulations.

VEHICLE USE AND SAFETY GUIDELINES

DOCUMENT NUMBER: 4001

- B. Employees are personally responsible for any traffic citations issued while operating vehicles on County business.
- C. General safety guidelines include but are not limited to the following:

II. VEHICLE SAFETY GUIDELINES - continued

1. Seat belts and/or chest restraints are to be worn at all times when driving vehicles on behalf of the County of Riverside. The driver is responsible to make sure passengers wear their seat belts and chest restraints.
2. Passengers must be on official County business. Unauthorized passengers include but are not limited to: family members, friends, any paying passengers or hitchhikers.
3. Each driver is responsible to ensure that his/her County assigned and or personal vehicle is safe to operate prior to use on behalf of the County. Vehicle defects or damage of a County vehicle **MUST** be reported in writing and/or repaired as required by Agency/Department/District or County Policy.
4. Vehicles deemed to be in an unsafe condition must not be driven until proper repairs are made. No employee is allowed to, nor can be, required to operate a motor vehicle that has defective steering, brakes, tires or other defective components or accessories required for safe operation.
5. Authorized drivers of the County are responsible to take all reasonable steps necessary to protect the vehicle when they leave it unattended. Equipment or other valuable contents should be placed in the trunk or otherwise obscured from view to discourage break-ins. Vehicles must be legally parked with the engine off, parking brake applied, ignition keys removed, windows closed and doors locked.
6. Drivers **MUST** honor posted speed limits. In the event of adverse driving conditions, vehicle speed must be reduced to a safe operating speed consistent with the adverse conditions of the road, including but not limited to, available light, weather and traffic flow.
7. Drivers are required to maintain a safe following distance at all times. It is recommended that you maintain a four-second following distance, but in high volume traffic conditions, you may reduce your distance to a minimum of three seconds. During inclement weather or other adverse driving conditions, reduce speed and increase following distance accordingly. For larger trucks (30-feet or more), you need at least one-second for each ten-feet of truck length, adding an additional second for speeds above 40 mph. For adverse conditions, you need much more space to stop.
8. Drivers are required to "YIELD" the right-of-way at all traffic controls, signals, and signs requiring such. Drivers should always be prepared to yield the right-of-way at any time to avoid an accident and willingly yield the right-of-way when other drivers violate laws or drive in a reckless fashion. Always be prepared to yield the right-of-way to all pedestrians and bicyclists on the roadway.
9. Accidents that occur while employees are backing a vehicle account for almost half of all County involved accidents. Take extra precaution and add the following procedures to your driving habits.

Drivers are required to check for hazards above, all around their vehicle and the area they intend to back into, before getting into the vehicle. When backing, drivers must adhere to the following:

- a. Turn at the waist, and look to the rear.

VEHICLE USE AND SAFETY GUIDELINES

DOCUMENT NUMBER: 4001

- b. INCH your way back, and back only as far as necessary.
- c. Keep looking to the rear, while alternately checking clearances to the side, until rearward movement stops.

III. VEHICLE SAFETY GUIDELINES - continued

- d. If you cannot see through the rear of the vehicle, consider parking the vehicle so as not to have to back out. Park where you can drive out forward, avoiding backing.
 - e. If you must back, but you cannot see through the rear of the vehicle, obtain help to guide you back.
 - f. Inch your way back while observing the spotter in your side view mirror. Stop if you lose sight of your spotter.
10. Low Desert Area – When wind-carried sand is evident in the area, use an alternate route for travel or seek shelter until conditions improve.
11. Comply with all applicable regulations governing parking, except when exemption is granted for work involving construction, road repair operations, delivery services and so forth. Vehicles parked under the foregoing exemption conditions must be protected by specific warning devices (signs, barriers, guarding, and so forth, as required by the authorizing Agency/Department/District rules and regulations).
- a. Hills – When parking any vehicle on a grade, turn the front wheel against the curbing, set the emergency brake and place the transmission lever in first gear or the park position. If the hill has no curbing, turn the wheel so the vehicle will roll off the roadway if first gear, park position and the parking brake fail to hold.
 - c. Set Controls – Do not leave the vehicle or mobile equipment parked with the controls in such a position that it might coast or freewheel from its parked position. Place transmission lever in park or first gear and apply the parking brake.
12. No County driver shall operate any vehicle on County business if his/her ability to do so safely has been impaired for any reason including, but not limited to:
- a. Alcohol
 - b. Drugs
 - c. Medication
 - d. Illness
 - e. Fatigue
13. Specialized Industrial Vehicles i.e., Dump Trucks, Lowboy, Standard bed Trucks, etc. – DRIVER'S RESPONSIBILITY
- Refer to specific standards and regulations for the operation of specialized vehicles. Some general guidelines include:
- a. Brake Test – When operating a brake-equipped trailed vehicle, make a brake test on the towing vehicle each time the trailed vehicle is coupled or uncoupled. Include a visual inspection of brake hoses and couplings, and an actual test of all possible braking combinations.

VEHICLE USE AND SAFETY GUIDELINES

DOCUMENT NUMBER: 4001

- b. Clearances – Before starting or proceeding to move a vehicle either forward or backward, determine that no person or object is in the path of the vehicle or equipment carried by the vehicle.
 - (1) Check all sides around and above the area to be traveled.

V. VEHICLE SAFETY GUIDELINES - continued

- (2) Do not ride on fenders, running boards, and side rails or on top of vehicles.
- (3) Ride in the space provided in the vehicle and do not ride with your legs hanging out of the rear or side of any vehicle.
- (4) Do not get on or off vehicles in motion.
- (5) Do not permit more employees to ride in the vehicle seat than the number for which the vehicle was designed.
- c. Equipment Storage – Store or guard all sharp tools, such as saws, chisels, axes, knives, etc., carried on vehicles in a manner which prevents injury to employees or others.
- d. Securing Load – Before proceeding, make certain that all loads are properly secured.
 - (1) No vehicle shall be driven or moved on any highway unless the vehicle is so constructed, covered, or loaded as to prevent any of its contents or load, other than clear water or feathers from live birds from dropping, sifting, leaking, blowing, spilling or otherwise escaping from the vehicle.
 - (2) Whether or not you load and secure the cargo yourself, you are responsible for: inspecting cargo, recognizing overloads and poorly balanced weight, and knowing cargo is securely tied down or covered.
 - (3) As part of your pre-trip inspection, check for overloads, poorly balanced weight and cargo that is not secured correctly.
 - (4) Inspect the cargo and its securing devices again within 25 miles after beginning a trip. Make any adjustments needed. Check the cargo and securing devices as often as necessary during a trip to keep the load secure. Inspect again: after you have driven for three (3) hours or 150 miles, whichever comes first and after every break you take during driving.
- e. Cargo Tiedown - Tiedowns must be of the proper type and proper strength. The combined strength of all cargo tiedowns must be strong enough to lift one and one half times the weight of the piece of cargo tied down. Proper tiedown equipment must be used, including ropes, straps, chains and tensioning devices (winches, ratchets, clinching components). Tiedowns must be attached to the vehicle correctly (hook, bolt, rails or rings).
 - (1) Cargo should have at least one tiedown for each 10 feet of cargo. Make sure you have enough tiedowns to meet this need. No matter how small the cargo is, it should have at least two tiedowns holding it.

VEHICLE USE AND SAFETY GUIDELINES

DOCUMENT NUMBER: 4001

- f. Vehicle Booms, Outriggers, Ladders and Lifts - Do not drive vehicles equipped with outriggers, booms, truck mounted ladders, mechanical or hydraulic lifts, hole diggers, or similar equipment, with such equipment in an elevated/extended or partially elevated/extended position.

IV. VEHICLE ACCIDENTS - PROCEDURE

The County has established a required procedure to be followed in the event any vehicle driven in the course and scope of County business is involved in an accident, regardless of how minor. A copy of the procedure and a copy of the County of Riverside Confidential Report of Vehicle Accident Form (942-6) should be in the glove compartment of every County vehicle and other vehicles used in the course and scope of County business. The following is the Vehicle Accident Procedure.

VEHICLE ACCIDENT PROCEDURE

**Applicable to all Agencies, Departments and Districts Governed by
The Board of Supervisors for the County of Riverside**

In the event of an accident, the employee operating the vehicle shall take the following action:

- **For every accident, request the local police or the California Highway Patrol to conduct an investigation.**
 - If the police refuse to come to the accident scene, advise them that this accident involves a government vehicle and their presence is requested.
 - If the police still refuse to come to the accident scene, proceed with the remaining items below.
- **Immediately notify your supervisor/department head, County Safety Office, County Risk Management and, if the vehicle is owned or maintained by County Fleet Services, notify them as well.**
 - County Safety Office's phone number is (909) 955-3520.
 - County Risk Management Office's phone number is (909) 955-3540.
 - County Fleet Service's phone number is (909) 955-4660.
- **DO NOT** discuss details of the accident or the events leading thereto with anyone other than brief factual answers to questions of investigating officers.
- **DO NOT** embellish.
- **DO NOT** argue or try to place or accept blame for the accident.
- **DO NOT** attempt to negotiate or make any promise to other involved parties.
- **DO NOT** admit liability.
- **Identify yourself to other parties.**
 - Show your driver's license to the other parties involved.
 - Give the name of your Agency/Department/District and your work telephone number and the number of County Risk Management to the other involved parties.
- **Identify the driver(s) of the other vehicle(s) involved through their driver's license(s).**

VEHICLE USE AND SAFETY GUIDELINES

DOCUMENT NUMBER: 4001

- Inquire whether addresses shown are current.
- Ask for their insurance company name and policy numbers.
- Write this information on the County Confidential Report of Vehicle Accident Form 942-6 attached in the space provided.

VEHICLE ACCIDENT PROCEDURE - continued

- **If your vehicle cannot be operated, and if your particular circumstances permit, arrange for towing service through one of the approved towing companies listed on the back of the COUNTY OF RIVERSIDE FLEET SERVICES VEHICLE PRE-INSPECTION CHECKLIST form located in the glove compartment of the County vehicle.**
- **Reporting the Accident – A completed form is required no matter how minor the accident. This form is in the glove compartment in the vehicle.**
 - Complete the County of Riverside Confidential Report of Vehicle Accident Form (942-6). Additional copies are available from the County Safety Office or Fleet Services.
 - The completed form must be sent to the County Safety Office.
 - Should the driver of the County vehicle or personal vehicle in the course and scope of County business, be incapacitated, the Agency/Department/District Head will insure that another responsible employee supervisor completes the necessary forms promptly.
 - If the accident involves a serious injury, death or extensive property damage, the accident shall be reported to the County Executive Officer by the management of the Agency/Department/District involved as well.
- **Investigation: The law enforcement department with jurisdiction, the Agency/Department/District using the vehicle, County Risk Management and the County Safety Office may investigate circumstances surrounding the accident. Your cooperation with investigators representing the County is required. Inquiries from any other sources must be referred to County Risk Management.**

V. PREVENTABLE ACCIDENTS/NON-PREVENTABLE ACCIDENTS – RULES AND REGULATIONS

1. A certified letter will be sent to each employee who has been involved in a preventable vehicle accident, informing him or her of the determination made by the County Safety Committee/Vehicle Accident Review Board and his or her right to appeal.
2. Refresher training shall be required for all County employees who have been involved in preventable vehicle accidents.
 - a. If an appeal is made and the accident is still determined to be preventable or if no appeal is requested within the allotted 10 working days, a letter will be sent to the department stating the final determination as Preventable and that the individual must attend the County Driver's Training Refresher course, within two (2) months.
 - b. If the individual fails to attend within the two (2) month period, a follow-up letter will be sent to the department with a copy to the Executive Office.

VI. VIOLATION OF VEHICLE USE AND SAFETY POLICY, RULES AND REGULATIONS

Employees who fail to comply with any of the rules and regulations established by the County or by applicable law or who have an accident deemed preventable by the Vehicle Accident Review Board may

VEHICLE USE AND SAFETY GUIDELINES

DOCUMENT NUMBER: 4001

be subject to disciplinary action by their Agency/Department/District Head, up to, and including, termination of employment.