

# **CITY OF PAGE**

Driver Safety Handbook



Personal injuries and property damage resulting from accidents are a direct loss to our municipality. Most accidents are preventable. Through such prevention, we will reduce costs and protect public funds that could be better utilized elsewhere.

## **I. DRIVER SAFETY POLICIES**

The City of Page has policies that are critical to driver safety and use of City-owned and employee use of personal vehicle for City of Page business.

Employees driving City vehicles, rental vehicles or personally owned vehicles on City business must be fully licensed and otherwise qualified to operate a vehicle.

All motor vehicle accidents involving City-owned/leased vehicles or personally owned vehicles being used on City business must be reported immediately.

All traffic violations, D.U.1./D.W.I. convictions and license suspensions are to be reported immediately to the employee's immediate supervisor.

Seat belts must be properly used by drivers and all passengers at all times when operating/riding in City owned/leased/rented passenger vehicles, trucks, and vehicles. Personal use of City vehicles and transporting passengers is not permitted unless authorized by management prior to vehicle use. Picking up hitchhikers is prohibited.

### **Cell Phone/Mobile Radio Use Policy**

Researchers have found that the risk of having a traffic accident while using a cell phone is the same as that while driving drunk. Their findings were published in the New England Journal of Medicine. The study showed that cell phone users were 400 to 500 times more likely to get into traffic accidents than those who do not use them.

Telephones that allowed the hands to be free did not appear to be safer than hand-held telephones.

Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention is the #1 cause of vehicle accidents in America. Cell phone use is a matter of record and juries are awarding huge settlements to plaintiffs when it is proven that the defendant was using their cell phone at the time of the accident.

The City of Page's Policy is as follows:

- Non-emergency cellular mobile phones/radios shall not be used while operating a vehicle.
- Allow voice mail to handle your calls and return them at your safe convenience.
- If you need to place or receive a call, pull off the road to a safe location.
- Ask a passenger to make or take the call.
- Inform regular callers your driving schedule and when you will be available to talk.
- Keep your hands on the wheel and your eyes and mind on the road while driving.

**Defensive Driving** - The key to avoiding accidents in modern traffic conditions is defensive driving. Defensive drivers are those who:

- Drive at or below the speed limit depending on the road and weather conditions. Avoid tailgating by maintaining the 3-4 second rule and stop far enough behind the vehicle in front to be able to see their wheels touching the pavement.
- Double check for conflicts before making lane changes.
- Be alert for hazards created by weather, roads, pedestrians, and other drivers. Use

the 3-4 second rule and remember it takes almost the length of a football field for a normal passenger vehicle to come to a complete stop from 65 MPH.

- When at an intersection and the light has turned green, wait a second or two before entering the intersection and check in both directions before proceeding.
- Always consider the lack of skill and lack of knowledge on the part of other drivers.

**Lap/Shoulder Belt Use** - Studies have shown that each vehicle crash involves two collisions. The first occurs when the vehicle collides with another object, and the second is 1/5 of a second after the first - when the occupants slam into the hard surfaces inside the vehicle or are ejected from the vehicle. The second impact is usually what kill or injures. An ejected person's chances of being killed are 25 times greater than those who remain inside the vehicle.

Besides reducing severity of injuries and the numbers of deaths, fastened lap/shoulder belts often keep minor accidents from becoming major. A minor accident can throw the driver away from the controls, causing the vehicle to go out of control and end up in a much more serious accident.

## **II. MOTOR VEHICLE ACCIDENTS/MOTOR VEHICLE VIOLATIONS**

All of our employees who drive vehicles owned, leased or rented or who drive personal vehicles on City business are expected to operate each and every vehicle in a safe and lawful manner.

### **Minimum Driver Eligibility**

**MVR reports** - MVR reports must be supplied by new applicants, dated within 15 days of application, and covering the previous 36 months. The City of Page will obtain and review MVR reports for all drivers annually.

**Maximum Motor Vehicle Accidents** - Drivers annual MVR reports shall not show more than three (3) moving violations in the last three years or more than two (2) in any 12-month period.

A waiver may be issued to an employee after the third preventable accident or moving violation or a combination thereof with the approval of the City Manager. If during the waived period, the employee is involved in a preventable accident or receives a moving violation, the employee is terminated.

**Minimum Driver's age** - 21 years of age

**Violations that automatically disqualify drivers** - Major violations and convictions that would lead to termination or disqualification of an applicant include:

- DWI, DUI, or DUID; failure to stop at the scene of an accident; failure to report an accident/hit & run; vehicular assault/manslaughter/homicide; reckless driving/negligent operator; driving while under suspension or with a revoked license; possession of an open alcoholic beverage or a controlled substance while operating a vehicle; speed contest, drag racing or attempting to evade arrest.
- An at-fault accident with serious injury/death or significant property damage involving negligent acts of the driver will be grounds for dismissal or disqualification from driving at any time.

**License Possession** - Drivers must have possessed a valid license for a minimum of 2 years at the time of hire. All drivers must maintain a current license valid for the state of residence and operating authority.

**Failure to Report Moving Violation** - An employee must inform his/her supervisor/manager of any moving violation received in a City-owned, leased, or rented vehicle or in a personal vehicle while on City business. Failure to report a moving violation will result in a disciplinary action.

### **III. ACCIDENT REPORTING AND PROCEDURES**

If you are involved in an auto accident, you must complete the following steps:

- If injured, seek medical attention immediately.
- Make no statement admitting fault or liability in written or verbal form to any other party, including police.
- Ask your passenger and any witnesses to complete witness/passenger statements.
- Complete a driver's statement describing in detail how the collision occurred.
- Begin an exchange of basic information (driver's license, registration, insurance coverage)
- If in town, notify Dispatch. A Police officer will be dispatched to the scene and your immediate supervisor and/or Risk Manager will be contacted. If out of town, call Dispatch at 1-888-553-7243 and have them contact the appropriate individuals. Be sure to leave a telephone number where you can be reached.
- If injury to any individual requires more than first aid, if the accident is clearly the fault of the employee or there is \$2,000 or more of damage, the employee is required to submit to a drug and alcohol screen. Drug screens are conducted at Lake Powell Medical Center or at Page Hospital if the Medical Center is not open.
- Employees are not to drive themselves to the location of the drug screen.
- Arrangements will be made by the Page Police Department, employee's supervisor or the Risk Manager.
- If vehicle #2 is parked and/or unoccupied, you must leave proper identification on the windshield. This notification should include your name, vehicle license plate number, and company phone number.

**Accident Investigation** - The purpose of accident investigations is to ascertain what happened - not to fix blame. This includes getting a police report number, if available, and a careful review of witness statements. The driver should think through the accident and explain how it could have been prevented. Managers will be seeking answers to the five W's of accident investigations, which are:

1. What happened?
2. When did it happen?
3. Where did it happen?
4. Who was affected?
5. What can be done to prevent a recurrence?

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