

**FLEET SAFETY PROGRAM**

**1.0 Purpose:**

To ensure the safe and effective operation of vehicles, to establish guidelines and procedures to be followed to prevent further injuries or property damage due to accidents, and to reduce the associated costs of losses.

**2.0 Policy:**

**2.1. Driver Selection**

All applicants with the responsibility of operating City equipment will be interviewed and screened to insure that they meet the minimum requirements prescribed by City policies and procedures. Specific questions regarding driving experience, previous training completed, and necessary driver skills will be addressed during the interview process. All offers of employment will be conditional on passing a background check, including a driver's license check per Human Resources operating guidelines. For CDL license holders, previous drug and alcohol testing results must be confirmed from all employers in the past two (2) years. This requires the candidate to sign a waiver form provided by Human Resources.

Motor vehicles checks will be conducted at initial time of hire and bi-annually thereafter.

**2.2. Driver Qualification**

This information outlines the specific driver criteria necessary to operate motor vehicles and is attached in Appendix A.

**2.3. Driver Physical Fitness**

The physical fitness of the driver will be considered before hiring and will be included in the post-offer medical evaluation. The physical qualifications will include both physical and mental conditions. The examining physician will also be aware of the requirements of the job so that it can be determined if the applicant is qualified for the position.

**2.4. Road Test/Driver Check Ride**

Test rides will be conducted with employees in the same type of equipment that will be assigned to the driver. The test should be long enough to cover a variety of situations. This test will not establish a passing or failing grade, but should indicate the driver's competent areas and weak points. This is suggested for positions that include operation of a motor vehicle as a primary responsibility and should be conducted on an annual basis. (See Appendix B for sample Check Ride Form.)

**2.5. Driver Training**

Training must be documented in the driver's file. Training may be accomplished through in-house programs or trainings offered by outside agencies, such as National Association of Professional Drivers (NAPD) hands-on driving classes or on-site National Safety Council classroom defensive driving programs.

**2.5.1 When to Train**

1. Initial Training – within first six months
2. Continual Training – annual update

3. Improvement Training as a result of accident, MVR record, operator deficiency observation, etc.

## **2.6. Accident Reporting and Investigation**

See Administrative Directive 6-3, Vehicle Accident and Employee Injury Investigation.

## **2.7. Vehicle Preventative Maintenance, Inspections, and Cleaning**

### **2.7.1. Vehicle Preventative Maintenance**

The Fleet Maintenance Section is charged with maintaining all City vehicles and equipment in a safe and reliable condition. This charge includes a preventative maintenance program and record-keeping system.

### **2.7.2. Vehicle Inspections**

Drivers are expected to conduct a pre-trip and post-trip inspection of each CDL vehicle and make a written report. Each vehicle operator should be taught how to correctly make a vehicle inspection and proper procedure on reporting defects in writing so that problems can be corrected accurately and quickly. Each non-CDL vehicle should be inspected on a weekly basis. Drivers should not operate any vehicle if it is determined to be hazardous. Every six months vehicles in excess of 8,000 pounds G.V.W.R require a safety lane certification and other vehicles get a complete inspection by a Fleet Section mechanic or designated repair/maintenance facility at least once per year.

### **2.7.3. Vehicle Cleaning**

Drivers are expected to keep City vehicles clean of any foreign debris (e.g. wrappers, soda cans, coffee cups) after every use. The exteriors of City vehicles should be cleaned on an as needed basis, and at a minimum of once per week if a vehicle is used at least once each week. Cleaning of the exteriors of City vehicles must include an underbody cleaning.

## **2.8. General Fleet Safety Responsibilities**

### **2.8.1. Supervisors in All Departments**

1. Confirm that no employee will operate a vehicle in which he/she has not met all operating requirements and can satisfactorily demonstrate complete familiarity with the vehicle and its functions.
2. Confirm each employee's driving competence through a check ride process in which findings are documented in writing.
3. Be alert in observing unsafe employee driving behaviors and make sure immediate corrective action is taken when necessary.
4. Review all preventable vehicle accidents with employees and discuss corrective actions needed.
5. Hold all employees accountable for preventable accidents according to City progressive disciplinary procedures.
6. Perform and document periodic check rides with all employees that operate vehicles.
7. Ensure that all unsafe vehicles are reported to Fleet Maintenance and are not operated until such discrepancies are corrected.
8. Confirm that all employees have received and have been briefed on this Fleet Safety Program and have signed the acknowledgement form.

### **2.8.2. Employees**

1. Required to adhere to all procedures outlined in this program.
2. Review Fleet Safety Program with supervisor and sign acknowledgement form once all questions have been addressed.
3. Conduct all required vehicle inspections for all vehicles operated and document findings.
4. Report all unsafe behavior or findings to the supervisor.
5. Continue to hold a valid license of the type needed to operate all required vehicles.
6. All employees operating a vehicle as a part of their job, either regularly or occasionally, are required to report immediately any suspension or revocation of their driver's license to department supervisor, who, in turn, will notify the department head, who will notify Human Resources. Failure of an employee to report any change in license status will result in disciplinary action and/or even termination.
7. Report all vehicle accidents immediately to supervisor.
8. Use of vehicle is restricted to official business unless prior approval is granted from the department head.
9. A "driver" may not operate a "motor vehicle" at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
10. Comply with all required aspects of the City's Drug & Alcohol Administrative Directives.
11. Comply with all required local, state and federal motor vehicle regulations, laws and ordinances.
12. The driver and ALL OCCUPANTS are required to wear safety belts when operating or riding in a motor vehicle. The driver is responsible to ensure all passengers are wearing their safety belts. Children under four years of age or under 40 pounds in weight are required to be secured in a Department of Transportation (DOT) approved child safety seat, unless more restrictive state requirements apply.
13. Each driver is responsible for ensuring that the motor vehicle is maintained in safe driving condition. At least daily, a walk-around safety inspection by the driver is required.
14. To push or pull another vehicle, without authorization from Fleet Maintenance is prohibited.
15. Do not transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and when necessary.
16. Trailers or other towed equipment must be fastened securely to hitches. Safety pins and pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle. Trailer lights will be inspected for operation and utilized as required.
17. Trucks or trailers will not be overloaded or loaded in such a way that items being transported extend beyond the confines of the bed haphazardly. Items subject to being picked up by the wind or falling from the cargo bed must be secured by use of chains, ropes, straps or other means. Loads extending beyond the limits set by state law must be equipped with appropriate warning equipment.
18. Loose objects such as tools, flashlights, soft drinks, lunches, etc. are not to be stored on vehicle dashboards, floorboards or wherever they might interfere with safe operation of the vehicle.
19. No more than three persons will ride in the front seat of any vehicle. Where only single seats exist, only one person shall occupy each seat.
20. No unauthorized persons will be allowed to ride in or operate vehicles.

21. Per the Illinois Vehicle Code regarding “electronic communication devices” (625 ILCS 5/12-610.2), driver use of an electronic device while operating a motor vehicle is strictly prohibited, except in an emergency. Driver use of an electronic device is only permitted if the electronic device is in a hands-free or voice-operated mode.
22. Running a vehicle in any City garage should be minimal, with the exception of building pressure for brakes for the specific vehicles that require this.

## **2.9. Backing Procedures**

Whenever a driver is forced to drive a vehicle in reverse, they face an extra challenge. Due to the difficulty of the task and the increased incident/accident exposure arising from backing, the following safe backing practices should be strongly adhered to:

1. Plan and drive your routes to avoiding backing situations whenever possible. Also, park where you will not need to back out of the parking space.
2. Backing of vehicles which do not allow a clear view will be done with the assistance of a guide or spotter. A second person in the vehicle will get out, standing to the side of the vehicle, and guide the operator using the appropriate hand and voice signals. If alone, the operator will get out of the vehicle and inspect the area immediately behind vehicle before backing. Employees or other persons in the area should be asked to assist. Do not back a large vehicle without assistance unless absolutely necessary.
3. Use all mirrors prior to backing – left, right, rear and any others that the vehicle may be equipped with.
4. Turn your head and shoulders to obtain a clear view through the rear window. Move your right arm off the steering wheel to the seat back to the right. Remain turned during backing, with the exception of briefly turning to check clearance of front corner of vehicle.
5. If you miss a turn at an intersection, don’t back around a corner to change direction. Instead, drive around the block. The extra few minutes might prevent a vehicle accident.
6. When backing over a sidewalk and into a street, stop at the sidewalk and make sure there are not small children playing close by. Stop again at the curb to make one last check on traffic before backing into the street.
7. Remember that, when backing, a turn of the steering wheel turns the front of the vehicle in the opposite direction. While backing, the front tires should be in line with the back wheel until the objects on each side have cleared the front bumper. Before backing into an unfamiliar area, get out and look for stakes, holes, and small poles.
8. If there is a remote possibility of a blind spot, get out and look before you have an accident.
9. Remember, if in doubt, get out and view the situation for hazards.

## **2.10. Vehicle Breakdown Procedures**

If a vehicle operator experiences mechanical difficulties during the operation of a vehicle, the following actions should be taken to prevent vehicle damage and/or injury to the driver or general public.

1. Fleet Maintenance must be consulted to determine if the vehicle can be driven back to the Fleet Maintenance garage or vehicle storage area.
2. If continued operation is impossible or hazardous, the following steps should be followed:
  - Call Fleet Maintenance Section immediately to notify supervisor of problems/request assistance.
  - If possible, move vehicle out of the flow of traffic and to the curb side or into a nearby parking lot.
  - Turn on emergency four-way flasher, if so equipped.
  - If unit is equipped with rotating yellow flashing light, turn it on.
  - Put out flares, safety cones, or triangular marker if available. Warning devices should be placed behind the disabled vehicle to provide sufficient warning to approaching traffic. This is required of all CDL license required vehicles and encouraged for all other types of vehicles.

- Lock unit. If unit is in traffic flow, i.e., state, county, or main artery right-of-way, call police and request protection.

### **2.11. Vehicle Idling Management Policy**

The City of Lake Forest utilizes a fleet of approximately 150 scooters, cars, light, medium, and heavy duty vehicles to carry out its municipal operations. Exhaust from these vehicles contains a variety of pollutants, such as nitrogen oxides, carbon monoxide, carbon dioxide, and other chemicals that form ground-level ozone (smog) and contribute to climate change. These pollutants may aggravate respiratory ailments (like asthma), cause lung damage, and may lead to cancer.

Unnecessary idling can waste approximately 1 gallon of fuel per hour in a diesel vehicle and roughly 0.75 gallons of fuel per hour in an automobile or light-duty vehicle.

Vehicle idling can also produce avoidable wear and tear on engines. Because an idling engine operates below its optimum temperature, residue deposits can form within the engine to reduce fuel economy by 5% and diminish engine life. Lower operating temperatures can cause premature corrosion damage to exhaust piping and mufflers.

**The City of Lake Forest Vehicle Idling Management Policy** (as noted below) is designed to improve air quality while realizing significant savings in fuel and operating costs:

1. When capable, no driver of a City of Lake Forest vehicle shall cause or allow a vehicle to idle for a period exceeding reasonable judgement. Drivers should always be cognoscente of idling.
2. The policy shall not apply to:
  - Emergency service vehicles, such as fire apparatus, police vehicles, or ambulances;
  - Vehicles standing in traffic;
  - Vehicles being serviced or repaired;
  - Idling when necessary to operate auxiliary equipment that is required to accomplish the intended use of the vehicle;
  - Idling to provide heat within the cab of the vehicle if the outside temperature is less than 32° F and there is no accessible temperature-controlled area within a reasonable distance; or
  - Idling to provide cooling within the cab of the vehicle if the outside temperature is more than 90° F and there is no accessible temperature-controlled area within a reasonable distance, and the vehicle is equipped with air conditioning.

### **3.0 Distribution:**

Employee Information Site, [www.citylf.org](http://www.citylf.org) under HR/Administrative Directives/Safety Policies.



Robert R. Kiely, Jr.  
City Manager

**APPENDIX A**

**QUALIFICATIONS OF DRIVERS BY TYPE OF VEHICLE OPERATED**

<b>Driver Matrix</b>								
<b>Vehicle</b>	<b>Initial/ Annual MVR</b>	<b>Initial/ Periodic Physicals</b>	<b>Initial/ Annual Driver Training</b>	<b>Initial Road Test</b>	<b>CDL</b>	<b>Drug/ Alcohol</b>	<b>Driver Qualif Files</b>	<b>Maint. Records</b>
Private Passenger and Class D – any motor vehicle with a GVWR of 16,000 lbs. or less	X		X	X		X At minimum time of hire		
Police Vehicle	X	X	X	X In specific vehicle		X At minimum time of hire		X
Class C – any single motor vehicle with a GVWR of more than 16,000 lbs, but less than 26,001 lbs., or any such vehicle towing another not in excess of 10,000lbs.	X	X	X Specific Vehicle Training	X In specific vehicle		X At minimum time of hire	X	X
Class B – any single motor vehicle with a GVWR of 26,001 lbs. or more, or any such vehicle towing another not in excess of 10,000 lbs.	X	X	X Specific Vehicle Training	X In specific vehicle	X	X	X	X
Class A- any combination of motor vehicles with a GVWR of 26,001 lbs. or more, providing the GVWR of the vehicle being towed is in excess of 10,000lbs.	X	X	X Specific Vehicle Training	X In specific vehicle	X	X	X	X
Rescue/Fire Apparatus	X	X	X Specific Vehicle Training	X In specific vehicle		X At minimum time of hire		X

Note: Shaded areas required by Federal Motor Carrier Safety Regulations

### **Qualifications for Drivers – Private Passenger and Class D**

- Valid driver's license
- 18 years of age
- MVR
- Initial driver training (includes vehicle orientation/familiarization)
- Road test (optional)
- Drug test (at time of hire and post-accident)

### **Qualifications for Drivers – Police Vehicles**

- Valid driver's license
- 21 years of age
- MVR
- Initial driver training (includes vehicle orientation/familiarization)
- Road test (optional)
- Drug test (at time of hire, random, post-accident)
- Physical exam

### **Qualifications for Drivers –Class C**

- 18 years of age
- Valid license
- MVR
- Initial driver training
- Road test
- Driver Qualification File
- Drug test (at time of hire and post-accident)

### **Qualifications for Drivers – Class B and Class A**

- 21 years of age
- Valid CDL license
- MVR
- Initial driver training
- Road test
- Driver Qualification File
- Drug test (at time of hire; random; post-accident)
- Physical exam

### **Qualifications for Drivers – Rescue/Fire Apparatus**

- Valid driver's license
- 21 years of age
- MVR
- Initial driver training (includes vehicle orientation/familiarization)
- Road test (optional)
- Drug test (at time of hire; random; post-accident)
- Physical exam

**DRIVER SAFETY ACKNOWLEDEMENT FORM**

I hereby acknowledge that I have received and read a copy of The City of Lake Forest's Fleet Safety Program. I agree to comply with the policies and procedures contained in the program.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's Name (Print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (Print)

## APPENDIX B

### THE CITY OF LAKE FOREST PUBLIC WORKS/PARKS & RECREATION DEPARTMENTS

#### CHECK RIDE EVALUATION FORM

Driver's Name	Date		Evaluator (Supervisor)		
<b>Section</b>					
<u>Pre-Trip</u>	<u>Never</u>				<u>Always</u>
Visual inspection	1	2	3	4	5
Fastens seat belts	1	2	3	4	5
Starts engine, checks instruments	1	2	3	4	5
Adjusts mirrors	1	2	3	4	5
<u>Aims High In Steering</u>					
Drives in center of lane	1	2	3	4	5
Selects proper speed	1	2	3	4	5
Avoids tailgating	1	2	3	4	5
Reduces speed if necessary	1	2	3	4	5
Steers smoothly	1	2	3	4	5
<u>Gets the Big Picture</u>					
Looks right and left at intersections	1	2	3	4	5
Looks behind before pulling from curb	1	2	3	4	5
Checks sides and rear	1	2	3	4	5
Anticipates others actions	1	2	3	4	5
<u>Keeps His Eyes Moving</u>					
Checks mirrors regularly	1	2	3	4	5
Yields to pedestrians	1	2	3	4	5
Avoids being boxed in	1	2	3	4	5
Avoids hard stops or turns	1	2	3	4	5
<u>Makes Sure They See Him</u>					
Signals and takes proper lane for turning	1	2	3	4	5
Taps horn to alert others	1	2	3	4	5
Makes eye contact	1	2	3	4	5
Signals before pulling from curb	1	2	3	4	5
<u>Leaves Himself An Out</u>					
Maintains safe following distance	1	2	3	4	5
Avoids blind spots	1	2	3	4	5
Is alert to parked cars	1	2	3	4	5
Allows adequate room to pass	1	2	3	4	5

COMMENTS AND SUGGESTIONS FOR TRAINING: \_\_\_\_\_

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