Motor Vehicle Operations Policy Example
Motor Vehicle Operations Policy

Occupational Restraints

• When riding in a vehicle, all occupants must use provided seats and wear seat belts.
• Ensure all passengers are secured (e.g., seat belts fastened, doors closed) before moving the vehicle.

Impaired Driving

• Never operate any vehicle while impaired.
• If involved in a motor vehicle incident, the driver may be subject to an appropriate Fitness for Duty (FFD) investigation per business unit guidelines.
• It is up to supervisory discretion to consider the use of a substance abuse screen in situations where it is believed that it is warranted, or, in situations where multiple preventable accidents have occurred to the same individual.

Distracted Driving

• Minimize driving distractions by using hands-free devices, speakerphone, or voice-operated dialing features and by letting incoming calls roll over to phone mail.
• If you determine it’s safe to take or make a call while driving keep calls short to limit distraction.
• If you must take a call when driving and if possible, suspend call then safely pulling over to continue conversation. Park as allowed in a safe place
• Be familiar with your phone and its features (e.g., speed dial, redial).
• Put on any hands-free accessories before driving.
• Position phone within easy reach.
• Use other electronic equipment (e.g., pagers, radios, and recording devices) carefully while driving. Do not allow the use of these devices to interfere with one’s ability to drive safely. If necessary, pull off of the road to use these devices.
• Be aware of any state or local regulations that prevent you from using phones when driving.

Drivers shall avoid:
• Eating meals, smoking, looking for loose items
• Reading books, newspapers, etc., or taking notes
• Applying cosmetics, shaving, etc.

Aggressive Driving
Operate all vehicles in a safe manner, using defensive driving techniques.
Do not drive aggressively.
Aggressive driving includes:
• Speeding
• Tailgating
• Failures to signal a lane change
• Running red lights and stop signs
• Weaving in traffic
• Yelling
• Making obscene gestures
• Excessive or inappropriate use of the horn

Operational Practices
Operate all vehicles according to applicable Department of Transportation (DOT) regulations.
• Do not operate a vehicle until all windows are free of dirt, ice, snow, frost, or anything that obstructs clear vision.
• Do not operate motor vehicle without authorization and a valid state operator license or permit applicable for the type of vehicle operated.
• Before operating a vehicle, visually inspect it to determine whether the vehicle is safe to operate.
• Before operating, become familiar with the vehicle’s controls.
• When driving a commercial vehicle, perform and document post–operational and pre–operational inspections, according to current DOT regulations.
• While operating a motor vehicle, observe all traffic rules and regulations.
• Before opening doors, observe traffic conditions
• Do not carry loose items on the front floors, front seat, rear window, or dash.
• Do not ride in trailers or other similar operating equipment being towed.
• Report any defects noted while operating a vehicle. Correct unsafe operating conditions before further use. Do not tow mobile equipment without using an approved hitch and safety chains adequate for the load.
• Use wheel chocks when provided with the vehicle. Chocks required for 1 ton and larger trucks.
• Always remain alert to other vehicle movements.
• During refueling, turn vehicle ignition off, do not smoke or use other portable electronic devices.
• During refueling, attend the nozzle.
• When possible, position vehicle to eliminate need to back up.

Back ing
• If you can pull through into a parking place, do so, instead of backing the vehicle into the space.
• When any vehicle with an obstructed view to the rear has to be backed, a guide shall be used when available.
• If a guide is not available, a 360° walk–around inspection should be performed and obstructions and other hazards in the pathway of the vehicle shall be identified and avoided.
• Prior to moving a parked vehicle, look under and around the vehicle.
• For the safety of the guide, the vehicle shall come to a complete stop before driver takes eyes off of guide.
Vehicular equipment having an obstructed view to the rear may not be operated in reverse unless:

- There is no person(s) exposed to the hazards created by the moving vehicle.
- The vehicle has a reverse signal alarm audible above the surrounding noise level.
- A designated employee signals that it is safe to do so.
- When the vehicle is backing up, the vehicle’s horn should be used to alert the surrounding area to the backing.

**Pre-driving Preparation**

- Plan your trip to allow extra time to arrive at your destination.
- Visually inspect it to determine whether the vehicle is safe to operate.
- Secure loose items to prevent them from rolling around during movement.
- Make appropriate adjustments to mirrors, seats, windows, etc. before driving.
- Review maps and/or driving direction in advance.
- Put on your seat belt.

**Periodic Vehicle Checks**

- Visual checks shall be made by drivers each time a vehicle is to be operated. These visual checks include:
  - Gauges
  - Fuel and fluids
  - Wheels and tires
  - Mirrors and mirror adjustment
  - Windscreen, including wipers
  - Lights, including headlights and directional, and brakes
**Emergencies**

In case of any vehicle trouble (e.g., a flat tire), pull off to the right side of the road, if possible, and use emergency flashers and warning signals.

*In case of an accident:*

- Stop the vehicle immediately or as near the accident as practical.
- Put on a traffic vest if one is available.
- Give assistance, and obtain medical first aid.
- Call the police, and notify supervisor as soon as possible.
- Exchange names, addresses, and vehicle insurance information.
- Do not discuss who is at fault.
- Get names of any witnesses to the accident
- Remain at the scene until you are no longer needed.
- Dial 911 or a local emergency number to report serious emergencies. Call the control room for emergencies on generation plant property.
- For roadside assistance while driving a company vehicle, call the emergency number provided by Fleet Services.
- Appropriate emergency equipment to have in company vehicles may include (but is not limited to):
  - First aid kit
  - Flashlight
  - Reflective safety vest
  - Space blanket
  - Light sticks
  - Fire extinguisher
  - Tire inflator/sealant
  - Reflective triangles/flares
  - Cold weather emergency items
  - Disposable camera
Incident Reporting and Analysis

• If an employee is in an accident involving a company vehicle, complete a vehicle accident report.
• If an employee has an injury from any kind of vehicle accident while on company business, complete a personal injury report.
• Employees who receive a citation for any of the violations listed below while operating any Company owned vehicle, must immediately report the citation to their supervisor and the appropriate DOT File Administrator:
  - Moving violations or parking violations issued by law enforcement.
    - Commercial motor vehicle driver “Out of Service” (OOS) violations issued by DMV.
    - Violations for vehicle being overweight, over height, or over length issued by the DMV.

Work Zone Safety

• Follow state and local regulations for establishing safe work zones.
• In Power Delivery, follow procedures for work zone setup.