



Safe Driving Policy Example

Summary

This standard describes the requirements and management processes to control risks, improve safety performance and increase awareness related to the operation of motor vehicles by all Company employees.

Target Audience

All employees holding a State Driver License and expected to drive on Company business must follow this standard. This applies to all Company business related motor vehicle operations including the use of: Company owned, leased, rented, Department Director Authorization (DDA), personal and off-road vehicles as well as unlicensed equipment.

Safety

Personnel injury or property damage may result from unsafe motor vehicle operation.

Requirements

1 Pre-Employment Screening

1.1 Human Resources conducts a pre-employment driving record review of every applicant. This review is done as part of the pre-employment screening process.

2 General Requirements – New Employees

2.1 Within 60 days of hire, all new employees expected to drive routinely on Company business must receive:

- New employee driver education, TECH-0081.
- A complete review on the Company motor vehicle standard and the Motor Vehicle Operation section in the current Code of Safe Practices (CSP) delivered by his or her supervisor or supervisor's designee.
- A written copy of the latest changes for the State Vehicle Code and related laws, TECH-0083wbt.

2.2 New employee job classifications that do not require driving on Company business are not required to complete driver education.

3 Driver License Verification

3.1 Any employee who drives a vehicle on Company business must have a valid State Driver License.

3.2 When the applicant (pre-employment review) has an out of state driver license, the applicant must obtain a valid State Driver License within 10 days of their start date. The applicant must have a valid State Driver License on the first day of employment if his or her position requires them to drive on Company business.

3.3 Employees transferring into a position that involves the routine operation of a motor vehicle for Company business (e.g. driving is part of the job) are asked to show a valid State Driver License to their supervisor. Refer to Attachment 2 – 's Rules of The Road.

4 General Requirements – All Employees Who Drive on Company Business (Drivers)

4.1 Drivers are required to receive and review a written copy of the latest changes every year from the State Vehicle Code & related laws, TECH-0083wbt.

5 Driver Observations (DELETED)

6 Loss of Driving Privileges

6.1 An employee who loses their driving privileges or has their driver license revoked must immediately notify their supervisor.

6.2 An employee must promptly (e.g. prior to the end of the current operational period or prior to the start of the next operational period) report all on the job moving violations to their supervisor.

6.3 Human Resources and the supervisor review all drivers (those who are required to operate a motor vehicle as part of their job) who lose their driving privileges for any reason and take appropriate action.

6.4 Drivers may not drive a motor vehicle on Company business until driving privileges are restored by the State Department of Motor Vehicles (DMV).

7 Driver Responsibility

7.1 It is the responsibility of each driver to follow the rules established by the State Vehicle Code at all times.

7.2 New laws are communicated via TECH-0083wbt. Transportation Services communicates these updates to employees annually and supervisors ensure all drivers review the new law changes.

7.3 Each driver must annually read, understand and sign Attachment 2 - 's Rules of The Road.

8 Commercial Class A, B, and C Drivers

8.1 Commercial Class A & B and Class C with hazmat endorsement adhere to Utility Standard Practice 3, (Regulated Commercial Vehicles and Drivers). Supervisors and all commercial license drivers follow TRAN-2001P-01, Commercial Driver's Fatigue Management Procedure.

9 Driving Requirements

WARNING Failure to follow these requirements may result in personal injury and property damage.

9.1 Supervisors ensure all drivers understand and comply with the requirements for driving a vehicle on Company business, including the following:

1. Vehicle Assignment and Use (Utility Standard Practice 12). The objective of this standard is to describe vehicle assignment and use for Company business.

2. Regulated Commercial Vehicles and Drivers (Utility Standard Practice 3). The objective of this standard is to describe state regulations and Company requirements for regulated commercial vehicles and drivers of those vehicles.

3. Code of Safe Practices Motor Vehicle Operation Section

a. The Code of Safe Practices (CSP) details the specific rules that must be followed when operating a motor vehicle. Employees must follow the rules in this section whenever driving a vehicle (Company, leased, rented or personal), on Company business.

4. Headlights On

a. All motor vehicles (Company, leased, rented or personal) being used for Company business must operate with the headlights of the vehicle turned on at all times. Parking lights and daytime run lights cannot be used in-lieu of headlights.

5. Vehicle Restraint

a. All employees and passengers inside a vehicle must wear a seat belt as required by law.

b. Additionally, a vehicle may not have the air bags or any other interior safety feature disabled during operation of the vehicle unless it is permitted by the manufacturer (e.g. turning off the passenger-side airbag for a small occupant/child).

6. Backing

a. Whenever possible and safe to do so, employees are to pull through or back into parking stalls. The area around the vehicle is inspected immediately prior to moving the vehicle (e.g. Circle of Safety) to ensure that chocks or other devices and equipment have been put back on the vehicle and that no hazards exist that may impact the employees or the vehicle.

b. Before backing a vehicle, drivers must request a passenger or other nearby Company employee, if available, to observe during the backing of the vehicle. Vehicles equipped with back-up cameras are to use the camera as a tool in addition to rear/side mirrors and observers when available.

7. Electronic Device Use

a. As required by State law (e.g. Vehicle Code §23123, 23123.5 & 27602), employees must not write, send, or read text-based communication on an electronic wireless communications device, such as a cell phone/smart phone, while driving a motor vehicle.

b. Employees must use hands-free operation while using cellular telephones when driving a motor vehicle, regardless of whether it is a Company cell phone or an employee owned cell phone.

8. Impaired Driving

- a. Employees are prohibited from driving a motor vehicle while on Company business after consuming alcohol. This mandate includes Company, leased, rental or personal vehicles. Violation of this requirement will result in discipline or termination of employment. Refer to Employee Code of Conduct.
- b. Employees are also prohibited from driving a motor vehicle while under the influence of an illegal substance or drug, while using prescription or non-prescription medication that can affect one's driving, or when fatigued (e.g. sleep-deprived.) Employees are obligated to inform their supervisors if taking any medication that might impair their driving ability.

9. Vehicle Inspection

- a. Employees must inspect their vehicle before use to ensure the vehicle is in safe operating condition and that all objects are secured both inside and outside of the vehicle. Commercial Regulated Vehicles follow criteria detailed in USP 3.

10. Motorcycle Usage

- a. Motorcycle usage is prohibited during normal working hours while on Company business. For purposes of this requirement, "on Company business" is anytime an employee is being paid for mileage to drive the employee's personal vehicle.
- b. IF an employee commutes on a motorcycle and needs to drive to another location for work purposes, THEN the supervisor must do one of the following:

- Provide a Company vehicle
- Provide a rental vehicle

11. Securing of Objects Inside and Outside Vehicle

- a. The State Vehicle Code requires operators of vehicles to ensure that loads are secure prior to moving the vehicle
- b. All objects, including equipment inside the vehicle must be securely stored.
- c. All objects carried or secured to the exterior of the vehicle (e.g., ladders, tools, water buckets, etc.) are secured such that they cannot fall off the vehicle while in transit.

12. 360 Degree Walk-arounds

- a. Employees must take precautions (e.g. backing into or pulling into parking stalls) for the prevention of backing incidents and running into stationary objects.
- b. All employees driving Company vehicles must complete a 360 degree walk-around prior to moving a vehicle from a parked location.

13. Rear-view Mirror Placard

a. All employees are encouraged use the rear-view mirror placards (SAFE-5000) as a visual reminder to conduct Job Safety Analysis for driving. This includes all vehicles and personal vehicles driven on Company business.

14. Cone Placement

a. Organizations utilizing cones as a tool for 360 Degree Walk-arounds, may consider the following recommendations. Cones may be placed on the street side of the vehicle, at the front and rear bumpers, as well as the middle of the front and rear bumpers.

15. Driver Observation Form (DELETED)

16. Blind Spot Survey

a. All field organization employees driving on Company business must complete blind spot survey assessments (SAFE-5001) on each class of their Company vehicles to identify vehicle blind spots. The survey is completed for an employee anytime they drive a vehicle type that they are not familiar with or have never driven before.

b. The survey must be completed biennially and as warranted for new employees or vehicles to the Organization.

17. Post-Incident Drivers Training

a. All employees who have been involved in a motor vehicle incident must receive the appropriate Post-Incident Drivers Training to help reduce the risk of future incidents.

b. Employees who are involved in a chargeable motor vehicle incident must attend and complete one of the following within 60-days:

- Customized Smith Drivers Training Course - TECH-0089 focuses on the prevention of backing incidents, rear-end incidents and incidents involving striking a stationary object.
- Academy Course - EQIP-0012, Driver Awareness Training (Behind the Wheel) combines 3 hours of classroom instruction with 5 hours or intensive, practical hands-on defensive driving activities.
- Smith System E-Learning/Computer Based Training - TECH-0082 WBT, combines two courses: Small Vehicle Forward Motion (1.5-hour) and Small Vehicle Backing (1-hour).
- Smith System Drivers Training Course - TECH-0089 combines traditional classroom and behind the wheel instruction.

9.1 (Continued)

18. Post-Incident Review Conference Call

a. Officers/Directors must ensure a conference call takes place within 10 business days after the completion of the investigation of a motor vehicle incident to review the incident details and discuss and agree on the level of discipline. Any action taken must be consistent across all organizations.

b. The Officer and/or Director of the organization, along with managers/superintendents, and the supervisor of the employee involved in the motor vehicle incident, must participate on the conference call.

c. The organization must use the Safe Practices Discipline Guidelines matrix to assist in the determination of the level of discipline.

10 Driving Behavior

10.1 Supervisors must ensure all employees who drive a motor vehicle on Company business understand and comply with the following:

1. Avoid distracted driving. Avoid performing tasks that distract the driver from their defensive driving duties. Examples of distracted driving while operating a motor vehicle include, but are not limited to:

- Writing
- Eating
- Grooming
- Application of make-up
- Smoking
- Reading
- Use of technology (e.g., cell phone, smart phone, computer, FAS, GPS systems, radio, CD, etc.)
- Occupants/Passengers of a vehicle may also be a distraction. Vehicle occupants are to assist the driver in their defensive driving duties and refrain from actions that may cause a distraction to the driver.

2. Avoid aggressive driving. Examples of aggressive driving while operating a motor vehicle include, but are not limited to:

- Speeding
- Tailgating
- Failure to signal for a lane change
- Running a red light or stop sign
- Weaving in and out of traffic

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- Cutting off other drivers
 - Intentionally slowing down in front of another vehicle
 - Passing over a double yellow line
 - Yelling at other drivers
 - Making obscene gestures
 - Excessive use of the vehicle horn

11 Motor Vehicle Incidents and Incident Investigation

11.1 Supervisors must ensure any person driving a Company vehicle keeps a Motor Vehicle Incident Packet (SAP Material Code 460001) in the motor vehicle glove box. All employees who use their personal vehicle (e.g. leased, rented or borrowed) while on Company business must have an incident packet. The packet contains the following materials:

- Employee Motor Vehicle Incident Report (Yellow Card). The Yellow Card provides instructions for employees who may be involved in a motor vehicle incident. Any employees involved in an incident are responsible for immediately reporting vehicle incidents, completing the Yellow Card, and turning it in to a supervisor.
- Certificate of Self-Insurance. This Certificate is shown to law enforcement officials upon request.
- Report of Traffic Accident (DMV Form SR 1). Each driver must complete the required DMV Form SR 1 and send it to the DMV after any vehicle incident involving a personal vehicle or a rented or borrowed vehicle driven on Company business where the incident led to injury, death, or property damage greater than \$750.
- Loss/Theft Vandalism Report. This report must be completed in cases of theft or vandalism. Any loss over \$1,000 must be reported immediately to Corporate Security.

11.2 The employee's supervisor must be an integral part of the motor vehicle incident investigation process. Unless the supervisor or designee is instructed otherwise by Law Claims, the supervisor or designee must determine the root cause and corrective action(s) to prevent re-occurrence of the incident. See Incident Notification, Investigation and Analysis (SH&C Procedure 202) which includes the Supervisor's Incident Packet (SIP) form. The Supervisor completes the investigation with assistance from the Safety Program Consultant.

12 "How Am I Driving Program" (1-800 Am I Driving Safely)

12.1 The Company has established a safe driving program that places decals on all Company vehicles with the following information: "How Am I Driving? Call 1-800-Am I Driving Safely". This program assists the Company in identifying good and poor drivers throughout the service territory.

12.2 If a driver receives an observation report, the employee's supervisor must review the observation report with the driver, counsel the driver using the Collision Countermeasures information, and submit the completed report within 15 days.

13 Performance Management

13.1 Failure to follow this standard, State Vehicle Code, Company Standard Practices, Code of Safe Practices, or guidance documents will result in Positive Discipline.

13.2 Supervisors must work with their local Human Resource (HR)/Labor Relations (LR) representative to determine if disciplinary action is required and if so, the appropriate level of discipline. The HR representatives must ensure the positive discipline administered is consistent throughout the utility.

13.3 Performance Goals and Measurement

- Officers/Directors must do the following:

- a. Report motor vehicle incidents in accordance with SH&C 202 Incident Notification, Investigations and Analysis.

- b. Discuss incidents to date (e.g. what occurred and why).

- c. Discuss key issues and implement corrective actions.

- d. Engage employees in motor vehicle incident prevention strategies.

13.4 Motor Vehicle Safety Performance is measured using an industry accepted performance metric, and is tracked by specific organizations (Primary Cost Center specific). Performance is based on an overall incident rate which is derived by multiplying the number of chargeable incidents by 1,000,000 and dividing by the mileage driven.

- a. Incident Rate = Number of chargeable incidents X 1,000,000 / Vehicle Mileage

13.5 This information is reported monthly on the Injury and Illness Statistics Report by Safety Engineering and Health Services.

END of Requirements

Definitions

Motor Vehicle Incident: An event involving a Company vehicle or personal vehicle used for Company business, which results in personal injury or in any amount of damage to a motor vehicle or personal property.

Chargeable Motor Vehicle Incident: A motor vehicle incident where the driver could have, but failed to take reasonable steps to prevent the incident.

Company Driver: Any employee driving while on Company business regardless of frequency or duration of vehicle operation.

Defensive Driving: A driver doing everything that can be reasonably done to prevent an incident. Driving to save lives, in spite of the conditions around you or the actions of others. Following the laws and regulations associated with driving. Anticipating what other drivers may do and taking evasive action to ensure your safety and the safety of other drivers. Drivers must have the desire and the ability to control accident producing situations. Drivers accept responsibility for avoiding accidents rather than passively surrendering to an adverse situation. Drivers have a positive attitude and they expect to prevent accidents by taking the initiative.

Distracted Driving: Any time a driver's attention is diverted from the task of operating a motor vehicle by activities, objects or events inside or outside the vehicle or by factors such as emotional stress or preoccupation.

Impaired Driving: Driving under the influence of alcohol, an illegal substance or drug, while using prescriptive medication or non-prescriptive medication or when fatigued (e.g. sleep-deprived) that can affect one's driving.

Driver Education: A program that focuses on Company motor vehicle standard practices and policies, driver awareness, defensive driving skills and the current Department of Motor Vehicles (DMV) rule changes/updates for review.

Incident Rate: The number of chargeable incidents per organization multiplied by 1,000,000 divided by the mileage driven by that organization and expressed in incidents per million miles.

Motor Vehicle: A device by which any person or property may be propelled, moved or drawn upon a highway, excepting a device moved exclusively by human power. This also includes off-road vehicles and trailers.

Implementation Responsibilities

Each organization implements this standard by:

- Supervisors use the Guidance Tailboard to communicate this standard to affected employees
- Superintendents/Managers ensure that supervisors in their organizations conduct tailboards on this standard
- Assigning roles and responsibilities (Attachment 1 – Delegation Matrix)
- Communicating the standard to all employees and having all employees responsible for operating a motor vehicle read, understand, and sign the Employee Agreement regarding Business Use of Motor Vehicle (Attachment 2 - 's Rules of the Road)
- Performing a pre-employment driving record review

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- Providing driver education to new and current employees
 - Performing driver license verification
 - Addressing loss of driving privileges
 - Enforcing applicable requirements - Motor Vehicle Safety Management
 - Performing motor vehicle incident investigations
 - Ensuring follow up on all observation reports related to the motor vehicle “How am I Driving” program
 - Partnering with Human Resources/Labor Relations to ensure performance management system is in place and administered effectively and consistently
 - Utilizing motor vehicle incident rates to track organizational performance
 - Maintaining required documentation
 - Validating required implementation

Safety Engineering and Health Services is responsible for:

- Issuing a Guidance Tailboard with this standard
- Supporting standard implementation
- Partnering with Academy/Transportation Services and specifying driver education resources
- Tracking motor vehicle incident rates in the monthly Injury and Illness Statistics Report.
- Measuring and evaluating the implementation of this standard
- Maintaining this standard