

## TGC FLEET SAFETY POLICY

Our County recognizes that the employees are our most valuable assets, and the most important contributors to our continued growth and success. Tom Green County is firmly committed to the safety of our employees. The County will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Traffic related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors of which the majority are uncontrollable. The purpose of this policy is to provide knowledge, awareness, a renewed sense of defensive driving practices and vehicle operations.

This policy applies to all candidates for employment as well as all current employees.

### **Recruitment:**

Tom Green County focuses its initial efforts on driver selection through a variety of resources, the first being the job application.

Driver selection will be made upon completion of a formal interview and background check to include contacting references and a negative drug screen.

Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, three violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

**Drug/Alcohol Testing:** Initial and periodic random drug and alcohol testing may be required in some positions. Testing will be conducted by a licensed medical facility designated by Tom Green County Risk Management. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

### **Job Requirements:**

All driver positions require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks. All prospective employees will be required to undergo a physical evaluation and if required, pass a Dept. of Transportation physical evaluation as well. Results of the physical evaluation will be compared to the necessary physical requirements to ensure the prospective employee can perform at the required levels of physical exertion. Commercial Drivers Licenses are required per regulatory agencies.

\*\*\*\*\*Use of seat belts and other safety devices are mandatory\*\*\*\*\*

### **Training:**

New hire and periodic training is required. All employees who drive or operate a Tom Green County vehicle are required to actively participate in a defensive driving class once every 3 years of employment. The class will be presented by the Risk Manager and will focus on saving lives, reducing injury and making safer, more aware drivers.

Two accidents or moving violations in a one calendar year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardized if accident frequency is above the required norm with no concentrated efforts being made for improvement.

### **Preventative Maintenance:**

To retain the safety and integrity of the vehicle, Tom Green County will provide the necessary resources to ensure all vehicles are operating at their best. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be maintained and promptly repaired are; brakes, tires, suspension, steering, lights, mirrors, windows, and windshield wipers.

Employees are required to conduct pre-trip vehicle inspections. Any unsatisfactory result must be forwarded to their immediate supervisor. Thereafter, the report will be forwarded to the maintenance department to confirm and complete repairs.

### **Accident Investigation Procedures:**

Tom Green County Risk Management realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers are required to be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third party insurance claims.

Drivers are required to notify the authority with jurisdiction over the area in which an accident occurs and see that an accident report is filled out with all relevant information. **Do not leave the scene of an accident.** Any additional information that the driver can provide shall be recorded in addition to an official report. **It is recommended that pictures of all vehicles and surroundings be taken post accident. This will assist with the claim, repairs and any disputes that may arise at a later date.** The Risk Manager or the Sheriff's Office can aid in this if other means are not available to the driver.

The employee/driver is to report all accidents immediately to the dispatcher and/or supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo. Hazmat operations, containment, and clean up will be coordinated by dispatcher, supervisor and/or driver.

### **Company Vehicles for Personal Use:**

Personal use of company vehicles is prohibited without prior permission from Commissioners Court. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. Use of the company vehicle is limited to travel to and from work and work related events. The vehicle is not to be used for personal and/or entertainment purposes. Employees are expected to use their discretion.

For an employee to be authorized the take-home use of a County vehicle, one of the following tests must be met:

Test 1: The employee is:

- (1) subject to frequent after-hours emergency callback or other unscheduled work, and
- (2) such unscheduled work involves the first response to a real or present threat to life or property requiring an immediate response, and
- (3) a specialized vehicle, tools, or equipment are required for the performance of emergency duties.

Test 2: The employee is:

- (1) subject to frequent after-hours callback, and
- (2) such call back arrangements are to locations other than the employee's normal duty station, and
- (3) a special vehicle, tools or equipment are required to perform after-hours assignments, and
- (4) an unacceptable delay in the response would result from the employee's return to the normal duty station to retrieve the needed equipment.

Test 3: Law enforcement personnel required to use an individually assigned vehicle during their normal tour of duty may use the vehicle for commuting purposes. While not on duty during such commutes, officers are expected to take action on incidences they may encounter. Any time spent responding to such incidents or callback return to work is work time and shall be reported as soon as practical.

Department Directors shall determine reasonable schedules and vehicle assignments for rotational, on-call coverage. For other purposes, the Commissioners Court, at the written request of the Department Director, will authorize full-time take-home vehicles based on the criteria described above. Records of authorizations will be kept in the Risk Management Department with the vehicle liability insurance files.

No personal use of take-home vehicles is permitted. For the purposes of this policy, the daily commute to and from the employee's duty station and normal meal periods within duty hours are considered official use.

Take-home vehicles may not be used for commuting travel outside of Tom Green County without approval of Department Directors.

## VEHICLE OPERATIONS

\*Persons who operate vehicles on behalf of the County should extend every courtesy to both traffic and pedestrians.

\*Employees shall operate vehicles and equipment in compliance with the traffic laws, operator licensing requirements, vehicle dimension and weight limits, and vehicle equipment requirements of the Texas Vehicle Code.

\***Illegal Drugs:** Driving any County vehicle or operating any County equipment while under the influence of, or in possession of, any illegal drug, except for the transportation of such drugs that have been confiscated as evidence, is strictly prohibited. Violation of this policy subjects the individual to disciplinary action, up to and including termination.

\***Alcoholic beverages:** No person shall operate County vehicles or equipment within four (4) hours of having consumed an alcoholic beverage or if legally under the influence of alcohol. County vehicles shall not be used to transport alcoholic beverages under any circumstances, except for the transportation of such beverages that have been confiscated as evidence, or used in intoxication detection training conducted by law enforcement personnel.

\***Tobacco usage:** Tobacco usage is prohibited in all County owned or leased vehicles and equipment.

\***Prescription Drugs:** No person shall operate vehicles or equipment if taking prescription medications that impair or impede their ability to operate a vehicle safely. Employees taking prescription drugs that may impact or impair their ability to safely operate a vehicle and/or equipment should immediately notify their manager and/or supervisor.

\*Only those employees specifically authorized and who possess a valid driver's license should operate vehicles on County business. **In no circumstances shall anyone other than a county employee operate any county vehicle.**

\*A driver should not permit unauthorized persons to drive, operate, or ride in or on a County vehicle except as required for official duties.

\*\*\*\*\*Seat belts must be used at all times by all occupants.\*\*\*\*\*

\*Employees should not permit anyone to ride on the running boards, fenders, or any part of any motorized equipment, except on the seats or inside the body walls. Riding in the backs of trucks is not recommended.

\*Employees should not ride on loose materials or equipment carried on trucks, nor should they ride on trailers or towed equipment, except when performing a job function.

\*Employees should not jump on or off vehicles in motion.

\*Windshields and windows should be kept clear of anything that may obstruct the vision of the driver.

\*Brakes should be tested by the driver at the start of each trip. The driver should report all defects and ensure necessary repairs are completed before the vehicle is put in operation.

\*Lights and other signaling devices shall be inspected daily. If found defective, they should be repaired before the vehicle is placed in operation. No vehicle may be operated at night -unless equipped with properly working headlights, taillights, and other necessary safety devices.

\*Vehicles should be checked daily using the TGC driver's vehicle inspection report as a guideline. Any vehicle that does not pass the drivers inspection should not be operated until it has been repaired or certified as safe for operation.

\*Materials and equipment should be loaded so as not to cause a hazard by shifting or being blown out of the vehicle. Heavy equipment and materials should be securely fastened.

\*Red flags during the day and red lights at night should be attached to equipment or material that extend more than 4 feet beyond the back of a vehicle. Red flags or approved clearance lights should be attached to loads extending more than 2 feet beyond the front of a vehicle.

\*Tools, materials, or equipment should not be permitted to extend beyond the sides of a vehicle. These items should be tied, anchored and secured.

\*While being towed, trailers or equipment should be securely coupled to the truck and joined by auxiliary chains or cable. Trailer lights should be hooked up and tested to insure proper function before use on a public road.

\*Trucks should not be operated with tailgates hanging or dangling.

\*Fuel tanks must not be filled while the motor is running. Fueling should be done in such a manner that likelihood of spillage is minimal. If a spill occurs, it should be disposed of properly, as required by the hazardous materials incident response policy. Fuel tank caps must be replaced before the engine is started.

\*Open flames or spark producing items must not be used near fuel storage tanks or around equipment being refueled. A dry chemical or carbon dioxide fire extinguisher rated 10Be or more shall be in a location accessible to the fueling area.

**No smoking shall be permitted within 25 feet of a fueling location. Posting a conspicuous sign in each permanent fueling area stating 'NO SMOKING WITHIN 25 FEET' is recommended.**