

Sample Motor Vehicle Safety Policy

Purpose: To reduce costs related to the purchase, maintenance and repairs of, and accidents involving, municipal fleet vehicles. Establishing a fleet loss prevention program that will apply to all municipal owned or leased vehicles and drivers will assist in reducing vehicle accidents and providing a safe, healthy and secure environment for our workers and the general public.

Responsibilities:

Department heads and supervisors shall:

1. Ensure that all new and existing municipal employees are familiar with the municipal motor vehicle safety policies and procedures, accident/incident reporting requirements and the accident review process, and frequently check on their compliance.
2. Personally review Accident Review Committee decisions and take all steps necessary to prevent future incidents and accidents.
3. Insist that all assigned vehicles are maintained for safe operation and ensure that only authorized personnel are allowed to operate municipal vehicles.
4. Ensure that unsafe vehicles are not driven until safety discrepancies have been corrected.

Employees are required to follow defensive driving practices, which are established for the protection of themselves, their fellow employees and the citizens of _____. Each employee driving a municipal vehicle shall:

1. Become familiar with and obey all municipal motor vehicle safety policies, procedures and provincial highway traffic rules and regulations.
2. Inspect the vehicle that he/she is about to drive in accordance with preventative maintenance procedures, and report to his/her supervisor in writing all defects noted during the trip or inspection (if any).
3. Report all motor vehicle accidents/incidents immediately in accordance with the accident/incident reporting policies and procedures.
4. Report immediately to the supervisor or department head any suspension of driving privileges and cease to operate any municipal vehicle until his/her privileges are reinstated.

The Risk Management Committee shall:

1. Report to the insurer any accident that may be insured and coordinate the claims settlement process, and handle non-insured claim settlements and recoveries from responsible parties.
2. Maintain complete records on municipal vehicle accidents/incidents.
3. Recommend safety equipment requirements and specifications for purchasing new vehicles.
4. Prepare guidelines and procedures for the Accident Review Committee.

The Human Resource Department shall:

1. When preparing job descriptions and job qualifications, take into consideration motor vehicle and equipment operation abilities.
2. Obtain the necessary authorization forms to obtain drivers' abstracts for new and existing employees.
3. Maintain information regarding drivers' qualifications, training and certification.
4. Assist in determining additional training requirements for those drivers deemed to be responsible for motor vehicle accidents.

The Accident Review Committee shall:

1. Review each Incident Report and Accident Report to determine if the employee's actions were consistent with municipal motor vehicle safety policies and procedures.
2. Determine what additional training or other positive action is required to deal with driver error.
3. Make recommendations for appropriate action in accordance with guidelines established by the Human Resources Department.
4. Evaluate the existing motor vehicle safety policies and procedures and determine if any changes should be recommended in light of the facts surrounding an incident/accident in an effort to prevent the occurrence of similar events in the future.