



Risk Management – Fleet Safety & Vehicle Use Guidelines City of Crystal Lake Administrative Directive

PURPOSE:

The City's insurance pool, the Intergovernmental Risk Management Action (IRMA), recommends that the City establish standards for vehicle use and employee qualifications to operate vehicles on City business. Where sections of this directive conflict with an employee's collective bargaining agreement, the collective bargaining agreement shall govern.

PROCEDURE:

Pre-Employment Evaluation of Driver Qualifications

The City's Human Resources Division may perform the following for positions where operating a vehicle is a condition of employment:

- *Application for Employment / Driver History Form:* The applicant may be required to complete the City's application for employment and complete the driver history form (*Directive Forms/Fleet Safety*), which authorizes a driver record abstract check.
- *Interview:* Specific questions regarding driving experience, previous training completed, and necessary driver skills may be addressed in the interview process.
- *Reference Checks:* The City may conduct reference checks on all prospective employees with previous employers for the last three (3) years prior to application. For CDL license holders, previous drug and alcohol testing results may be confirmed from all employers in the past two (2) years.
- *Driver Physical Fitness:* The City may consider the physical fitness of the driver before hiring, which also may be considered in the post-offer medical evaluation. Depending on the position, the physical qualifications may include both physical and mental conditions.

Driver Record Abstract Check

Pre-Employment Driver Record Abstract Check: For positions that require the employee to drive on City business, the Human Resources Division may perform a driver record abstract check. This abstract check may be performed as a condition of employment, and it is within the discretion of the City to not consider the applicant for employment if:

- The abstract indicates the applicant does not have a current valid license for vehicle(s) he or she will be driving. This may not apply where the City provides training, upon employment, for certifications to operate the vehicle.
- If the abstract indicates the applicant has one or more felonies or misdemeanors, as defined by the Illinois Vehicle Code (VIC).
- If the abstract indicates the applicant does not have a felony or misdemeanor, but the employee has three or more other violations.
- The applicant's license is pending court action.

Existing Employee Driver Record Abstract Check: As a condition of driving any vehicle on City business, including either a personal vehicle or a City vehicle, drivers must give the City of

Crystal Lake authorization to conduct a driver record abstract check and provide all necessary information for the check. Any driver who continues to drive on City business after refusing to authorize a driver record abstract check may be subject to disciplinary action, up to and including termination. Such drivers may be deemed to be acting outside the scope of their employment and may not be covered by the City of Crystal Lake's general liability and automobile insurance policies. In the event of a claim or suit arising while driving on City business under these circumstances, the driver may not be indemnified.

Annual Evaluation - The Human Resources Division shall check the driver record abstract at least annually, unless the City determines a more frequent check is necessary, including if the employee had a vehicular accident while driving on City business

Results of a Driver Record Abstract Check - Employees may be relieved of driving responsibilities based on the results of the abstract check. Since a suspension of the employee's authorization to drive may impact his or her employment, the employee's supervisor shall be notified if an employee's authorization to drive on City business is suspended or at risk of being suspended. Consistent with City-wide and department guidelines, procedures and organizational practice, including collective bargaining agreements, a City employee may be subject to discipline, up to and including termination for the following:

- No Valid Driver's License or the license is pending court action.
- A felony or misdemeanor vehicular violation per the Illinois Vehicular Code
- Three or more other vehicular violations per the Illinois Vehicular Code (other than a felony or misdemeanor violation) in last three years

Driver Training

Departments may use discretion in offering a wide variety of training based on Department needs, program costs and budgeted funds. The City may sponsor the following types of driver training (but not limited to the following):

- In-house training programs
- Trainings offered by IRMA such as National Association of Professional Drivers (NAPD) hands-on driving classes or on-site National Safety Council classroom defensive driving programs.
- Fire Service Vehicle Operator Program

Accident Reporting

Each City vehicle shall have an *Accident Reporting and Insurance Information* guide. When an employee driving a City vehicle is involved in a motor vehicle accident *within the corporate limits of Crystal Lake*, the employee will immediately contact SEECOM and request a police officer be sent to the scene, and if necessary an ambulance. For serious accidents or those involving injuries, the employee should contact 911 or *999. *If the accident occurs outside the corporate limits of Crystal Lake*, the employee will immediately call 911, or contact SEECOM for the nearest law enforcement agency.

If a police officer cannot arrive at the scene of a minor accident, the employee shall collect insurance and witness information from the other party or parties involved. When reporting the accident, the driver/employee will give the following information: Name, location of the

accident, whether or not anyone is injured, and whether or not the vehicles are drivable. Since an investigation will occur at a later time, the employee should never admit fault or liability. Employees must report all accidents to his/her supervisor as soon as it happens. An Illinois Traffic Crash Report shall be completed by a police officer for each accident. This is to be practiced whether or not there are any apparent injuries or vehicle damage.

City Insurance Risk Pool/Provider:

Intergovernmental Risk Management Agency (IRMA)
Four Westbrook Corporate Center, Suite 940
Westchester, IL 60154 708-562-0300

The City is exempt from producing the otherwise required insurance identification card (625 ILCS 5/7-601(b)(4)). If additional information is needed contact the City of Crystal Lake's City Manager's Office. Following a vehicular accident, if required by the law enforcement agency, the employee shall complete the crash report and process it appropriately.

All accident reporting and accident documentation shall be performed per *Administrative Directive: Risk Management - Accident Reporting Procedures*.

Accident Investigation

All reporting and investigation of accidents shall be performed per *Administrative Directive: Risk Management - Accident Reporting Procedures* and *Administrative Directive: Risk Management - Accident Investigation*. The immediate supervisor, or other employee authorized by the Department Director, of the "Driver" is responsible for completing the reporting documentation for all accidents.

Investigation reporting should be completed as soon after the accident as is reasonably feasible. Proper investigation of traffic accidents may include the following:

1. observe the accident scene and damaged vehicle(s);
2. interview witnesses;
3. obtain a copy of the police report, if available;
4. review the completed driver's report of accident; and
5. interview the "Driver."

This information will then be submitted to the safety committees for preventability determination per *Administrative Directive: Risk Management - Safety Committees and Accident Review*.

Corrective Action for Vehicular Accidents

The Executive Safety Committee may recommend additional driver training for preventable accidents. Employees may be subject to the following based on the determination of the Executive Safety Committee or the Department Director:

- In-house department defensive driver training: At a minimum, after the first preventable accident, the authorized driver shall be required to attend an in-house department driver safety program/training;

- State or nationally certified driver training: At a minimum, after the second preventable accident within two (2) calendar years, the driver shall be required to attend, a state certified or nationally recognized defensive driving course;

Employee discipline, up to and including termination, may be implemented by the Department Director for a vehicular accident in conjunction with, or without additional driver training depending on the severity of the accident and the employee's previous driving record.

Vehicle Inspections

Operators of City vehicles shall conduct a routine inspection of the vehicle to include, but not limited to: headlights and tail-lights, seat belts, horn, windshield wipers, tires, brakes, turn signals, and a weekly inspection of oil, battery and appearance. At least monthly, drivers shall document the visual inspection in a written report, performed in an organized manner, using a single, complete departmental inspection method. Drivers should not operate any vehicle if it is determined to be hazardous. Every six months CDL vehicles require a safety lane certification and other vehicles get a complete inspection from the Fleet Services Division or designated repair/maintenance facility.

Backing Procedures

Except in the case of an emergency, all employees operating City owned vehicles are required to conform to the procedures described in these guidelines with regards to backing up City owned vehicles. New employees shall view a "Backing Up" safety video prior to driving any City vehicle or backing any vehicle, or towing any trailer with a vehicle owned by the City of Crystal Lake. Whenever possible, employees shall plan driving patterns which would minimize or avoid vehicle backing. Prior to backing a vehicle, the employee driving shall be required to:

- Adjust all mirrors to maximize visual ability.
- A spotter shall be used when backing up, except in the case of extreme emergency or when the employee is driving a passenger vehicle.
- Walk completely around the vehicle to ensure that the surroundings adjacent to the vehicle have no obstructions that the vehicle may strike while backing up.
- Whenever an obstructed rearview is present, to ensure that there are no visual site line obstructions while backing a vehicle, there shall be only one employee in the vehicle while backing up.
- Turn your head and shoulders to obtain a clear view through the rear window, unless the vehicle has no rear window view, in such case the employee shall use the vehicle mirrors. 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.

In addition, use the following guidelines:

- If you miss 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.
- When backing over a sidewalk and into a street, stop prior to reaching the sidewalk and make sure there are no small children playing close by. Stop again at the curb to make one last check on traffic before backing into the street.

- If there is a remote possibility of a blind spot, get out and look. Remember, if in doubt, get out and view the situation for hazards.

Backing with a Trailer

Except in the case of an emergency, any vehicle that is pulling a trailer shall require at least one spotter when backing up. Prior to backing a vehicle with a trailer, the employee driving the vehicle shall be required to walk completely around the vehicle & trailer to ensure that they are aware of their surroundings adjacent to the vehicle & trailer and to ensure that there are no obstructions they may strike while backing up the vehicle & trailer. To ensure that there are no visual site line obstructions while backing a vehicle with a trailer, there shall be only one employee in the vehicle while backing up.

Vehicle Break-Down Procedures

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

- If the vehicle can be safely driven, return to the City garage or vehicle storage area.
- If continued operation is impossible or hazardous, the following steps should be followed:
 - Immediately contact the City's Fleet Services Division to report the problem(s) and/or to request assistance. If the breakdown occurs during non-business hours, you should contact the Fleet Services Division the next business day and your department should arrange for the towing of the vehicle to the Fleet Services garage.
 - If possible, move vehicle out of the flow of traffic and to the curbside or into a nearby parking lot.
 - Raise the hood and turn on emergency four-way flasher, if so equipped.
 - If unit is equipped with a rotating yellow flashing light, turn it on (to avoid battery drain, only exercise this option if the vehicle is running).
 - 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 City vehicles.
 - Lock unit if leaving the vehicle, if equipped with locks.
 - If unit is in traffic flow, i.e., state, county, or main artery right-of-way, call police and request protection.

Vehicle Use Guidelines

City owned and leased vehicles are used for conducting only City business, and the use of such vehicles is to the benefit and convenience of the City of Crystal Lake. Employees shall use City vehicles to carry out their assigned employment mission with actions that reflect positively on the City of Crystal Lake. Personal use of a City vehicle is prohibited, except as provided by separate employment agreements or City directives. All employees driving a City vehicle, including assigned vehicles and pool vehicles, shall abide by the following general regulations:

1. Vehicle Assignment: Whenever possible, each City vehicle shall be assigned to a specific individual for purposes of responsibility and for assurance of proper maintenance.
2. Vehicle Cleanliness and Security: Vehicles shall be kept neat inside and outside. Employees shall take every precaution to prevent debris or other transported items from being blown or falling off City owned vehicles, or from being discarded by vehicle occupants. Vehicle windows shall be closed and doors locked, if equipped with locks, when not in use and not stored in a City garage or apparatus bay.
3. Safe Operation: All City vehicles shall be driven safely and courteously. Violations of traffic laws by a City employee, while driving a City vehicle, is subject to review by their supervisor in addition to normal law enforcement procedures. The driver of a City vehicle is responsible at all times for not only the safe operation of the vehicle, but for the safe and lawful condition of the vehicle itself. Emergency response vehicles in the Fire Rescue Department and Police Department shall be driven per the department's emergency response operating procedures. Mechanical problems of a vehicle shall be immediately reported to the Department Director or supervisor who shall issue a work order for repair.
4. Driving Restrictions: Only City employees, authorized Police Department volunteers, and technicians servicing City vehicles are allowed to drive or operate a City vehicle.
5. No employee shall operate any vehicle without the approval of the supervisor responsible for said vehicle.

RESPONSIBILITY:

All City employees who drive a personal or City owned or leased vehicle on City business shall have the responsibility of familiarizing themselves with this directive and adhering to it.

The Human Resources Division shall coordinate all driver record abstract checks and receive the necessary information from the Illinois Secretary of State's office. Also, the Human Resources Division shall possess information for each vehicle operator as appropriate. CDL files shall be kept as required by law.

The City's Fleet Service Division of the Public Works Department shall maintain written records on all repairs and maintenance work performed on any vehicle, and schedule all vehicle repair and preventative maintenance. The Fleet Services Division shall be responsible for all vehicle repairs or tracking repairs when outsourced.

Department Directors shall be required to adhere to and enforce all procedures outlined in this directive and review findings of the Executive Safety Committee to prevent vehicle accident recurrence. Supervisors shall be required to adhere to all procedures outlined in this directive, including the following:

- 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.

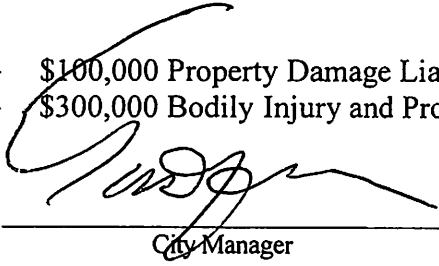
- The employee's immediate supervisor shall confirm each employee's driving competence through a check ride process in which findings are documented in writing. Check ride evaluation documentation (*Directive Forms/Fleet Safety*), or other form created by the Department, shall be used for all positions that include operation of a motor vehicle as a condition of employment, and shall be conducted on an annual basis.
- Be alert in observing unsafe employee driving behaviors and make sure immediate corrective action is taken when necessary.
- Confirm that all employees have received and have been briefed on these Fleet Safety and Vehicle Use Guidelines and have signed the acknowledgement form.

All employees shall be required to adhere to all procedures outlined in this directive, including the following:

- Comply with all required local, state and federal motor vehicle regulations, laws and ordinances.
- No employee shall operate a City owned or leased vehicle or a personal vehicle on City business after having consumed any alcohol, controlled substance, or prescription drugs without a prescription. At no time shall any City employee drive a City owned or leased vehicle or a personal vehicle on City business while intoxicated or under the influence of any controlled substance, alcohol or prescription drugs without a prescription.
- The "Driver" and all authorized occupants, as authorized by City directives and Department operating procedures, 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 per applicable State and Federal laws.
- Each "Driver" is responsible for ensuring that the "Motor Vehicle" is maintained in safe driving condition. The "Driver" shall perform a single, daily, pre-trip vehicle walk-around safety inspection.
- To push or pull another vehicle, or tow a trailer without authorization is prohibited.
- Any employee who is taking prescription or non-prescription medicine should notify his immediate supervisor if the product information or doctor or pharmacist warnings indicate that the substance may be reasonably expected to impair the employee's driving ability. Any precautions that should be taken as a result of the drug's use (i.e. should not drive or operate equipment, should avoid exposure to the sun, etc.) are to be furnished to the supervisor as well.
- Employees may not operate any vehicle for which they do not have a valid license, from a state in the United States of America, for the intended use and type of vehicle being driven. Employees shall be required to have the driver's license on their person when operating a vehicle on City business. Employees are required to immediately notify their supervisor of a suspended, revoked, or un-renewed license.
- When an employee operates his or her personal vehicle in service to the City his or her private insurance is primary. Each driver who operates his or her personal vehicle in service to the City must have a valid certification of insurance with the following minimum insurance requirements:
 - \$100,000 Bodily Injury Liability Per Person
 - \$300,000 Bodily Injury Liability Per Occurrence

- \$100,000 Property Damage Liability; or
- \$300,000 Bodily Injury and Property Damage Liability Combined Single Limit

Approved By: _____



City Manager

Original Effective Date: 1/30/2007

Revised: September 2012

Next Review: September 2014



Employee Acknowledgement:
City of Crystal Lake Fleet Safety and Vehicle Use Guidelines

By signing this form, I acknowledge that I have received and read the City of Crystal Lake's Administrative Directive #2007-01 Fleet Safety and Vehicle Use Guidelines (herein referred to as "guidelines"). I acknowledge that these guidelines may be updated from time to time. I understand that I am responsible for familiarizing myself with the guidelines and violations of the guidelines may result in discipline up to and including termination of my employment I further understand that the guidelines do not create or grant any contractual rights to me. I agree to comply with the directives and procedures contained in the guidelines. Furthermore, I understand that the City of Crystal Lake shall conduct a driver record abstract check on my driving record to use in determining if I will receive or maintain authorization to drive on City business.

As a condition for driving any vehicle on City business, you must sign and acknowledge the receipt of the City's Fleet Safety and Vehicle Use Guidelines. The City of Crystal Lake will conduct a check of your driver record abstract if you meet any of the following situations:

1. Employee who drives or who is expected to drive on City business, whether using a City or a personal vehicle.
2. Individual offered employment into a job for that authorization to drive on City business is a requirement of the job.
3. Anyone who has had a vehicular accident while on City business or in a City vehicle, irrespective of the frequency of driving on City business.

Please indicate which category applies to you:

- Driving on City business is not a requirement of my job; therefore, a driver record abstract check does not need to be conducted.
- *Driving on City business is not a requirement of my job; however, occasionally, I may have the need to drive on City business. Therefore, a driver record abstract check will need to be conducted.
- *Driving on City business is a requirement of my job and a driver record abstract check will need to be conducted.

Please Note: By signing this form you are acknowledging that your license is not pending court action.

Employee Signature

Date

Employee Name (Print)

**If checked, complete below information:*

Driver's License Number

Expiration Date

Date of Birth