

**Business/Non-Industrial Operations**

**Transportation**

**CREC Vehicle Safety**

CREC wishes to ensure the safety of those individuals who drive and ride in company vehicles. Vehicle accidents may result in injury to individuals and are costly to CREC; it is a driver's responsibility to operate a vehicle in a safe manner to prevent injuries and property damage. CREC complies with all applicable state motor vehicle laws and regulations relating to driver responsibility. CREC expects each employee driver to drive in a safe and courteous manner.

Policy adopted:            October 15, 2008

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

## **Business/Non-Industrial Operations**

### **Transportation**

#### **CREC Vehicle Safety**

1. The use of a CREC vehicle while under the influence of intoxicants and/or drugs is forbidden and is sufficient cause for discipline, including dismissal.
2. No driver shall operate a CREC vehicle when their ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
3. All drivers and passengers operating or riding in CREC vehicles must wear seatbelts at all times, even if air bags are available.
4. No unauthorized personnel/individuals (e.g., hitchhikers) are allowed to ride in CREC vehicles.
5. Drivers are responsible for the security of CREC vehicles assigned to them.
6. Headlights shall be used ½ hour after sunset and ½ hour before sunrise, during inclement weather, or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
7. All state laws, local laws, or D.O.T. and DMV Safety Regulations must be obeyed.
8. Cellular telephone use is prohibited while operating CREC vehicles.

#### **Driver Eligibility**

1. CREC vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members/friends are not authorized to drive CREC vehicles.
2. Any employee who has a driver's license revoked or suspended shall immediately notify their direct supervisor and immediately discontinue operation of a CREC vehicle. Failure to do so may result in disciplinary action, including dismissal.
3. All accidents, regardless of severity, must be reported to the director of operations, who will notify the police and then the appropriate division director.

4. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
5. Drivers must immediately report to their direct supervisor all summonses received for violations during the operation of a company vehicle.
6. All commercial drivers' license (CDL) drivers must comply with all applicable DMV regulations, including successful completion of medical, drug, and alcohol evaluations.
7. Motor Vehicle Records will be reordered periodically to access employees' driving records. An unfavorable record will result in a loss of eligibility to drive a CREC vehicle. The following system will be used to determine eligibility to operate a CREC vehicle:
  - ALL TYPE "A" VIOLATIONS (as defined below) WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL EMPLOYEES.
  - ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING COMPANY VEHICLES:
    - One (1) or more type "A" Violations in the last 3 years
    - Three (3) or more accidents (regardless of fault) in the last 3 years
    - Four (4) or more type "B" violations in the last 3 yearsAny combination of accidents and type "B" violations which equal Four (4) or more in the last 3 years

Type "A" Violations:

- Driving While Intoxicated
- Driving While Under the Influence of Drugs
- Negligent Homicide Involving a Motor Vehicle (gross negligence)
- Operating During a period of Suspension or Revocation
- Using a Motor Vehicle for the commission of a Felony
- Aggravated Assault with a Motor Vehicle
- Operating Motor Vehicle Without the Owner's Authority (grand theft)

- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type “B” Violations:

- All Moving Violations not listed as type “A” Violations

**Transportation-Defensive Driving Rules**

1. Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
  - Drivers of passenger vehicles should keep a minimum of a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
  - Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo, and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
2. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety’s sake at any time. Pedestrians and bicycles in the roadways always have the right of way.
3. Avoid driving in other driver’s blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
4. Drivers must honor posted speed limits. In adverse driving conditions, reduce the speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
5. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
6. When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.

7. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
8. When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
9. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
10. Avoid backing where possible, but, when necessary, keep the distance traveled to a minimum and be particularly careful.
  - Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing and/or have someone guide one.
  - Back to the driver's side. Do not back around a corner or into an area of no visibility.

### **Vehicle Inspection**

Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

- Inspection is the responsibility of the assigned driver.
  - Drivers of D.O.T. regulated vehicles are required to inspect their vehicle prior to usage, documenting and notifying the office of deficiencies found.
  - In addition to inspections required by law for passenger vehicles, routine inspections of critical items, such as brakes, lights, tires, wipers, etc., must also be completed by drivers of passenger vehicles.
- The vehicle should be cleaned (interior & exterior) regularly to help maintain its good appearance for you and CREC. A clean vehicle makes a good impression on customers.

## What To Do in Case of An Accident

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

- Call for medical aid if necessary
- Secure accident scene – pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Notify the office immediately
- Record names and addresses of driver, witnesses, and occupants of the other vehicles, witnesses and any medical personnel who may arrive at the scene
- Complete the accident form located in the vehicle registration package. Pertinent information to obtain includes:
  - License number of other drivers
  - Insurance company names and policy numbers of other vehicles
  - Make, year, model of other vehicles
  - Date and time of accident
  - Overall road and weather conditions
  - Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.

Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DO NOT argue with anyone.

- Provide the other party with your name, address, phone number, drivers license number and insurance information
- Cooperate fully with any follow-up from Claims personnel

Reference: Selective Insurance Company of America

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