



# **FLEET SAFETY MANUAL**

Financial Management & Administration  
**RISK MANAGEMENT & SAFETY DIVISION**

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*Section A*

## **SAFE DRIVER PROCEDURE**

### **SAFETY IN JOHNSON COUNTY**

It is the intent of Johnson County to engineer, provide and maintain safe working conditions, and require safe work practices. It is the intent of the County to utilize modern techniques and modern devices for the prevention of accidents.

It shall be the aim of each department/agency to strive continually to develop in all employees a personal responsibility in preventing injury to themselves and to those with whom they work.

### **FLEET SAFETY**

The personal safety and health of each employee and the safety of the public are of primary importance. Every attempt will be made to reduce the possibility of accidental occurrences that may result in injury or property damage.

Motor vehicles are essential in providing necessary services to our community and consumers. Accidents involving these vehicles affect the organization in terms of injury, lost time, and property damage, as well as limit our ability to provide the services to which we have committed.

Johnson County is morally committed to providing safe working conditions, complying with all safety and traffic laws and ordinances.

Johnson County will maintain a fleet safety program conforming to the best practices for public entity organizations. The program will include qualification, training and supervision of drivers and employees, establishment of safe practices and rules, planned inspection and maintenance of vehicles, reporting, investigation and review of accidents.

With each employee's cooperation we can minimize the number of accidents and subsequent costs associated with vehicular accidents. Only through all of our cooperative efforts can this program be effective.

*Section B*

## **FLEET SAFETY RESPONSIBILITIES**

Departments have ultimate responsibility for the fleet's safety performance. This responsibility must be extended, and authority delegated, in a direct line through the department levels to the drivers and other responsible employees. This responsibility must be accepted and responsible individuals held accountable for safety performance.

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<u>POSITION</u>	<u>RESPONSIBILITIES</u>
Drivers and Operators	<p>Be at least 18 years of age.</p> <p>Maintain a valid driver's license and good driving record.</p> <p>Follow all laws and regulations and any departmental rules that apply.</p> <p>Practice courteous and defensive driving at all times. Be an example for others to follow by careful and thoughtful driving. This may require special attention when certain conditions exist that is not normal.</p> <p>Attend and participate in training classes as required - both classroom and hands-on.</p> <p>Assure that interiors and pickup beds and flatbeds are free of trash and debris. Secure all objects (i.e., fire extinguishers, first aid kits, tools) that could become projectiles in a collision.</p> <p>Perform daily pre-inspection before operating any vehicle for essential and all safety related items. Use the checklist on page 20 of this Manual</p> <p>Report all mechanical problems to immediate supervisor.</p> <p>Report all incidents and accidents as instructed.</p>

## ***Section B***

Driver's Immediate  
Supervisor and Manager

Screen and hire qualified drivers.in accordance with the Driver Eligibility references on page 28 of this manual. Participate in and facilitate complete and appropriate training procedures and assure operator orientation is completed before operation for new drivers.

Motivate compliance with safety rules and policies.

Incorporate safety performance in overall performance reviews and include improvement plan if needed.

Be cognizant of driver concerns and problems and assist in resolution.

Assure vehicles are maintained, reported mechanical problems are corrected and maintenance records are kept.

Observe operation of vehicles and evaluate performance and practices of drivers on a timely basis. Follow up on all reports of unsafe practices and implement corrective action.

Complete accident investigations and document as soon as possible. Corrective measures shall be addressed with the responsible employee as well as the Department Manager.

Department Manager

Support County wide and departmental safety policies.

Support immediate supervisors in fleet loss control efforts.

Assure employees and supervisors attend safety training.

Ensure that vehicles and equipment are properly designed and equipped to fulfill the driver's need.

Train or reinforce operators and drivers to anticipate possible risks or circumstances and ways to avoid accidents and losses.

Participate in accident investigation of fleet losses and take action to delegate corrective actions and follow through with corrective measures.

***Section B***

Risk Management/Safety

Develop an accident control plan and program.  
Officer

Conduct and/or assist in driver and operator training.  
Assist in establishing safety courses and driver training.

Assist in setting driver standards and qualifications. Order and monitor motor vehicle records on all drivers of County owned vehicles.

As requested, assist in the appropriate inspection, maintenance, repair, and replacement of vehicles.

Collect, review and distribute information on accidents or losses including recommendations for corrective action.

Evaluate performance and progress, by department/agency, of all levels of loss control procedures on a timely basis and report those findings to department officials.

*Section C*

## **DRIVER ORIENTATION**

Within the first ten (10) days of employment, or before driving a County owned vehicle if such assignment is within ten (10) days of employment, each driver shall receive a detailed department orientation on the County's Safe Driver Program, procedures, rules and expectations. Throughout the orientation and training period, the basic issues of safety and procedures shall be stressed. The driver should have a thorough understanding of their role as a safe and defensive County driver.

### **ORIENTATION COMPONENTS**

The orientation shall consist of the following components:

- Review of Safe Driver Policy and Program
- Review of Safe Driver Rules and Practices
- Review of driver training requirements
- Review of required pre-trip inspections
- Review of mechanical reporting procedures
- Review of what to do in case of an accident
- Review of accident reporting procedures
- Review of passenger assistance techniques (if applicable)
- Review of Commercial Driver's License (CDL) special requirements (if applicable)

All orientation steps are to be documented and placed in the employee's personnel file.

*Section C*

## **DRIVER TRAINING**

Defensive driver training is mandatory for all Primary and Intermediate drivers and eligible Volunteers, contract workers, and others determined by the County of County owned, leased, or personal vehicles used for County business. Defensive driver training is optional for Occasional drivers at the department/agency's discretion. It is recommended that employees driving their personal vehicles on County business attend the training.

Basic training shall include:

- 8 hour defensive driving course – Certified every 3 years
- Annual refresher.

\*Specialized training may be necessary and is available for:

- specialized heavy equipment
- winter operations
- first aid
- van driver
- accident reporting

All primary and intermediate drivers shall attend defensive driver training at a minimum of once every three years as well as any required refreshers and/or any of the above specialized training.

Drivers will be subject to remedial training as determined by the Accident Review Committee.

*Section E*

## **DRIVER ELIGIBILITY**

### **MOTOR VEHICLE RECORDS**

Risk Management shall maintain a record of all drivers of County vehicles and drivers of personal vehicles on County business. A MVR shall be ordered at the time of hire on all primary, intermediate and occasional drivers and annually, thereafter. Each record shall be graded and points assigned per the Motor Vehicle Record Evaluation form. Any record with violation points graded as Poor (6 points or more) will be immediately forwarded to the HR department for evaluation. Employees with a Poor grade are not eligible to drive on County business. Records will be ordered at the request of a department/agency, Risk Management, Human Resources, or others as appropriate.

If, in grading and assigning points to a record, it is determined and confirmed by the issuing State that the violation was received while driving a County vehicle, both the department and Human Resources will be notified of the violation.

If, in reviewing a record, it is found that the driver operated or is operating a County vehicle with a suspended or revoked license, the driver's department and Human Resources will be notified.

It shall be the responsibility of the department to notify Risk Management that an employee is in a driving position or could be driving a County vehicle or driving a personal vehicle on County business on a regular basis as stated below in order to perform their assigned duties. Driving frequency shall be used to assign one of the following Driver Categories, to each driver:

**PRIMARY DRIVER (P)** - Typically requires vehicle operation a minimum of 25% of the time. Examples would include Truck Drivers, Couriers, Equipment Operators or any positions requiring excess amounts of in-town or out-of-town driving.

**INTERMEDIATE DRIVER (I)** - Typically requires vehicle operation between 5% and 25% of the time. These positions would require daily vehicle operations, on the average, usually not exceeding 1-2 hours of travel time per day.

**OCCASIONAL DRIVER (O)** - Typically requires vehicle operation less than 5% of the time. These positions require very little vehicle operation; however, it is a job necessity to operate a vehicle on occasion.

Any employee who operates a County-owned or County-leased vehicle for any purpose or uses, with authority, a privately-owned vehicle for County work-related purposes must be 18 years of age or older unless specifically authorized by a Department/Agency Leader

Risk Management will request each Department / Agency to provide Risk Management an annual updated list of employees who drive County vehicles or who may use personal vehicles on County business.

**Section E**

**MOTOR VEHICLE DRIVING RECORD EVALUATION  
JOHNSON COUNTY, KANSAS**

**TIME PERIOD CONSIDERED**

Driver records for Major Moving violations (as defined below) will be reviewed within the past (5) years.

Driving records for all other moving violations will be reviewed within the past three (3) years. Violations will be considered and points assessed based on the date of conviction.

If an employee's driver's license is currently suspended or revoked; that person will not be eligible to drive on County business.

**MAJOR MOVING VIOLATIONS DEFINED**

- Hit and run accident/leaving the scene of an accident.
- Driving under the influence of alcohol or drugs including no contest, guilty plea, diversion program or ignition interlock device
- Refusal to submit to a chemical test
- Any felony, homicide, or manslaughter involving the use of a motor vehicle.
- Reckless or careless driving
- Attempting to elude an officer of the law
- Failure to appear for court date
- Intentionally driving without a license, driving in violation of restrictions, driving on a suspended license or revoked license
- Failure to maintain continuous liability insurance on your vehicle

**CITATION CATEGORIES**

**Points**

Major moving violations (if date of conviction is within 3 years) 6  
Major moving violations (if date of conviction is over 3 years ago) 4

Suspensions:

Current license suspensions; ineligible until reinstated  
Any license suspension (if end date of suspension is within 3 years) 3

Speeding 2  
All other moving violations 1

**Points will be reduced for:**

No moving violations within past 12 months 1 Credit  
No moving violations within past 18 months 2 Credits

*Section E*

**POINT EVALUATION**

Best	0-2
Satisfactory	3-4
Questionable	5
Poor / Disqualified	6 or more

Applicants with 6 points or more are not eligible for employment if the job duties of the position require the person to drive on County business. Current employees with 6 or more points are not eligible to drive on County Business.

*Section F*

## **SAFE DRIVER RULES**

Safe Driver Rules shall be reviewed with all drivers annually to reinforce the importance of the Rules and the accident control program. Annual review should be documented and placed in employee file.

### **GENERAL**

Vehicles are to be driven in a manner such as to create a favorable impression to the public.

Regardless of any other considerations, do not take chances. Doing your work safely is more important than doing your work on time.

Keep your mind on your driving. Do not allow yourself to become distracted.

### **ACCIDENTS**

Stop immediately.

Stay calm.

Call for help, police and medical assistance.

Render all reasonable assistance to injured persons.

Protect the accident scene.

Get the names of persons involved and witnesses.

Do not make a statement of any kind to anyone and in front of any witness other than your supervisor, a police officer, or a representative of the County.

Do not admit responsibility.

Accidents involving injuries, fatalities or in which a citation for a moving traffic violation are to be reported to the supervisor immediately after 911 has been accessed due to an injury or fatality.

Complete Preliminary Accident Report at the scene.

### **ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES<sup>1</sup>**

County vehicles shall not be operated by anyone whose ability to drive is impaired by the use of alcohol, illicit drugs, prescribed medications or over-the counter medicines

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<sup>1</sup>Johnson County Human Resource Policy 404 -2

## *Section F*

### **WIRELESS COMMUNICATION DEVICE USAGE**

**Do not use a mobile phone while driving, do not send, read, or write text messages by means of any electronic device except as allowed by Kansas Law in emergency situations.**

*KSHB No. 2132*

*No person operating a motor vehicle shall send, read or write a text message by means of an electronic wireless communications device. The provisions of this subsection shall not apply to a voice-activated global positioning or navigation system that is permanently affixed to the motor vehicle.*

*(b) Subsection (a) does not apply to a person operating:*

*(1) An authorized emergency vehicle; or*

*(2) A moving motor vehicle while using an electronic wireless communications device to:*

*(A) Report illegal activity;*

*(B) Summon medical or other emergency help;*

*(C) Prevent injury to a person or property; or*

*(D) Relay information between a transit or for-hire operator and the operator's dispatcher, in which the device is permanently affixed to the motor vehicle.*

### **DRIVER'S LICENSE**

All drivers must have in their possession a proper, valid driver's license from their state of residence when operating a vehicle on County business. Each department shall be responsible for annually verifying driver and license status and providing Risk Management with updated and current information.

It is the Department Manager's responsibility to verify that an employee operating a County vehicle or a personal vehicle on County business possesses a current, valid driver's license. It is the employee's responsibility to notify their supervisor or of any change in their license status.

### **EMERGENCIES**

Get completely off the traveled roadway for an emergency stop. If possible avoid curves, hills or locations where the view may be obstructed.

If your vehicle is stopped or unattended on the shoulder of the highway:

Set the parking brake to prevent movement

Use four-way flashers and set up reflective triangles if your vehicle is equipped with them near the vehicle and at about 100 feet to warn approaching traffic.

### **EMERGENCY EQUIPMENT**

Flasher lights on trucks, cars, and equipment shall be used only as emergency or work conditions require. Flasher lights are not to be used as an excuse to gain the right of way or to break traffic rules. Their purpose is for protection of the employees and work areas and as a warning device for pedestrians and vehicular traffic.

## *Section F*

### **EMERGENCY KIT - FIRE AND FIRST AID EQUIPMENT**

All response vehicles, material transporting and passenger vans shall be supplied with secured fire extinguishers. Such extinguishers should be checked, per the manufacturer's recommendation or no less than annually, to assure proper operation. Extinguishers that have exceeded the annual inspection date should be immediately inspected by a certified inspector or replaced.

All drivers will be trained in the use of fire extinguishers.

Drivers may offer the use of fire extinguishers to owners of civilian vehicles on fire. No employee should personally use the fire extinguisher on civilian vehicles (except emergency personnel).

A First-Aid kit shall be in all vehicles and stored in a crash resistant manner. The kit should be checked monthly to assure that any dated contents are removed, updated and resupplied. First Aid kits are not to contain any aspirin or analgesic medication.

### **FOOD & DRINK**

Food is not to be consumed while driving a motor vehicle. Drinks should only be consumed when they will not become a distraction. See Driving Direction section for more information.

### **FUELING VEHICLES**

Static electricity can cause a fire when fueling a vehicle. Never get back into a vehicle while waiting for it to fill with gas. If a driver must reenter the vehicle while gas is pumping they should make sure that they exit the vehicle and close the door by touching the metal before they ever pull the nozzle out of the gas tank. Never use a cell phone or other wireless communication device while pumping fuel gas, diesel and cng. For drivers of vehicles equipped with CNG Compressed Natural Gas additional training shall be provided by the department.

#### **How to Fast Fill a Vehicle using Compressed Natural Gas:**

- Attach hose to vehicle.
- Remove hose from dispenser (pull yellow collar back then pull connection away) and attach to vehicle. Use a collar similar to compressed air quick-couplings.
- On end of dispenser hose, turn nozzle 180 degrees from "Vent" to "Fill." You will hear a hiss of gas.
- Enter Pro-Key into Fuel Master unit and initialize.
- Flip the red paddle on the side of the unit up. Do not touch the red lever that turns.
- Unit will run briefly, then stop, then resume complete fill.
- Wait until fill is complete; this is when the gas stops dispensing for more than 5-10 seconds.
- Flip the red paddle on the side of the unit down. Do not touch the red lever that turns.

## ***Section F***

- On end of dispenser hose, turn nozzle 180 degrees from “Fill” to “Vent.” You will hear a hiss of gas.
- Remove the hose from the vehicle by pulling the yellow collar back, then pulling the connection away. Reconnect the hose to the side of the dispenser.

### **How to Time Fill a Vehicle:**

Hook up hose.

Remove hose from holder and attach to vehicle. Use a collar similar to compressed air quick-couplings.

On end of dispenser hose, turn nozzle 180 degrees from “Vent” to “Fill.” You will hear a hiss of gas.

Leave vehicle overnight. Dispenser will fill at a rate of 24 gallons per hour, and operate only at times programmed in the unit. Time to dispense complete fill will depend on total amount of gas required for all posts being used, and the programmed operating time of the unit.

When you are ready to detach, turn nozzle 180 degrees from “Fill” to “Vent.” You will hear a hiss of gas.

Remove the hose from the vehicle by pulling the yellow collar back, then pulling the connection away. Replace the hose in its holder.

## **HEADLIGHTS**

When vehicles are in motion, headlights must be on, day or night.

## **INCLEMENT WEATHER**

Use of County vehicles in inclement weather is to be a decision by the department/agency head in conjunction with Risk Management, considering the type(s) of services that are required to be provided and alternatives available to providing those services. Any driver who is not comfortable operating a County vehicle or their personal vehicle on County business during inclement weather should advise their supervisor or manager of their apprehension or concerns.

## **OPERATION OF A COUNTY VEHICLE**

Operators of County vehicles must be at least 18 years of age, unless specifically authorized by a department/agency leader. An employee or volunteer shall not drive or operate a County vehicle unless assigned or granted permission. A County employee or volunteer shall be granted permission for the use of County vehicles through their appropriate department director, manager or supervisor, per department procedures.<sup>2</sup>

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<sup>2</sup>Johnson County Human Resources Policies and Procedures, Policy 404, Proc. 404-2

***Section F***  
**PARKING TICKETS AND FINES**

Parking tickets and fines for traffic violations shall be the personal responsibility of the employee operating the vehicle at the time the ticket or citation was issued. Any ticket received while driving a County vehicle or personal vehicle on County business, must be reported to your Supervisor or Manager immediately, at least within 24 hours of receiving the ticket.

**RADIO EQUIPMENT**

Some trucks and cars are equipped with radios or cellular telephones which require constant attendance of the driver or a crew member during the time the vehicle is in the field. Do not allow the equipment to become a distraction. Do not shut off the reception without notifying the contact center or dispatch. Report any radio or telephone problems/failures as soon as possible.

Standard radios (AM/FM) and CD players shall not be operated to the extent that they become a distraction from driving or interfere with radio communication equipment.

**REARVIEW VISION - BACKING UP**

Rearview vision is extremely important. Be certain you have a complete picture of all objects behind your vehicle before moving in reverse. Utilize assistance of a "spotter" when maneuverability is questionable. When possible park so that you can pull forward from your parking spot (pull- through parking).

**REPORTING TO WORK**

Report to work promptly to have adequate time to perform a pre-inspection of the vehicle, leave on time and avoid unnecessary speed on the road.

If a driver does not feel well or is fatigued such should be reported to the driver's supervisor and they should not be allowed to drive. If a driver becomes ill or unduly fatigued on the road they should stop at the nearest safe place and notify their supervisor.

Employees taking prescription or non-prescription medication that may affect personal safety, safety of co-workers or the public, or may affect performance, must notify their supervisor. If necessary, a supervisor may require a doctor's statement allowing the employee to continue working.<sup>3</sup>

**STATE AND FEDERAL LAWS**

Vehicles must be operated according to the laws, ordinances and regulations of the city, county and state through which they are driven.

**SEAT BELTS**

Seat belts are required to be worn by all drivers and occupants of County owned vehicles and all vehicles used for County business.

***Section F***  
**SIGNALS**

Drivers must use proper signals when slowing down, stopping, or making a turn.

**SMOKING**

Johnson County Government prohibits smoking and the use of any tobacco products this includes the use of E-cigarettes in any vehicle owned or leased by the County or other vehicles while being used for County business purposes to transport County employees or consumers of County services.<sup>3</sup>

**WEAPONS IN THE WORKPLACE**

For information regarding Weapons in the Workplace visit [Human Resource Policy 409](#)

**UNATTENDED VEHICLES**

If it is necessary to leave a vehicle unattended with the motor running, place the transmission out of gear in Park with the emergency brake set. If a second key is available, lock the vehicle.

No consumers/clients of Johnson County services should be left unattended in a vehicle.

**USE OF COUNTY VEHICLE**

A County owned or leased vehicle is not to be used for any purpose other than official business.

Only County employees or those individuals directly involved in County business may ride in a County vehicle. The exceptions are clients or consumers who are being transported as a part of a provided service. Any County-owned or leased vehicle provided as a take-home vehicle to the employee must receive approval from the County Manager.<sup>4</sup>

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<sup>3</sup> Johnson County Human Resource Policy 406

<sup>4</sup> Johnson County Human Resource Procedure 515-01

*Section F*

## **Distractions while driving or operating vehicles or equipment**

A driver of a County vehicle or a personal vehicle while being used for County business is to refrain from eating, drinking, writing, using a mobile device, or any other activity that may cause distraction or result in unsafe operations of the vehicle while driving.<sup>5</sup>

- While operating a moving vehicle or in-gear motorized off-road equipment (maintenance/construction type). Your first responsibility as a driver is to pay attention to the road and to conditions that can affect your safety and that of others. Eating or using a laptop computer should not occur while driving a vehicle. Use of a cell phone or 2-way radio should be limited to County business that requires immediate attention and conversations should be kept to an absolute minimum. Any anticipated lengthy conversation requires that the vehicle be brought to a stop at a safe location, preferably off the traveled portion of any highway or street. Conversations, taking notes, dialing, answering or reading of displays and any other distractions must be avoided while moving on very busy main streets, highway exchanges, during rush hour, and in other heavy or congested traffic. <sup>5</sup>

Departments/agencies have the authority to implement departmental/agency rules that restrict or prohibit the use of county-provided cell phones as they deem necessary.

- While operating a moving and/or in-gear motorized off-road equipment. None of the activities listed above should occur while operating this type of equipment, unless the equipment has been properly stopped and taken out of gear or turned off.

If at any time, it is determined that any of the above activities contributed to a vehicular or equipment accident, disciplinary action may be taken up to and including termination of employment.

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<sup>5</sup> Johnson County Human Resource Policy 404, Procedure 404-2, 13

## *Section G*

# **VEHICLE MAINTENANCE AND SAFETY**

The department/agency responsible for the vehicles shall assure that each operating vehicle is maintained in a safe, operable condition and all required safety and emergency equipment is provided and maintained.

## **VEHICLE MAINTENANCE**

Preventative maintenance of vehicles will reduce vehicle defects, prevent accidents, save fuel, and prevent breakdowns and downtime. All vehicles should be on a scheduled maintenance program.

Maintenance records should be kept on each vehicle and repairs scheduled as needed. If the vehicle is transferred to another department/agency the transferring unit's maintenance records should be included with the vehicle.

## **VEHICLE INSPECTIONS**

Daily or pre and post trip inspections will be performed by the driver using the checklist on page 20 of this Manual.

The checklist should be kept with the vehicle until the driver's shift is completed and filed.

The driver must:

- Assure that the vehicle is in safe operating condition at the beginning of the day or before a trip. See the attached Circle of Safety inspection check.
- Report defects or deficiencies to supervisor or vehicle maintenance staff.
- Observe any defects or deficiencies that may develop throughout the day.
- Complete pre and post-trip vehicle condition reports.

The supervisor or vehicle maintenance staff shall:

- Review the vehicle condition report prepared by the employee, inspect the vehicle and assure that adjustments and repairs are made.
- Maintain a record of reported problems, repairs and preventative maintenance.
- Keep records of reported defects or deficiencies until corrected.

## *Section G*

### **VEHICLE INSPECTIONS CONTINUED**

#### DAILY

A daily, pre-trip inspection shall be required on all vehicles. The inspection should include at a minimum the following:

#### CIRCLE OF SAFETY - DAILY VEHICLE CHECK

- Clean windshield, windows, headlights, taillights, turn signals and rearview mirrors. Ensure all outside mirrors are free from dirt and ice to provide a clear line of sight to the rear and sides of the vehicle.
- Check the tires for adequate air pressure.
- Check both high-and low-beam headlights and make certain the parking and rear lights are in proper working order. Check the revolving lights if the vehicle is so equipped.
- Test the brake lights by having someone else apply the brakes.
- Check the turn signals.
- Check the horn to make sure it is operating properly.
- Check that the windshield wipers and washer are working properly and that there is an adequate supply of washer fluid in the dispenser.
- To reduce the danger of slipping, remove oil, grease, mud, ice or snow from the grab bars, hand rails, handholds, steps, running boards or floor of the vehicle.

If the vehicles are equipped with other special equipment (i.e., lifts, backup alarms, etc.) these items should be included on the daily pre-trip list as well as a weekly or monthly check.

#### MONTHLY

- Check tires for uneven wear.
- Be sure that the steering wheel cannot move more than two inches without moving the wheels. While driving, check for "shimmy" which can be caused by worn parts, a soft tire or unbalanced wheels.
- If the vehicle is used regularly check the maintenance schedule to assure that scheduled maintenance has been performed.

***Section G***  
**SAFETY EQUIPMENT**

The following safety equipment and design features shall be written into vehicle purchase specifications:

**AUTOMOBILES INCLUDING TRANSPORTATION VEHICLES:**

Additional or upgraded left and right side view mirrors

Additional lighting - fog or road lights, work lights

Day time running lights

Air bags

Antilock braking systems

Rear window defrosters and defoggers

**VANS AND TRUCKS**

Backup alarm

Slip-resistant steps, grab rails

Safety screen or barrier behind the front seat in all utility vans

Fifteen (15) passenger vans are to be equipped with electronic stabilizer control or roll stability feature

All vehicles shall be equipped with an accident reporting packet and an emergency kit:

**ACCIDENT REPORTING PACKET:**

Insurance ID card

Drivers' accident report

Witness Cards

Pens, pencils and memo paper

**EMERGENCY KIT for Response Vehicles, Passenger Vans and Material Transporting Units**

Flares, warning flags, reflective road signs, or reflective triangles

Flashlight or 6-volt lantern

Booster cables

Fire extinguisher (all response vehicles, passenger vans and material transporting units) Risk Management recommends that all vehicles are equipped with a secured fire extinguisher.

First aid kit

Ice scraper and snow brush during winter season

**Section G**

## Vehicle Inspection Sheet

*Inspection sheet to be completed at the beginning of each shift and retained in the vehicle.*

INSPECTION DATE:

VEHICLE NUMBER:

MILEAGE:

If there is not a problem, place and “X” in the box next to the item.

**“X” if okay**

<i>Under Hood</i>		<i>Safety</i>	
Oil	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>
Radiator	<input type="checkbox"/>	Back-up Alarm	<input type="checkbox"/>
Steering	<input type="checkbox"/>	Seat Belts	<input type="checkbox"/>
Brake	<input type="checkbox"/>		<input type="checkbox"/>
Transmission	<input type="checkbox"/>		<input type="checkbox"/>
Belts	<input type="checkbox"/>		<input type="checkbox"/>
Hoses	<input type="checkbox"/>		<input type="checkbox"/>
Battery/cables	<input type="checkbox"/>		<input type="checkbox"/>

Mileage	Date	Comments

*Note any maintenance needs, damaged items, or safety issues below.*

1.

2.

3.

4.

5.

OPERATOR: \_\_\_\_\_

## *Section H*

# **ALCOHOL AND DRUG TESTING POST-ACCIDENT AND REASONABLE SUSPICION**

***Regular Motor Vehicle Operators.*** Following a motor vehicle accident while on duty or while operating a County motor vehicle on or off duty, regular motor vehicle operators must submit to drug and alcohol tests under the following circumstances:

- Where a drug and/or alcohol test would be required for a CDL driver regardless of whether the employee is a CDL driver.
- Following any other accident where, in the opinion of the supervisor, manager, Human Resources, or Risk Management, the employee's conduct caused or cannot be completely discounted as a contributing factor to the accident.

***All Motor Vehicle Operators.*** Any employee involved in an on-duty motor vehicle accident or an off duty motor vehicle accident in a County vehicle will be required to submit to drug and alcohol testing where there is reasonable suspicion that the employee is in violation of the Drug-Free and Alcohol-Free Workplace Policy.

Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. The health and safety of our employees and the public are always the first and foremost consideration.

- See Human Resource Policy 407, Drug-Free and Alcohol-Free Workplace, and Procedure 407-1, Drug Testing Guidelines, Procedure for the standards and processes that will be followed when there is reasonable suspicion that an employee is in violation of County policy.
- For purposes of this process, a “motor vehicle” does not include lawn and landscaping equipment, but it does include motor vehicles that are not required to be licensed for operation on a public road but are operated both on County premises and public roads to perform County operations, i.e., motor graders, front-end loaders, backhoes, excavators, track-hoes, tractors, etc.
- Any employee, who is in an accident, shall immediately report the accident to his/her supervisor/manager or to another supervisor/manager specifically designated by his/her department/agency for the reporting of work-related accidents. Any delay in reporting may subject the employee to disciplinary action, up to and including termination.
- The supervisor/manager shall immediately notify Risk Management if there is a fatality,

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serious injury to any party involved, or disabling damage to any involved vehicle.

- In certain exigent circumstances and if: 1) there is no bodily injury; 2) the vehicle is not disabled, and 3) there is no cause to believe there is a violation of Human Resource Policy 407, the supervisor/manager may allow the employee to proceed to his/her destination. Exigent circumstances may include but are not limited to transporting clients or consumers, emergency vehicles responding to calls, extreme time-sensitive schedules (such as court appearances), and such similar emergency circumstances. As soon as practical within eight (8) hours of the accident the driver shall be tested for alcohol and controlled substances. Any individual who is subject to post-accident testing shall remain readily available for such testing or he/she may be deemed to have refused to submit to testing. An employee will be subject to the same consequences of a positive test if he/she refuses to complete the screening test or refuses to cooperate in the testing process in such a way that prevents completion of the test, including a retest for negative dilute tests.
- If the employee does not require medical treatment or evaluation, he/she must be referred or transported within eight (8) hours of the accident to one of the collection sites listed below for testing. If there is reason to believe that the employee may be under the influence of alcohol or drugs, the supervisor/manager must transport the employee to the test site. The supervisor must advise the collector whether the employee is being tested under Department of Transportation (DOT) requirements and/or County policy.
- If the employee requires non-emergency medical evaluation, Workers' Compensation procedures would apply and the employee is to be referred or transported to the County's primary care clinic and collection site. If there is reason to believe that the employee may be under the influence of alcohol or drugs, the supervisor/manager must transport the employee to the test site. The supervisor/manager must authorize medical treatment. The supervisor must advise the collector whether the employee is being tested under Department of Transportation (DOT) requirements and/or County policy.
- If the employee requires emergency medical treatment and is transported to an emergency room, the supervisor/manager will call the 24/7 number (listed below) to arrange for subsequent testing. The supervisor must advise the collector whether the employee is being tested under Department of Transportation (DOT) requirements and/or County policy.
- The Department of Human Resources will notify the employee, Risk Management, and the department/agency of the test results.

## **Section H** **CDL Drivers**

***Federal Motor Carrier Safety Administration (FMCSA).*** The DOT and the FMCSA, an agency of the DOT, have established drug and alcohol regulations specific to employees whose jobs require a commercial driver's license (CDL drivers). Those regulations, which are merely minimum requirements, are incorporated into this procedure and into Human Resources Policy 407. If there is any difference between those regulations and Policy 407 or this procedure, the difference is noted, but Policy 407 and this procedure will control to the greatest extent permitted by law.

The FMCSA requires pre-employment, random, reasonable suspicion, and certain post-accident drug and/or alcohol tests of CDL drivers performing safety-sensitive functions.

***CDL Drivers.*** Under FMCSA regulations, CDL drivers performing safety-sensitive functions with regard to a commercial motor vehicle involved in an accident while operating on a public road must submit to post-accident drug and alcohol tests under the following circumstances:

- Where the accident involves a fatality, all CDL drivers performing any safety-sensitive function with respect to the commercial motor vehicle involved must submit to drug and alcohol testing regardless of whether they were driving at the time of the accident.
- Where the CDL driver receives a citation within 8 hours of an accident resulting in either serious bodily injury or serious vehicle damage, the driver must submit to drug and alcohol testing.
- Where the CDL driver receives a citation between 8 and 32 hours after an accident resulting in either serious bodily injury that or serious vehicle damage the driver must submit to drug testing.
- DOT drug and alcohol testing is not required where the accident involves only boarding or getting off of a nonmoving vehicle or loading or unloading cargo.

## **Alcohol**

***DOT Minimum Requirements.*** Under DOT regulations, a CDL driver whose alcohol concentration is greater than 0.02 but less than 0.04 may not return to duty until the later of 24 hours following administration of the alcohol test or the driver's next regularly scheduled duty period. In all other cases where a driver has engaged in any prohibited conduct concerning alcohol, the driver may not return to duty until they have undergone a return-to-duty alcohol test with an alcohol concentration of less than 0.02. CDL drivers who test positive for unauthorized controlled substance or whose alcohol concentration measured 0.04 or greater may not return to work until they have been evaluated by a substance abuse professional (SAP), have successfully completed any recommended treatment, and have completed a return-to-duty test which is negative for unauthorized controlled substances and which has an alcohol concentration below 0.02.

***County Policy.*** Any employee who violates Policy 407, who tests positive for any detectable level of an unauthorized controlled substance, or whose alcohol concentration upon testing was in excess of 0.00 may be subject to corrective action up to and including separation from employment. The County will not be limited by the minimum requirements of the DOT regulations. In addition, or in the alternative, and at the County's sole discretion, the employee may be referred to a substance

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abuse professional for assessment and recommendations and required to successfully complete recommended treatment, pass a return-to-duty drug and alcohol test (0.00 alcohol concentration), and sign a Return-to-Work Agreement, which will include random follow up drug and alcohol testing recommended by the substance abuse professional or otherwise required by the County for a period of up to 2 years (up to 5 years for DOT-regulated employees with at least six tests within the first 12 months), as conditions for returning to work. A Return-to Work Agreement merely establishes expectations for returning to work and does not guarantee continued employment or change any employee's status as an employee at will.

### **Marijuana and Cannabidiol (CBD) Products**

Use of marijuana for any reason remains illegal under federal law and under Kansas law. A medical marijuana prescription from another state, use of recreational marijuana in a state where it is legal, or use of CBD products, whether legal or not, will not excuse an employee from the consequences of a failed drug test. Employees are not prohibited from using CBD products as allowed under Kansas law but are responsible for ensuring that any CBD products they use do not contain THC.

### **Refusal to Test and Test Tampering**

Refusal to submit to a test is the equivalent of failing the test. Refusal to submit to a test includes failure to appear at the time and place required, failure to remain on site as directed, failure to complete the test, failure to provide an adequate specimen without sufficient medical explanation, failure to provide a second specimen where required, refusal to sign a consent form or otherwise cooperate in the testing process, providing a substitute or adulterated specimen, and any other attempt to affect the test results. An employee who tests negative for controlled substances but whose specimen is diluted will be required to retest.

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### **Collection Sites and Hours**

#### **For regular business hours non-injury or non-emergency injury post-accident testing**

**Monday – Friday: 8:00am – 5:00pm**

CorporateCare Office 913-492-9675

9040 Quivira Rd, Lenexa, KS 66215

#### **For afterhours non-injury *on-site* testing**

Guardian Medical Logistics: 1-800-582-8807, Option 1

#### **For afterhours post-accident testing at ER or urgent care location**

**Step 1:** Call Guardian Medical Logistics: 1-800-582-8807 Option 1

**Step 2:** Meet collector at coordinated urgent care or emergency room location

- Shawnee Mission Urgent Care  
9040 Quivira Rd, Lenexa, KS
- Shawnee Mission Outpatient Pavilion  
23401 Prairie Star Parkway, Lenexa, KS 66227
- Shawnee Mission Medical Center  
7400 W 74th St, Shawnee Mission, KS

Refer to Guardian Medical Logistics detail instructions [here](#)

*Section I*

## **USE OF PERSONAL VEHICLES ON COUNTY BUSINESS**

The use of County owned or leased vehicles is always encouraged but often not feasible. Approval must first be given by the supervisor in those situations when an employee must use their personal vehicle to perform their assigned duties. The department manager or supervisor shall assure that the employee has a valid driver's license and that personal automobile liability coverage is in force covering the vehicle to be used.

The County's automobile liability policy does not cover privately owned vehicles, except as excess of other available coverage (employee's automobile liability coverage). Any employee involved in an accident while driving a privately-owned vehicle while on County business shall report the accident to their supervisor or manager and should report the accident to their own insurance company. A Driver Accident Report is to be completed and forwarded to the Risk Management Division.

The liability coverage on personally owned vehicles will be required to respond to an accident wherein the employee may be deemed liable. This would include passengers in the vehicle if such passengers are not otherwise insured under their own automobile liability coverage (Personal Injury Protection-PIP). PIP coverage will respond for medical expenses up to the limit of the individual policy.

In the case of a severe accident when the liability coverage limits are exceeded, the County's automobile liability program will respond on behalf of the employee driver as long as that employee driver was operating their personal vehicle 1) in the performance of their assigned duties and 2) with the authorization of their manager or supervisor.

The County does not carry any physical damage coverage on its owned, leased, or borrowed vehicles. Any physical damage, comprehensive or collision, sustained to an employee owned vehicle being used on County business, will be the responsibility of the employee and should be reported to the employee's insurance carrier. Deductibles paid by the employee relative to such physical damage claims will not be reimbursed by the County.

Mileage reimbursement, if the trip was authorized, will be made to the employee based on miles traveled. The mileage reimbursement covers gasoline, oil, maintenance, insurance, and all associated costs of owning and operating an automobile.

Defensive driver training is encouraged and will be made available to employees who use their personal vehicles for County business. The training will be the expense of the authorizing department or the employee. An added advantage to taking the class, if the employee is a Kansas resident, is use of the Certificate to receive a discount on their personal coverage.

Personal vehicle usage for County business shall be subject to the County's policies/procedures in regards to 1) Seat belts; 2) Smoking and use of tobacco products when transporting other employees, clients or consumers; 3) Driving while distracted; and 4) Post-accident drug and alcohol testing.

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## **CHILD PASSENGER SAFETY**

If it becomes necessary to transport children in a County owned or leased vehicle or a personal vehicle for the purpose of providing a County service or program, federal and state laws regarding child passenger restraints shall apply.

- Any child under the age of four years must have the most appropriate child passenger safety restraining system for the age of the child (rear-facing child safety seats for infants or forward-facing child safety seats for children one year to four years old weighing 20-40 pounds);
- A child four years of age through seven years of age, when the child weighs less than 80 pounds or is less than four feet nine inches in height, must have a child safety passenger restraining system or booster seat that meets or exceeds federal standard 213;
- A child eight years of age up to 14 years of age, when the child weighs more than 80 pounds or is at least four feet nine inches in height, must have a standard passenger safety restraining system.

Employees required to transport children who are subject to the above restraint requirements must receive appropriate training in the installation and use of each type of restraint device.

*Section K*

## **ACCIDENT REVIEW COMMITTEE**

An Accident Review Committee shall be established and composed of the Risk Manager or designee, Safety Officer and department representatives from no more than five departments, at one time, who operate County vehicles. Departmental representation shall be rotated bi-annually, one department at a time.

The purpose of the Committee is to:

- Review all automobile accidents which involve a County owned vehicle being driven on County business for the purpose of identifying the cause (establishing preventability or non-preventability)
- Recommend corrective action procedures and measures

### **COMMITTEE DUTIES**

- The Committee shall establish general guidelines, based on safety industry standards, to determine whether the accident is "preventable" or "non-preventable". These guidelines shall be applied to each accident reviewed.
- Using the established guidelines and based on the facts from the investigation the Committee shall review all accidents for the purpose of determining preventability or non-preventability.
- The Committee will make a written report of its determination containing a recommendation as to corrective action to be taken.

The Review Committee shall determine whether the accidents are preventable or non-preventable after a review of the pertinent facts from the driver's accident report, the supervisor's accident report and law enforcement reports.

The review will be based on all of the information and evidence available, and a decision, based thereon, will be made in each case as to whether the driver could have prevented the accident.

Preventability shall be determined on the basis of whether the driver took all reasonable defensive measures to prevent the accident. A good defensive driver drives to prevent accidents in spite of the incorrect actions of others and adverse conditions. Preventability is not to be confused with the court room process of finding fault. A driver may not be "at fault" legally, but still may have been able to prevent the accident.

## ***Section K***

### **DEFINITIONS**

For the purposes of the Accident Review Committee, the following terms and meanings apply:

Accident: Any incident in which a County owned vehicle comes in contact with another vehicle, person, or object, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged, the extent of the damage or injury, the location of the accident, or who was responsible.

County Driver: Any employee or volunteer whose normal job duty requires the individual to drive in the course of employment.

Minor Accident: Any motor vehicle accident which is not a serious accident.

Serious Accident: Any motor vehicle accident which results in death, bodily injury or property damage to either a County vehicle or another party.

Preventable Accident: An accident involving a vehicle that result in property damage or personal injury in which the driver in question failed to exercise every "reasonable" precaution to prevent the accident. Preventability is not based on legal responsibility for causing an accident, but is based on avoiding the accident in spite of the actions of others or the conditions that existed.

### **CORRECTIVE RECOMMENDATIONS**

The Accident Review Committee shall notify the driver's department head and supervisor in writing of the Committee's determination and recommendations. A copy will also be provided to Human Resources. The supervisor shall be expected to discuss the results with the driver and record the Committee's determination in the driver's safety record. The results shall also be recorded in Risk Management's accident/driver records. The driver's supervisor or manager shall be expected to follow up with any recommended corrective action and report back to the Committee what action, if any, has been taken.

The employee shall be allowed to submit in writing or in person an explanation of the accident/incident for the Committee's review should the employee not agree with the Committee's determination.

The imposition of disciplinary action which may result from the Committee's determination shall be at the discretion of the department head.

*Section L*

## **ACCIDENT REPORTING AND INVESTIGATION**

### **REPORTING POLICY**

All accidents involving a County owned vehicle shall be reported to the appropriate Department/Agency Manager or Supervisor by the employee involved in the accident as soon as possible but not later than the next calendar day. It shall be the responsibility of the Manager or Supervisor to investigate the accident and to report the incident and investigation findings to the Department/Agency Director and Risk Management.

An accident is defined as: Any incident in which a County owned vehicle or a personal vehicle operated on County business is involved (whether in motion, temporarily stopped, parked, or being unloaded or loaded) resulting in personal injury and/or property damage, regardless of who was hurt, what property was damaged, extent of damage or injuries, or who was responsible.

### **AT THE SCENE OF THE ACCIDENT**

All drivers shall be trained in the correct procedure to follow in the event of an accident:

- STOP IMMEDIATELY and take all necessary precautions to prevent further accidents at the scene.
- STAY CALM by taking a few deep breaths to relax. It is important to be calm so you can remain in control and make reasonable and responsible decisions.
- CALL POLICE, MEDICAL ASSISTANCE, and if required your Department. Do not leave the scene unless there is no other option.
- RENDER REASONABLE ASSISTANCE to injured persons. Avoid contact with blood or other body fluids that may be present, unless you have the appropriate personal protective equipment and training. Movement of injured persons should not be undertaken unless necessary to avoid further accident or injury.
- WHEN SAFE TO DO SO, PROTECT THE ACCIDENT SCENE. Keep away from roadway. If available, use vehicle emergency flashers or place warning signals such as reflective emergency markers.

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- GET THE NAMES OF PERSONS INVOLVED AND WITNESSES by completing the “Accident Report Packet” at the scene. Get as much information as possible including:

Other vehicle license plate number, vehicle make model year, driver's name, passenger name(s), the driver's license number and insurance carrier  
Description of the accident  
Investigating officer’s name and report number  
Witness information (use the witness card)  
Property owner information

- ACCIDENTS INVOLVING INJURIES, FATALITIES AND/OR CITATIONS are to be reported to the supervisor immediately after 911 have been notified due to an injury or fatality.
- DO NOT make a statement of any kind to anyone and in front of any witness other than your supervisor, a police officer, or a representative of the County. Sign only official police reports. Do not admit responsibility regardless of how guilty or remorseful you may feel at the time.

### **ACCIDENT REPORTING**

Accident reporting and investigation can assist in assessing damages and assist in limiting liability by 1) maximizing recovery where the other party is at fault, 2) minimizing liability where you are at fault and 3) identifying factors which may assist in transferring responsibility to others.

All accidents shall be reported in writing, using the Driver's Accident Report, to the Department/Agency Director or Manager and Risk Management. A comprehensive report detailing the results of the investigation must also be completed by the supervisor. The extent of the investigation and the detail of the driver's report are directly related to the seriousness of the damage and the extent of the injuries which resulted from the accident.

### **PERSONAL INJURY ACCIDENTS**

Call 911 and request an ambulance for accidents involving personal injury. As soon as possible after requesting emergency assistance report the accident to the supervisor.

In the event of injury to another party, notify your supervisor .You or your supervisor are to notify the Safety Officer or Risk Manager as soon as it is safe to do so.

- Risk Management Office at (913) 715-0603
- Safety Officer (913)-715-0615-mobile (913)-915-1957
- Risk Manager-Office (913) 715-0618 Mobile (913)-915-2086

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In the event you are injured as a result of an accident while on County business, you must contact your supervisor. It is imperative that you report the injury immediately or as soon as practical. If emergency medical care is necessary call 911 or proceed to the nearest hospital emergency room. If injuries are of a non-emergency or minor nature contact the supervisor to authorize occupational medical care

### **PROPERTY DAMAGE -non vehicle**

If damage to any property occurs you must report the damage to your supervisor, immediately. Your supervisor shall notify Risk Management within twenty four (24) hours.

### **DRIVER ACCIDENT REPORT**

The Driver Accident Report shall be completed by the driver immediately following the accident but no later than 24 hours after the accident. The report shall be as detailed and complete as possible. The report shall be reviewed and signed by the supervisor prior to submitting to Risk Management and Safety.

### **ACCIDENT INVESTIGATION**

The information obtained in a thorough accident investigation can 1) assist in defending a claim against the County driver and the County; and 2) substantiate and supports a claim against the other party, and 3) provide factual data to identify accident causes.

An accident investigation should be completed by the driver's supervisor or manager with the assistance of the Safety Officer on driver involved. An accident investigation should:

- OCCUR AS PROMPTLY as possible following the accident. Physical evidence as well as recall ability are short-lived. Physical evidence - skid marks, debris - should be identified and documented while readily apparent, if possible. Information from the driver, passenger(s) or other witnesses should be recorded while the details of the accident are fresh.
- DOCUMENT EVIDENCE by photographing the scene when it is safe to do so, the vehicles involved and any other evidence, if possible. A detailed drawing or diagram should be prepared by the driver. Exact location of the accident should be recorded as well as traffic conditions - signal lights, stop signs, yield signs, surface conditions, weather conditions and time.

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- DOCUMENT WITNESSES and contact information for later statements or testimony. Make certain they saw the accident and record the facts as they state them.
  
- INTERVIEW THE DRIVER to:
  - Obtain an accurate accident report
  
  - Assist in determining whether accident was preventable or non-preventable in accordance with the County's safe driving standards
  
  - Impress upon the driver the importance of driving safely
  
  - Help the driver learn from this accident how to prevent future accidents.

### **ACCIDENT DATA ANALYSIS**

Accident data on all accidents shall be recorded and maintained by Risk Management in order to provide departmental reports as required. The data shall consist of:

- Accident date and time and date reported
  
- Driver's name and department
  
- Other party's name (if there was another party involved)
  
- County vehicle make and model number as well as tag number
  
- Accident type, (i.e., rear-end, rear-ended, backing up, overturn, head-on, sideswipe, etc).
  
- Accident location
  
- Accident cause code, (i.e., inattention, weather, pavement condition, vehicle condition, etc).
  
- Cost of the accident which includes repairs to the County vehicle, property damage and bodily injury to the other party, investigative and legal expenses.
  
- Accident Review Committee determination: preventable or non-preventable. If the committee finds the accident to be preventable the driver may be recommended to retake driver training.

This data will be used in claim and cost analysis as well as establishing frequency and severity ratios by department and driver. The data and statistics developed will be published in an annual accident report prepared by Risk Management for the Board of County Commissioners and Department/Agency Directors.