

This model form/template must be customized to meet your Agency's needs.

Vehicle Program and Driver Acknowledgment

District/Employer:

Employee Name:

Date of Birth: ___/___/___ Driver's License No.: _____ State: _____

Vehicle Safety Program: (Initial Each of the Following)

_____ I understand that as permitted by State of California law, the District will be notified each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the State of California DMV Pull Program.

_____ I understand that because of my driving record I may not be permitted to drive on District business. Failure to maintain a valid Driver's License and right to drive may result in termination.

_____ I will participate in all required Defensive Driving Classes.

_____ I will report all accidents or moving violations that occur on District business to my employer 1) within four hours of the occurrence, or by the next working day if the accident occurs in a District vehicle, and 2) within one working day if the accident occurs in a private vehicle used for District business.

_____ I understand that I must maintain liability coverage, as required by state law, on my personal vehicles that I drive on District business. A copy of this insurance policy or proof of insurance must be provided to my employer before the use of a personal vehicle being used for District business and any reimbursement for expenses. Reimbursement shall be payable at the current rate determined by the IRS.

Basic Driving Safety

Observe Speed Limits and Traffic Laws – Allow sufficient time to reach your destination without violating speed limits or traffic laws.

Seat Belts – The Driver and every occupant in any motor vehicle operated and driven on District business is required by State law and District policy to wear a properly adjusted and fastened seat belt.

Vehicle Program and Driver Acknowledgement

Cellular Phone/Electronic Device Use - The use of cellular phones or other electronic devices by the driver while the vehicle is in motion is strongly discouraged and must be used in accordance with State law. Even with "hands-free" equipment, phones and devices take your attention away from driving, making you less likely to notice hazardous situations.

Backing Up - Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back up. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.

Intersections - When approaching and entering intersections be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, failure to use turn signals, improper turn movements, and failure to yield the right of way.

Weather-Related/Night Driving - Rain, snow, fog, sleet, or icy pavement increases the hazards of driving. Slow down, increase your following distance and be especially alert when driving in adverse conditions

Passing - When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time, when it is legal and safe.

Rear-End Collisions - By maintaining a safe following distance at all times, the driver can prevent rear-end collisions despite abrupt or unexpected stops of the vehicle ahead. Observe a minimum of the "three-second rule" by following the vehicle ahead of a distance that spans at least three seconds. The following distance should be increased when driving larger, heavier vehicles and when driving at night or in adverse conditions.

Security - District vehicles should be locked whenever they are unattended or unoccupied.

Engines - The engine of a District vehicle should always be turned off before the driver exits the vehicle.

_____ I have read the Driving Safety Tips provided by my employer.

Employee Signature: _____ Date: _____



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Sample Cellular Phone and Electronic Device Policy

Name of District: _____

Date: _____

Approved by: _____

All Employees:

The use of cellular phones and electronic devices while driving on District business is considered a dangerous distraction and is prohibited. Effective January 1, 2017, drivers in California are prohibited from holding their cell phones or electronic devices while they drive. The law prohibits holding a cell phone while driving for any purpose, including checking maps, texting, talking, or for any other reason.

California Vehicle Code Sect. 23123.5 and District policy provides that employees may only use their cell phones while they are driving if the phones are mounted on their dashes and are set up for voice activation or hands-free use. Systems that are embedded in the vehicle and installed by the manufacturer are exempted.

District policy restrictions on using cell phones and electronic devices include any distracting activity, including but not limited to taking photographs, researching data, accessing records, playing videos, checking maps, etc. It is dangerous to use a cell phone and electronic devices while driving. Employees who do so while in District vehicles or on District business can cause crashes that the District and/or individual may be held liable to others who are injured. If your job requires you to keep your cell phone or electronic device turned on while driving, you must safely pull off the road and stop driving before conducting business. Under no circumstances may a driver initiate a call, answer a cellular phone call, text message, or use an electronic device not in compliance with state law and District policy while driving a vehicle on District business.

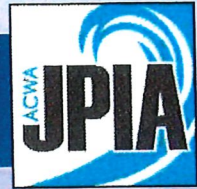
Employee Review and Acknowledgement

Print name _____

Signature _____

Date _____

Vehicle Backing Policy



PURPOSE

This policy establishes the safety measures to be followed by district personnel while backing vehicles. This policy intends to prevent injuries and damage to property resulting from unsafe vehicle backing practices.

SCOPE

This policy applies to district vehicles and other vehicles used to conduct district business. The following vehicles are subject to this policy:

- A. Any vehicle, including motorized equipment, which does not provide full vision around the vehicle or backing area. This includes standard automobiles, which do not provide full vision because of cargo, etc.
- B. Dump trucks
- C. Rack body trucks
- D. Bucket trucks
- E. Service vehicles
- F. Van trucks
- G. Pickup trucks, when the rearview is obstructed by equipment, hydraulic tailgate, towing equipment, cargo, etc.
- H. Low-bed trailers
- I. Vactor trucks
- J. Construction equipment of any type

Nevertheless, in all instances, the operator must still exercise caution and good judgment to ensure the safe operation and backing of all vehicles.

PROCEDURES

Operator's Responsibilities

The operator of a vehicle is responsible for all actions of the vehicle and all personnel in the vehicle.

Operators will:

- A. Avoid backing whenever possible. *When parking at a curb, allow sufficient clearance to pull out without backing. Avoid turning into any place where it is necessary to back into traffic.* The operator's first option is to select parking locations where backing will not be necessary when leaving the site.
- B. Avoid getting into a position where a vehicle would be backed without a spotter. Whenever possible, choose pull-through parking spaces. If the vehicle can be driven forward when leaving, a backing accident may be prevented.

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Vehicle Backing Policy

- C. Obtain guidance from a spotter to back a vehicle. *If no spotter is available, get out and physically check the rear of the vehicle to ensure that it is clear. If not, clear the area of people and objects, then back as soon as possible after engaging the backing alarm (if the vehicle is not equipped with a backing alarm, sound the horn).*
- D. Determine conditions and clearances before backing a vehicle. Be alert and use caution while backing.
- E. Stop the vehicle while a spotter checks for obstructions on the blind side of the vehicle. Do not proceed until the spotter is visible. If these conditions cannot be met, an additional spotter will be required.
- F. Stop the vehicle immediately if the operator loses sight of the spotter.

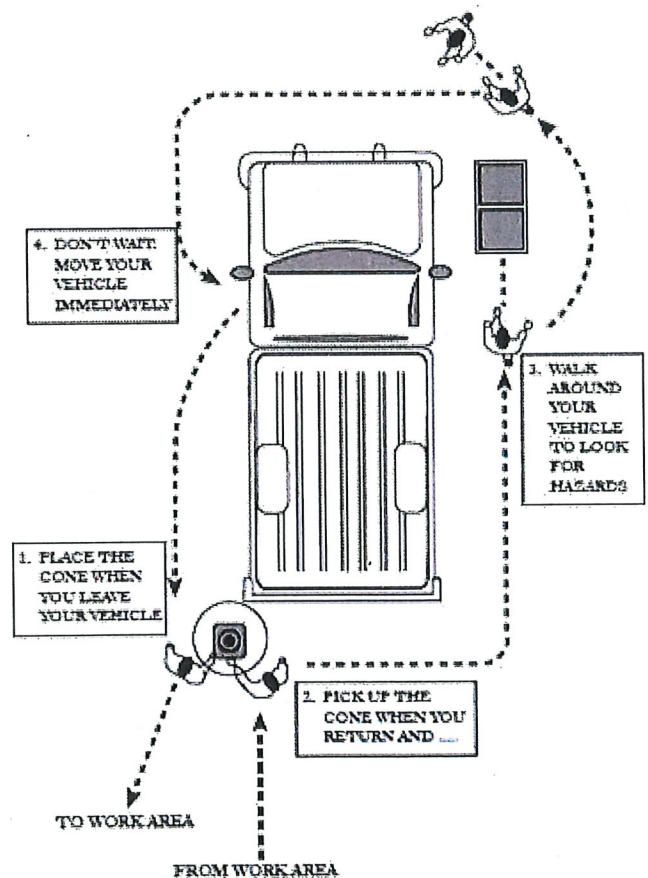
Circle Check:

- A. To improve safety and accident prevention, District Management has reviewed the benefits of establishing a "circle check" for district vehicles.
- B. The prevention of accidents can be enhanced by operators of service and utility vehicles placing suitable markers (traffic cones) at the front and back of the vehicle when parking.

Procedure:

1. Operators of service vehicles will place at least one 28-inch fluorescent traffic marker at the front and rear of the vehicle and/or trailer when parking in areas other than the "home base" or "district yard" for the vehicle.
2. Operators of service vehicles will pick up the cones by making a complete circle check of the vehicle before driving away or backing up.
3. Operators are responsible to ensure cones are in place on the vehicle before starting and returning from any assignments.

How to Perform the "Circle of Safety"



Vehicle Backing Policy

Note: Placing a second cone at the left front of the vehicle can help increase the level of safety.

Operators will not:

- A. Back into intersections or over pedestrian crosswalks. *Such action is prohibited. Instead, where appropriate, operators should drive forward for a reasonable distance until a safe place to turn around without backing is found.*
- B. Accept guidance from an employee while that employee is inside the vehicle.

Spotter's Responsibilities

Spotters will:

- A. Help guide an operator in backing a vehicle when requested by the operator.
- B. While giving guidance in backing a vehicle, stand on the ground at the rear driver's side of the vehicle whenever possible. Spotters must stand far enough behind the vehicle to observe the backing path and any obstructions, including pedestrians, and to allow for sufficient stopping distance in an emergency.
- C. Use hand signals to communicate to the operator backing a vehicle. Do not use voice communication for this purpose.
- D. Remain in clear view of the driver at all times. Spotters will refrain from moving back and forth behind the moving vehicle.

Supervisor's Responsibilities

Supervisors will:

- A. Inform affected employees about the district's Vehicle Backing Policy and of their responsibilities under the policy.
- B. Ensure that the operator and spotter employees comply with the requirements of this policy.