

RESOLUTION #2 OF 2011

**TOWN OF DELHI
FEBRUARY 14, 2011**

FLEET SAFETY POLICY

Town of Delhi recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our Town is firmly committed to the safety of our employees. Town of Delhi will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of Town of Delhi's Fleet Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their families, the local community and Town of Delhi.

To further this goal, the Town of Delhi has developed a Fleet Safety Policy effective 3/01/2011. The Program will consist of six components: Recruitment, Job Requirements, Training, Preventive Maintenance, Accident Investigation and Town Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

RECRUITMENT:

Town of Delhi focuses its initial efforts on driver selection through a variety of resources, beginning with the job application. The application will require a prospective employee to:

- List past driving experiences, employers, and types of vehicles driven.
- Notify Town of Delhi of any motor vehicle violations for at least the last 3 years.
- List references.

Driver selection will be made upon completion of a formal interview, background check, reference verification, review of the individual's motor vehicle record (MVR) and a negative drug screen. Authorizations will be obtained to contact prior employers and personal references.

MVRs will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per year. The Town Board reserves the right to use its discretion in determining an unsatisfactory MVR. An excessive number of violations in the past three

years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

DRUG/ALCOHOL TESTING:

Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by Town of Delhi. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

JOB REQUIREMENTS:

All positions requiring regular driving require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks.

- All prospective employees will be required to undergo a physical evaluation
- If required, candidates must pass a Department of Transportation physical evaluation
- Results of the physical evaluation will be compared to the necessary physical requirements
- In some cases, Commercial Drivers Licenses are required per regulatory agencies.

As part of the recruitment process, prospective employees may be required to complete a road test. Active employees will participate in periodic road tests for training purposes. Tests will be conducted by highway superintendent and will cover a variety of driving criteria. The road test will require prospective and active employees to safely and competently complete tasks associated in the following categories:

- Pre-trip Inspection
- General Vehicle Operation
- Fifth wheel connection
- Backing and parking
- Turning
- Passing
- Railroad crossing

Results of the road test will be shared with prospective and active employees at the Town Board's discretion.

TRAINING:

New-hire and periodic training is required. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on-the-road modules. Training will focus on but will not be limited to defensive driving techniques and behavior modification.

Town of Delhi will monitor drivers' habits to identify potentially unsafe driving habits that require additional training and/or disciplinary actions. We will use ride-along training combined with statistical data focusing on accident types and frequency to identify areas of improvement. An accident or moving violation will require review with the Town Supervisor and/or the Town Highway Committee of the Town Board to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardized if accident frequency is above the required norm with no concentrated efforts being made for improvement.

BASIC VEHICLE OPERATION GUIDELINES:

Employees are expected to treat Town vehicles with an appropriate level of respect and care, demonstrating an attitude of loyalty and pride to the Town. Following are basic vehicle operation principles to which employees are required to adhere.

- Always use seat belts
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
- Remove any trash or personal items before leaving work daily.
- No smoking allowed in Town owned vehicles

TRAFFIC VIOLATIONS

Town of Delhi is not responsible for any traffic violations or parking tickets acquired by violation of village ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for Town of Delhi.

REFUELING GUIDELINES

Vehicles should be refueled with the meter reads $\frac{1}{4}$ full. For your safety when operating a vehicle, follow these guidelines:

- Turn off the vehicle's engine while refueling
- Never smoke, light matches or use lighters while refueling
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

DISTRACTED DRIVING:

Town of Delhi is committed to employee safety, and for this reason firmly prohibits all behavior that distracts employees while they are operating a Town vehicle. General guidelines for behavior while driving are as follows.

- Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including, but not limited to, phone calls text messaging/SMS, e-mail, MMS, Internet use, camera use, etc.
- Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

HEADSET/HANDS-FREE USE

The use of headsets or hands-free devices while driving is permissible IF:

- Device is pre-approved by Town of Delhi for use
- Use of the device does not cause distraction (i.e., fiddling with the device or taking eyes off road to get it to function properly)
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road
- Conversations do not interfere with the driver's ability to drive safely
- Road conditions are generally good and do not threaten your safety

EMERGENCY CALLS

The only exception to the cell phone use guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short with a hands-free option if available. The vehicle should be pulled over if possible.

MP3 and OTHER AUDIO DEVICES

In some cases, worrying about music selection or touching dials and buttons on the radio, MP2 player or other audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under Town of Delhi policy. Town of Delhi does allow employee use of personal, portable audio devices. However, while the Town does

not want to eliminate the employee's ability to enjoy music while behind the wheel, they must follow these guidelines:

- Employees may not take eyes off the road to adjust music setting
- Programming music setting while stopped, pulled off the road or before departing is permissible behavior
- Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones - not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals or sirens

PREVENTIVE MAINTENANCE:

To maintain the safety and integrity of the vehicle, Town of Delhi will provide the necessary resources to ensure all vehicles are operating properly. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be controlled, maintained and promptly repaired are: brakes, tires, suspension, steering, lights, mirrors, windows and windshield wipers.

PRE-TRIP INSPECTIONS

Employees are required to conduct pre-trip vehicle inspections. Any unsatisfactory result requires a Fleet Hazard Identification form to be completed and forwarded to an employee's immediate supervisor. Thereafter, the identification form will be forwarded to the maintenance department to confirm the equipment malfunction, complete repairs, and sign off on the completed identification form.

PLACING A VEHICLE OUT OF SERVICE

The fleet administrator must conduct thorough post-trip vehicle inspections to ensure the vehicle's safety for its next driver. When a defect in the vehicle is found that qualifies it as unfit, unreliable or unsafe for ordinary use, the highway superintendent must immediately take the vehicle out of service and fill out the Fleet Hazard Identification Form indicating the nature of the defect. The form should be forwarded to the maintenance department to confirm the defect and repair it if possible.

VEHICLE INVENTORY

The highway superintendent will be responsible for maintaining a database of each vehicle's make, model, department, VIN number and license plate number. The highway superintendent will also manage and update a log for each vehicle including its location at any given time and the person who is driving it. The superintendent will also take inventory of any minor defects of needed repairs, and schedule needed maintenance work as appropriate.

ACCIDENT INVESTIGATION PROCEDURES:

Town of Delhi realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third-party insurance schemes.

Drivers are required to document all details of the accident: traffic flow, speed limit, stop lights/signs, weather conditions, citations issued, etc.

Once this information is secured, the driver is to report all accidents immediately to the highway superintendent. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo, if necessary. Hazmat operations, containment, and cleanup will be coordinated by superintendent and/or driver.

A written report must be submitted monthly by the Highway Superintendent to the Supervisor and Delhi Town Board advising them of all reported incidents.

COMPANY VEHICLES FOR PERSONAL USE:

Personal use of Town vehicles is prohibited without prior permission from the Supervisor or Town Highway Committee. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. In all other cases, use of the Town vehicle is limited to travel to and from work and work-related events. Any errand or travel that is not directly work related is considered personal travel. The vehicle is not to be used for personal or entertainment purposes.

PROHIBITED BEHAVIOR:

Use of Town vehicles is a privilege. Behaviors that result in suspension or permanent loss of driving privileges include:

- Driving while under the influence of drugs or alcohol
- Negligent homicide
- Operating a vehicle with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Reckless driving
- Hit and run
- Conviction of a moving violation

- Use of a Town vehicle without authorization
- Three or more major traffic violations
- More than two preventable accidents involving personal injury or property damage in any three-year period

A motion was made by _____ and seconded by _____.

Roll call:

Allan Reed	<u>absent</u>
Kevin Lee	_____
Michele DeFreece	_____
James Bracci	_____
Peter Bracci	_____