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City of Newport News

Motor Vehicle Driver Safety Program



MOTOR VEHICLE DRIVER SAFETY PROGRAM

I. PURPOSE

The purpose of this program is to ensure employee and public safety, to establish training requirements and to identify program responsibilities for City employees that must drive a City vehicle during the course of their workday.

II. SCOPE

This procedure applies to all employees required to drive a vehicle during the course of their employment (regardless of the length of time they are required to drive) on City business.

III. DRIVING REQUIREMENTS

Before an employee may drive a City vehicle, the employee's department is responsible for conducting an initial orientation and familiarization with the vehicles and the work performed.

Additionally, the employees department shall ensure the employee meets the following applicable requirements before being permitted to operate a City motor vehicle. This applies to all employees driving or operating City vehicles regardless of frequency.

A. Non CDL vehicles

Before an employee may drive a non CDL vehicle, the employee shall:

- Possess a valid/current driver's license.
- Provide written consent that allows the Department of Human Resources to request information from the Department of Motor Vehicles (DMV) about their driving record on form CRD-93.
- Successfully complete the online Driver Safety course on WEBNET training at <https://www.webnettraining.com/lms/login>.

B. CDL Vehicles

Before an employee may operate a CDL vehicle, the employee shall:

- Posses a CDL or a Learner’s Permit each with appropriate endorsement(s). Learner’s Permit holders will have 60 days after employment or assignment to obtain their appropriate level of CDL with appropriate endorsement(s).
- Learner’s Permit holders shall not operate CDL vehicles unless accompanied by another City employee who possesses a valid CDL.
- Provide written consent that allows the Department of Human Resources to request information from the Department of Motor Vehicles (DMV) about their driving record on form CRD-93.
- Successfully complete all 3 modules of Commercial Motor Vehicle Training on WEBNET at <https://www.webnettraining.com/lms/login>.

IV. Roles and Responsibilities

- A. The Safety Program Administrator is responsible for reviewing this program annually and updating as necessary.
- B. Departments are responsible for:
 1. Orienting all new drivers to assigned vehicles and to departmental policies and procedures.
 2. Coordinating initial driver training/retraining for all drivers.
 3. Ensuring all City motor vehicle drivers complete refresher Driver Safety training every 2 years on WEBNET.
 4. Coordinating any maintenance and/or State inspection of City vehicles with the Department of Vehicle and Equipment Services.
 5. Conducting periodic short training sessions as needed
 6. Ensuring that periodic MVR safety checks are performed.
 7. Reviewing accidents and developing corrective actions as necessary in consultation with the Safety Program Administrator.

V. Accidents

If a City vehicle or vehicle on City business is involved in an accident, the operator shall:

- A. Notify the dispatcher or supervisor in accordance with department policy.
- B. Follow all other procedures as directed by PAM 1401 and the Department/Division involved.

VI. Vehicle Maintenance

The following items will apply to any City vehicle in need of maintenance:

- A. Operators will report any needed maintenance on their vehicle to their supervisor.
- B. The Department of Vehicle and Equipment Services will perform all maintenance, inspections and repairs.
- C. Modifications of City vehicles are prohibited except those performed by the City's Department of Vehicle and Equipment Services.

VII. Parking

When parking a City vehicle, the operator shall:

- A. Engage all parking lights and/or brakes where applicable.
- B. Follow procedures for cone and sign placement when on public roadways.
- C. Properly secure or lock equipment to prevent theft or damage.
- D. Chock at least two wheels on vehicles larger than pickup trucks, especially while unloading freight by hand or forklift.

VIII. Backing

When backing a City vehicle, the operator shall:

- A. Try to avoid backing when at all possible by:
 - Pulling through a parking space so the vehicle is facing the direction of travel.
 - Driving around the block.
- B. Utilize all mirrors and a ground guide when unable to see from the vehicle's rear windows. If a ground guide is not available, the operator shall exit the

vehicle and walk around it to ensure the area behind it is unobstructed for backing up safely.

- C. Signal intent to back up by sounding the horn when the vehicle is not equipped with a backing noise signal and continue to utilize a ground guide.

IX. Towing

Before towing any trailer, the operator shall ensure:

- A. All appropriate and valid DOT licensure and endorsement(s) for towing procedures are in the operator's possession.
- B. All signal lights, tires, hitches, etc. on the trailer are operational.
- C. All appropriate flagging/signage is in place.
- D. Trailer attachments are properly and securely fastened to the vehicle.
- E. Trailer weight capacity has not been exceeded.

X. Material Transportation

Before transporting materials from one area to the next, the operator shall:

- A. Secure the load in such a way that the materials will not escape from the vehicle.
- B. Properly flag any material, which extends 4 feet or more beyond the rear of the vehicle.

XI. General Operator Responsibilities

- A. In addition to complying with all Division of Motor Vehicle (DMV), City policies, and/or Department of Transportation (DOT) requirements City vehicle operators shall follow these guidelines.
 - 1. Possess a valid driver's license or CDL with appropriate endorsement(s) for the vehicle they will be required to operate within the scope of their job.
 - 2. Perform any required vehicle or equipment inspections as part of the operating process.

3. Secure tailgates on all trucks in the upright, locked position when vehicle is in motion unless a job task requires the tailgate to remain in an unsecured position.
4. Use seatbelts and other personal restraint mechanisms.
5. Follow all posted speed limits and other signs pertaining to operating a vehicle on any roadway.
6. Maintain appropriate traveling distances according to vehicle type, traffic, and road conditions. Heavier non-CDL vehicles and CDL requiring vehicles shall always use the 4-second minimum traveling distance between vehicles.
7. Keep alert to changing road conditions i.e. adverse weather, other drivers, construction, etc.
8. Use signals when turning or changing lanes. If signals on vehicle are inoperable, they are to be repaired immediately and hand signals used for turning.
9. Never use personal audio headsets or any portable radio/music boxes while operating motor vehicle equipment for the City.
10. Never transport non-City employees unless the individual(s) is (are) involved with matters pertaining to the City.
11. Never smoke during refueling processes.
12. Report any license suspension, revocations, or losses immediately to a supervisor.
13. CDL drivers shall report any conviction of a moving traffic violation, in any type of motor vehicle, to their supervisor within 30 day of such conviction.
14. Do not take any medications (prescription or non-prescription) that warn against driving or operating equipment while taking them.
15. Never use cellular telephones while in operation of any City vehicle in motion unless equipped with a hands free capability. If the driver does

not have a hands-free device, he or she shall pull safely off the road and stop driving before making or receiving a phone call, or before making or reading a text message or an email. Drivers of law enforcement vehicles are not subject to this provision.