

## Vehicle Safety Policy

**Purpose:** The following policy regarding vehicle safety complies with MN OSHA as well as 29 CFR 1926.600 and is adopted as written.

### Motor Vehicles:

- A. All vehicles shall have a service brake system, an emergency brake system and a parking brake system. These systems may use common components and shall be maintained in operable condition.
- B. Whenever visibility conditions warrant additional light, all vehicles or combinations of vehicles in use, shall be equipped with at least two headlights in operable condition.
- C. All vehicles or equipment having an obstructed view to the rear shall be equipped with an adequate audible backup warning device in operable condition.
- D. No employee shall use any motor vehicle or equipment having an obstructed view to the rear unless:
  - 1. The vehicle has a reverse signal alarm audible above the surrounding noise level, or
  - 2. The vehicle is backed up only when an observer signals it is safe to do so.
- E. All vehicles with cabs shall be equipped with windshields and powered wipers. Cracked and broken glass shall be repaired or replaced. Vehicles operating in areas or under conditions that cause fogging or frosting of the windshields shall be equipped with operable defogging or defrosting devices.
- F. All haulage vehicles, whose pay load is loaded by means of cranes, power shovels, loaders, or similar equipment, shall have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.
- G. Tools and materials shall be secured to prevent movement when transported in the same compartment with employees.
- H. Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried and have handrails and steps or ladders for mounting and dismounting.
- I. Seat belts and anchorages meeting the requirements of MN Statute §169.685 and 49 CFR Part 571 Federal Motor Vehicle Safety Standards shall be installed in all motor vehicles. Seat belts will be worn by all employees driving or as a passenger in any City owned motorized vehicle when the vehicle is moving.
- J. Trucks with dump bodies shall be equipped with positive means of support, permanently attached, and capable of being locked in position to prevent accidental lowering of the body while maintenance or inspection work is being done.
- K. Trip handles for tailgates of dump trucks shall be so arranged that, in dumping, the operator will be in the clear.
- L. Under no circumstances shall an employee be allowed to ride in a standing position or with arms and legs outside of a truck body or seated on the side fenders, cabs, cabshields, rear of truck, or on the load unless such a position is dictated by jobs assignment.

- M. No explosives, flammable materials or toxic substances shall be transported in the passenger carrying area of vehicles carrying employees.
- N. No employee shall be allowed to get on or off of a moving vehicle.
- O. All vehicles in use shall be checked at the beginning of each shift to assure that the following parts, equipment and accessories are in safe and operating condition and free of apparent damage that could cause failure while in use: service brakes, including trailer brakes, connections; parking system (hand brake); emergency stopping system (brakes); tires, horn, steering mechanism, operating controls, coupling devices and seat belts.
1. All defects shall be corrected before the vehicle is placed in service.
  2. These requirements also apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc. where such equipment is necessary.
- P. Employees should use proper safety procedures at all times when using a cellular phone, but especially while operating equipment, driving while on City business, or performing similar duties. An employee shall not, under any circumstance, either read or send text messages or e-mails while operating (driving) City owned vehicles or equipment.
- Q. In some jurisdictions where an employee may travel, law prohibits the use of cellular phones while operating a motor vehicle. It is the City's intent and expectation that all employees shall abide by the law.
- R. All operators of City vehicles shall possess a valid driver's license. Employees are responsible for notifying the City if their license is suspended. Employees must forward a copy of their driver's license to their supervisor on an annual basis. In the event of a license suspension, vehicle use privileges will be suspended and may be terminated. Employees are required to notify their supervisors of any violations or summonses received while in possession of, or while operating a City vehicle. Failure to do so may result, in the City's discretion, in the loss of vehicle use privileges.
- S. Only City employees are authorized to operate City vehicles.
- T. Employees are strictly prohibited from operating a City vehicle while under the influence of alcohol or illegal drugs, and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.
- U. In the case of an accident, the employee driving the vehicle shall immediately notify his/her supervisor and the nearest Police Department to report the accident and complete a full accident report. Copies of the completed accident report shall be forwarded to the employee's supervisor and City Administrator.