

RIVER HEIGHTS CITY FLEET SAFETY PROGRAM POLICY

The purpose of this Fleet Safety Program Policy is to ensure the safety of those individuals who drive River Heights City vehicles. Safety while operating a motor vehicle is always critical but is even more important when the vehicle is carrying products that could cause harm to a driver, others, or the environment. Vehicle accidents are costly to River Heights City, but more importantly, they may result in injury to employees or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, River Heights City endorses and follows all applicable state motor vehicle regulations relating to driver responsibility and driver safety. River Heights City expects each driver to drive in a safe and courteous manner pursuant to River Heights City's safety rules and all local and state laws. The attitude present when behind the wheel is the single most important factor in driving safely.

DRIVER QUALIFICATIONS

Any employee is eligible to drive a city-owned vehicle provided the employee's use of the vehicle is essential to their job function AND the employee's Motor Vehicle Record ("MVR") is acceptable.

All employees must hold and carry a current driver's license for the class of motor vehicle for which they are operating and provide River Heights City a copy of said license.

Any changes in license status, including a renewal, all driving employees must provide a copy of their new license to River Heights City.

An acceptable MVR (personal driving history) is required by River Heights City as a condition of receiving or continuing employment in a position that requires driving.

River Heights City Mayor will check the driving history of potential and current employees using an MVR annually.

MVR checks will also be conducted on employees who will be covered by city insurance to drive rental vehicles during official city travel. River Heights City will review motor vehicle records and decide the status for applicants and employees according to the city-wide classification system listed below:

Acceptable

The individual is eligible to drive while conducting city business and able to be covered by city insurance. The individual's driving record indicates not more than one moving violation in the past 12 months.

Probationary

The individual is eligible to drive while conducting city business with the stipulation that the individual's motor vehicle record will be checked periodically over a period of probation. The individual's driving record indicates more than one moving violation in the past 12 months and less

than two moving violations in the past 24 months. Any violations during the probationary period may result in termination of employment or other disciplinary action.

Acceptable Motor Vehicle Criteria:

Maximum of either one moving violation, one accident or combination thereof

No more than two minor violations, such as:

- Speeding less than 20 MPH
- Illegal turn
- Failure to obey traffic sign or signal
- Seat belt citation
- Non-moving violations such as parking tickets and equipment (fix-it) tickets

No serious violations, such as:

- Suspension or revocation of driving privileges
- Speeding over 20 MPH of posted speed limit
- Leaving the scene of an accident
- Reckless driving
- Driving under the influence of drugs, alcohol, controlled substances or while intoxicated or refusing a drug/alcohol test
- Negligent homicide arising from the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Racing on public roads
- Driving with a suspended license
- Fleeing and Eluding
- Vehicle/product theft or damage due to negligence (ex. failure to lock doors, park in well-lit area, leaving keys in plain view or leaving vehicle running while unattended)
- Procedure for Existing Employees

River Heights City will check the motor vehicle records annually for all current employees with driving responsibilities or those who use rental cars for city travel purposes. Any covered employee without a valid driver's license will not be allowed to operate a city vehicle or drive on River Heights City business. If driving is an essential job function and the employee cannot be reasonably accommodated, employment may be terminated. If under probation, a subsequent periodic motor vehicle record check reveals further violations, River Heights City will review the specific circumstances surrounding the individual and determine appropriate action which could include termination of employment.

Employee Role and Responsibilities

Every employee of River Heights City is responsible for conducting himself/herself in accordance with this program. Employee involvement is an essential element to the success of River Heights City's fleet safety efforts. Employees may be solicited for their input regarding safety features, training programs and other topics related to this program.

Driver Training

- All new drivers
- Drivers who have been involved in accidents (regardless of fault)
- Drivers who have had moving violations
- Drivers who have been identified through observations as having driving issues will be involved in additional training.

Driver training will include successful completion of individual online training courses on various driving topics and/or the NSC (National Safety Council) DDC (Defensive Driving Course). These courses will be provided to River Heights City through its insurance relationships and can be accessed by the Mayor.

DRIVER RULES

No driver shall operate a River Heights City vehicle when the driver's ability to do so safely has been impaired for any reason, including but not limited to, drugs, alcohol, illness, fatigue, injury, or prescription medication. Doing so may result in immediate termination.

All drivers and authorized passengers operating or riding in a River Heights City vehicle must always wear seatbelts

No unauthorized personnel (i.e. all non-River Heights City employees or non-elected officials) are allowed to ride in River Heights City vehicles

Drivers are responsible for the security of city vehicles and any contents assigned to the driver or vehicle

Headlights shall be used while dark, 1/2 hour before sunset, 1/2 hour after sunrise, during inclement weather, or at any time when 500 feet ahead of the vehicle cannot be seen clearly. Smoking or Vaping is strictly prohibited in or around River Heights City vehicles

All state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed

Drivers must never use their phones while driving to text, call or other uses. First, infraction will result in a written warning. Second, infraction may result in immediate termination.

Quarterly, River Heights City drivers must fill out a vehicle self-inspection report and turn into the Mayor.

Persons driving their own vehicles for city purposes is not allowed, unless authorized by the Mayor for a specific purpose.

Daily Pre-Drive Check

Each driver will inspect the vehicle at the start of the day, to ensure vehicle safety.

SAFETY STANDARDS

Harsh Braking

The highest number of reported accidents involve vehicles ahead of them. A driver should follow at least two (2) car lengths behind any vehicle and an additional one (1) car length for every 10 mph over 40 mph. Harsh braking wears down vehicle parts such as the brakes, tires, springs, and shock absorbers more rapidly, which decreases the vehicle's overall efficiency and can lead to the vehicle needing more frequent repairs.

Harsh Acceleration

Harsh acceleration is first and foremost a safety issue, but it also wastes fuel and adds unnecessary wear and tear to vehicles as well.

Harsh Cornering

Reduce speed prior to entering a cornering situation. The vehicle must be slowed down while it is straight. Then, proceed into the corner, rather than attempting to decelerate as the vehicle is going around the corner.

Speeding

River Heights City does NOT tolerate speeding. All employees must obey all posted traffic speed limits.

Seatbelts

All employees and approved vehicle passengers must wear seatbelts.

Discipline

Safety Reports

The first time an employee scores less than 80% on a monthly safety report, the employee will be written up their supervisor. The second time an employee scores less than 80% on a monthly safety report it may result in termination at the supervisor's discretion.

If at any time an employee scores below a 50% on a monthly safety report, the employee will be terminated from employment with River Heights City.

Employee Negligence

Employees may receive disciplinary action, up to and including termination, for lost, damaged, or stolen vehicles or property, either in part or entirely linked to employee negligence.

Traffic Violations and Citations

Traffic citations (this includes citations that are issued as a result of images being taken resulting in a mailed citation) must be reported to the Mayor as soon as possible. If a River Heights City driver receives two citations, they may be terminated as a River Heights City employee or driver. These citations will be taken out of the driver's paycheck if sent to the city and the city pays for such citations, unless state or local laws do not allow it. The Mayor may take any other disciplinary actions for drivers that receive a citation, not listed here, that is necessary.

Accident Report & Investigation

Accident Reporting Procedure:

1. Stop as soon as it is safe after an accident
2. Call the police
3. Call 911 emergency services, if necessary, then tend to any injured person at the scene
4. If possible, move the vehicle to the shoulder of the road to mitigate traffic congestion
5. Contact your supervisor or the Mayor. (The Supervisor should immediately contact the Mayor)
6. Do not make any statements accepting responsibility for the collision and only address the facts of the event
7. Fill out the accident report form located in the vehicle glove box and give to the Mayor.
8. Retrieve the insurance and license plate information from the driver(s) of the other vehicles involved in the accident
9. When deemed necessary the Mayor should immediately report to the scene of the accident to investigate and help fill out accident reports

All River Heights City vehicle accidents must be reported to the Mayor as soon as possible. The Mayor will then determine if an insurance claim should be processed, such as when bodily injury or property loss/damage has occurred. If necessary, a thorough investigation will be made by River Heights City administration or other qualified personnel. Prompt investigation with documentation is vital to ensure the safety of all River Heights City employees. It will also facilitate finding the cause of the accident and to establish regulations to reduce the probability of recurrence.

River Heights City administration, with the assistance of police reports and other pertinent data (ex. post-accident drug test), determine the fault of the accident. If a driver is at fault, the driver may be terminated from employment at River Heights City. This will be done at the discretion of the Mayor and City Council.

Post-Accident Drug Test:

Within 4 hours of any accident, no matter how minor, the driver and passenger, if applicable, must take a post-accident drug test. That can be done by going to any local hospital or clinic. If a driver is found to be under the influence of drugs or alcohol at the time of accident, regardless of whether the driver is found at fault or not, the employee's employment will be terminated.

VEHICLE MAINTENANCE

Please remember, it is the River Heights City name on every vehicle. If the vehicle is dirty, damaged, or looks unprofessional in any way, the citizens may lose confidence in River Heights City. Drivers are responsible for letting the city administration know when their vehicle needs maintenance or repair. The Mayor will schedule or will assign someone to schedule an appointment for maintenance and the driver will take the vehicle to the scheduled maintenance appointment.

Employees must document the maintenance or repair needs on a Vehicle Self-Inspection report. The report should be used to communicate with the Mayor. It is expected that any maintenance or repair issue be reported to the Mayor within twenty-four (24) hours or more of the need arising.

Maintenance needs include, but are not limited to; items such as an oil change, tire condition, squeaky or unresponsive brakes, service engine light, any unusual sounds, windshield damage, any leaks, car washes, etc.

Quarterly Inspection Reports

A top to bottom inspection will be done on each vehicle quarterly in order to assess the vehicle's condition and each employee's ability to maintain their vehicle. Inspections may come without notice. The Mayor or other designated individual will inspect the inside and outside of the vehicle and utilize the Vehicle Self-Inspection Report.

YEARLY PROGRAM REVIEW

At least annually the Mayor will conduct a program review to assess the progress and success of the Fleet Safety Program.

The review will consider the following:

- Evaluation of all training programs and records.
- The frequency and severity of vehicle accidents during the previous year.
- The need for changes to the Fleet Safety Program, based on evaluation of the program and results.
- The need for changes to the driver selection/ qualification criteria.

RECORD RETENTION

All records must be digitally retained for at least 7 years.

Employees

Every employee of River Heights City is responsible for conducting himself/herself in accordance with this program. Employee involvement is an essential element to the success of River Heights City's fleet safety efforts. Employees may be solicited for their input regarding safety features, training programs and other topics related to this program.

ACKNOWLEDGEMENT

I _____, acknowledge that the information contained in River Heights City's Vehicle Fleet Safety Program & Policy has been reviewed with me and a copy of the policy and driver rules have been furnished to me. As a driver of a city vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

Sign and retain the original copy in the employee's file.

Name (Print)

Driver's License Number

Signature

Date

EMPLOYEE AUTHORIZATION FOR MVR REVIEW

I acknowledge that the information contained in River Heights City's Fleet Safety Program & Policy has been reviewed with me. As a River Heights City driver, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that River Heights City will periodically review my Motor Vehicle Record to determine continued eligibility to drive a city vehicle. In accordance with the Fair Credit Reporting

Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent, to obtain a Motor Vehicle Record report. This authorization is valid if I am an employee of River Heights and may only be rescinded in writing.

Furthermore, I agree to notify management if any of the following should occur:

- I receive a citation for driving under the influence of drugs or alcohol.
- I receive a citation for any moving violation.
- My Driver's License is suspended or revoked for any reason.
- I am involved in a vehicle accident while on city business

Sign and retain the original copy in the employee's file.

Name (Print)

Driver's License Number

Signature

Date