

# **EMSA**

## **AUTO SAFETY PROGRAM**

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## **I. Auto Safety Operating Procedures**

1. **Policy** Some employees operate company owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents, which may result in injuries or property loss. It is the operating procedure of EMSA to provide and maintain a safe working environment to protect our employees and the citizens of the communities that we serve. EMSA is committed to promoting a high level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined below:
  - A. Assigning responsibilities at all levels of employment.
  - B. Vehicle use and insurance requirements.
  - C. Identification of high risk drivers.
  - D. Accident reporting and investigation.
  - E. Vehicle selection and maintenance.
  - F. Training standards.
  - G. Safety regulations.
2. **Responsibility** Senior management is responsible for successful implementation and ongoing execution of this policy. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.
3. **Scope** This standard operating procedure applies to employees who operate vehicles on Authority business.

## **II. Vehicle Use**

### **1. EMSA Owned Vehicles:**

- A. Employees authorized by their supervisors will be permitted to operate EMSA owned vehicles for EMSA business only. No one under the age of 21 will be permitted to operate the vehicle. Anyone authorized by their supervisor must complete the Vehicle Use Agreement seen in "Appendix A".

## 2. Personal Vehicles on Company Business

- A. Employees who drive their personal vehicles on Authority business are subject to the requirements of this program including:
  - 1. Maintaining auto liability insurance with minimum limits as required by State law.
  - 2. Maintaining their ~~own personal~~ vehicle in a safe operating condition when driven on company business.

## 3. Rental Vehicles

- A. Collision damage coverage should be refused.

## 4. Unauthorized Use of Vehicles

- A. Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a company vehicle. No exceptions! If unauthorized use results in an accident, the responsible employee may be required to make restitution for the damages.

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## 5. Contractors/Temporary Employees

- A. Contractor and temporary employees who use EMSA owned vehicles will be treated as company employees and will comply with the requirements of this program. Failure to meet all requirements may result in the immediate loss of driving privileges.

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## III. Driver Selection

- 1. **Driver Evaluation** The Emergency Medical Services Authority reserves the right to evaluate employees as drivers on EMSA business at any time. This may include:
  - A. Review past driving performance and work experience through previous employers' reference checks. All new employees and current employees recently assigned to driving duties will be required to complete the Vehicle Use Agreement found in appendix "A".
  - B. Review the employee's Motor Vehicle Record
  - C. Ensure the employee has a valid driver's license.
  - D. Ensure the employee is qualified to operate the type of vehicle he/she will drive.

## **2. Driver Performance**

- A. The following criteria were established to identify high risk drivers. A driver is unacceptable if the driver's accident/violation history in the past year includes two or more of the following moving violation convictions or one DUI conviction:
1. Driving under the influence of alcohol or drugs.
  2. Hit and run.
  3. Failure to report an accident.
  4. Negligent homicide arising out of the use of a motor vehicle.
  5. Operating during a period of suspension or revocation.
  6. Using a motor vehicle for the commission of a felony.
  7. Operating a motor vehicle without the owner's authority.
  8. Permitting an unlicensed person to drive.
  9. Reckless driving.
  10. Speeding.

## **IV. Accident Recordkeeping, Reporting and Analysis**

1. The Authority considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to the CFO.
2. Motor vehicle accident recordkeeping procedures consist of the following components:
  - A. Police accident report, if applicable, or
  - B. Date, time and place of the accident, identification of the driver of the vehicle, and estimated amount of loss.
  - C. Documentation of causes and corrective action required, if any.
  - D. Analysis of accidents to determine trends, recurring problems and the need for further control measures.

- 3. Responsibility** Implementation of these procedures remains the responsibility of both the driver and manager.
- A. Driver** Since the driver is the first person at the accident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible.
- B. Management** Management will obtain accident data from the driver through the police report form and/or by written communication. It is important for management to determine the extent of the accident, especially if it involves injury or death to the driver, passengers, or other parties.
- B. If appropriate, management will immediately proceed with a formal investigation to determine the underlying causes as well as what can be done to prevent similar occurrences. The accident report will be forwarded to the CFO along with any additional support data (e.g., witness statements, photographs, police reports, etc.).

## **V. EMPLOYEE ACCIDENT REPORTING PROCEDURE**

**Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:**

1. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.
2. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Do not discuss fault with or sign anything for anyone except a police officer.
3. Immediately notify the CFO or the president, if the CFO is not available.
4. You will be contacted by the CFO to advise you how to arrange for repairs to the vehicle. Do not have the vehicle repaired until you receive authorization.

**When there is theft of or damage to your vehicle only:**

1. If you did not witness the damage to the vehicle, you must notify the local police department immediately.
2. Immediately notify the CFO.
3. You will be contacted by the CFO to advise you how to arrange for repairs to or replacement of the vehicle. Do not have the vehicle repaired until you receive authorization.

4. Send a copy of the police report along with a memo outlining any additional information to the CFO.

## **VI. DRIVER TRAINING**

1. Individuals hired by the Authority who must operate a motor vehicle as part of their job requirement must possess the basic skills and credentials necessary to perform this function as determined by his/her supervisor.
2. New employees will receive a copy of this program as part of their initial orientation.
3. **License Suspension.** Drivers must notify the CFO if their license is suspended or revoked.
4. **Remedial Training.** Drivers will be required to take a safe driving course at their expense or that of the operating center if:
  - A. Two or more moving violation convictions within any one-year period.
  - B. A conviction for driving while under the influence of alcohol or drugs.
  - C. If a driver has more than one accident in any 12 month period involving an insured loss.

## **VII. DRIVER SAFETY REGULATIONS**

1. **Safety Belts:** The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts. Children under four years of age or under 40 pounds in weight must be secured in a DOT approved child safety seat.
2. **Impaired Driving:** The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.
3. **Traffic Laws:** Drivers must abide by all Federal, state and local motor vehicle regulations, laws and ordinances.
4. **Vehicle Condition:** Drivers are responsible for ensuring the vehicle is maintained in safe driving condition.
5. **Cellular Telephones and ~~Walkmans~~Other Electronic Devices:** The following procedures apply to employees driving on Authority business who wish to use cellular telephones and other electronic devices in the vehicle. |

- A. External speaker and microphone must be included to allow hands-free operation.
- B. Phone number memory and programming capabilities are to be included.
- C. Drivers are to refrain from placing outgoing calls while the vehicle is in motion.
- D. Incoming calls should be limited.
- E. For any vehicle equipped with a cellular telephone that does not meet the above equipment specifications, use of the telephone is authorized when the vehicle is safely parked.

F. Drivers are to refrain from using other electronic devices, texting, or emailing while operating the vehicle. Use of other electronic devices, texting or emailing is authorized when the vehicle is safely parked. Electronic devices includes but is not limited to MP3 players, iPods, iPads, PDAs, and Laptop or Tablet computer devices.

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**6. General Safety Rules:** Employees are not permitted to:

- A. Pick up hitchhikers.
- B. Accept payment for carrying passengers or materials.
- C. Use any radar detector, laser detector or similar devices.
- D. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used , and then only in limited quantities.
- E. Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.
- F. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.

**7. Authority and Personal Property:** Employees are responsible for Authority property such as computers, work papers and equipment under their control. The Authority will not reimburse the employee for stolen personal property.

## APPENDIX A

### VEHICLE USE AGREEMENT

I hereby acknowledge receipt of a company-owned or leased automobile and a copy of the Auto Safety Program Policy. I further acknowledge that I have read the Auto Safety Program Policy and expressly agree to all of its terms and requirements.

I understand this vehicle is to be regularly maintained and serviced.

Further, it is agreed this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle. I may authorize others to drive this vehicle, only if authorized by my supervisor, according to the following guidelines:

- Licensed employees of EMSA
- Other licensed drivers as I so designate in emergency situations only.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant the CFO the right to investigate my motor vehicle driving record at any time. My current driver's license is issued from the State of \_\_\_\_\_ and is No. \_\_\_\_\_.  
**ATTACH A CLEAR COPY OF VALID DRIVERS LICENSE TO APPENDIX.**

If my driving record contains two moving violations within a one-year period, my record will be reviewed by my supervisor for consideration of loss of driving privileges.

I will be required to take a safe driving class at my expense or EMSA if any of the following occurs:

- Two moving violations within any one-year period, or
- If a driver has more than one accident in any 12 month period involving an insured loss, or one accident with losses in excess of \$3,500.

The following condition will result in my losing my driving privileges:

- One DUI conviction within a one-year period.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify the CFO immediately.

I have read and agree to the provisions of this Vehicle Assignment Agreement and the requirements of the Auto Safety Program. |

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE