

GSC Procedure: GSC-019
Revision: 1
Date: 12/2/2004
Owner: Jim Dow
Title: Vehicle Safety
Approval & Date:

Purpose: Vehicle Safety

Procedure:

Motor vehicle accidents cause about one-third of all occupational fatalities and add considerably to lost time accidents. The District wishes to minimize both of these incidents.

OPERATION OF VEHICLE

1. TRAINING

All drivers will receive defensive driver training on a regular basis. The Training Coordinator is responsible for assuring that employees have received the company defensive driving course.

All Building Services employees that will be operating a vehicle must possess a valid Missouri driver's license.

2. SAFE AND COURTEOUS DRIVING

Employees driving a vehicle on corporate business must, in addition to meeting the approval requirements for driving, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. In addition, drivers using their own vehicles must make sure the vehicle meets any corporate or legal standards for insurance, maintenance, appearance and drivability. While on District business in District automobiles, trucks, vehicles, or rental vehicles, SEAT BELTS MUST BE WORN AND SMOKING IS PROHIBITED.

3. KEEPING VEHICLE PRESENTABLE

The vehicle should be washed as needed. As a general rule, your vehicle should always be presentable enough to have a customer as a passenger. In addition, anyone using a company vehicle is expected to clean out any litter they may have left during the time of their use.

4. VEHICLE MAINTENANCE

Drivers of assigned vehicles are responsible for reporting any actual or suspected mechanical problems to the Transportation Department.

Drivers are expected to check and be responsible for fluid levels in the vehicle they are operating. Oil level and wiper fluids should be checked weekly. Transmission fluid, engine coolant, tire pressure and power steering fluid should be checked once a week.

5. FATIGUE

When you feel tired, it's harder to make decisions and to react to the traffic around you. It is possible for you to fall asleep at the wheel.

When you feel sleepy, pull off the highway at the nearest rest stop or service area. Some coffee and stretching may be all you need. Tired drivers are a great danger to themselves and other drivers.

6. EATING

Eating or drinking is discouraged while operating company fleet vehicles or driving a vehicle on company business.

7. VEHICLE INSPECTION

Company vehicles will be inspected once a week for mechanical condition by the driver. Use the appropriate form to document problems.

The employee is responsible for reporting any concerns regarding the vehicle and its operation.

See form, following page.

Weekly Vehicle Check List

Vehicle # _____
 Driver _____
 Date _____
 Odometer _____

		OK	Needs Service
1	Is steering gear in good condition?		
2	Do brakes work properly?		
3	Does parking brake work properly?		
4	Are both headlights working?		
5	Are brake lights working properly?		
6	Are both taillights working?		
7	Are emergency lights working?		
8	Is back up alarm working properly?		
9	Are turn indicators working?		
10	Are all mirrors in working order?		
11	Is horn operational?		
12	Are seat belts and retractors operational?		
13	Are windshield wipers working?		
14	Are windows and door glass unbroken?		
15	Is fire extinguisher charged?		
16	Are tires damaged or worn?		
17	Is first aid kit complete?		
18	Are gauges working properly (water temp, fuel, vacuum, amp meter, oil pressure)?		
19	Check fluid levels:		
	Oil		
	Radiator fluid		
	Brake fluid		
	Power steering fluid		
	Windshield water fluid		
20	Describe any noticeable defect in vehicle:		

8. CELL PHONES

Cell phone while driving continues to be a hazard to yourself and other motorists. When placing or receiving a phone call, pull off the road to a safe area for the duration of the call.

Reference Documents

None

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