

Town of Guilford
223 Marble Road
Guilford, NY 13780

POLICY AND PROCEDURE

Vehicle Safety Policy & Procedure

Policy: It is the policy of the Town of Guilford to establish a uniform Town of Guilford program which shall:

1. Maximize the safe operation of Town of Guilford owned or leased motor vehicles.
2. Maximize the safety of drivers, passengers, and the public.
3. Minimize losses, damages, and claims against the Town of Guilford.

Scope:

This Town of Guilford policy and its associated programs apply to all drivers who may be engaged in the operation of any Town of Guilford owned or leased motor vehicles on either public or private property. This policy stipulates requirements in addition to those of other established programs such as traffic regulations and pedestrian safety, motor vehicle maintenance, parking and enforcement.

In order to meet the objectives, all drivers of Town of Guilford owned or leased motor vehicles shall have their driver's licenses and driving records reviewed prior to employment and after employment commences upon reasonable suspicion of driving infractions and under other circumstances in the Town of Guilford's discretion, and shall successfully complete the Town of Guilford's driver training program in accordance with procedures established by this policy.

All full time and part time employees and volunteers, who may be authorized to drive Town of Guilford owned or leased motor vehicles must possess a current, valid driver's license. Eligibility to receive departmental authorization to operate a Town of Guilford motor vehicle, as defined in this policy, is dependent upon a prospective driver's driving record. All drivers of Town of Guilford motor vehicles must comply with all applicable laws and regulations concerning the operation of motor vehicles.

The Town of Guilford reserves the right to suspend an employee's or volunteer's privileges to operate a Town of Guilford motor vehicle at any time, for any reason.

Town of Guilford owned or leased vehicles are only to be used in the performance of officially authorized Town of Guilford business. Such vehicles are to be kept on Town of Guilford premises when not in use unless the officially authorized Town of Guilford business purpose requires the vehicle to be kept off premises.

This is the Town of Guilford's Motor Vehicle Policy. This policy is intended to be read in conjunction with other Town of Guilford policies, as applicable.

Background:

The Town of Guilford is currently responsible for the operation of a fleet of over 9 owned and leased motor vehicles distributed among 1 department (consisting of approximately 7 drivers), as well as additional motor vehicles which may be leased as needed.

Procedure:

A. Requirements for all drivers: In order to receive authorization to operate a Town of Guilford motor vehicle, an employee or volunteer must:

1. Possess a current valid driver's license for two consecutive years and be at least 18 years of age.
2. Apply for Town of Guilford motor vehicle driving privileges using Attachment No. 1, "Application for Town of Guilford Driving Privileges," and be accepted in accordance with the Town of Guilford's MVR Standard (see Section V).
3. Agree to operate Town of Guilford motor vehicles in accordance with applicable local and federal laws and Town of Guilford's regulations, at all times. (This agreement is found on the bottom portion of the Application for Town of Guilford Driving Privileges, and must be signed by the driver prior to the time eligibility is conferred). Seat belts must be used by drivers and passengers, when they are provided in a motor vehicle.
 - a. The payment of all traffic violations and citations will be the sole responsibility of the driver.
4. Report any change in license status (i.e., convictions, if your license has been suspended or revoked) to your supervisor immediately. The Town of Guilford reserves the right to suspend an employee's or volunteer's privilege to operate a Town of Guilford motor vehicle at any time, for any reason.

B. Departmental and Town of Guilford Volunteer Group Responsibilities

1. Each department or volunteer group which may use a Town of Guilford motor vehicle is required to maintain, at a minimum, the program procedures outlined below within its organizations:
 - a. Means for ensuring that only those individuals who have been determined to be eligible by the Department head's MVR review are authorized by the department or volunteer group to operate a Town of Guilford motor vehicle.
 - b. The Department head may exercise, at its discretion, the right to request copies of each specific department or volunteer group's written procedures for review.
 1. If any department or volunteer group is negligent in its responsibilities of ensuring proper Town of Guilford driving policies are followed, the Town of Guilford reserves the right to obtain restitution from that group.

c. Each department or volunteer group must establish an ignition key control system and sign in and out procedure, which includes the following:

1. Maintaining a current list of all persons within the department or volunteer group who are eligible to receive a supervisor's authorization to operate a Town of Guilford motor vehicle and verification of the following:

a. Name of the eligible driver requesting authorization to use a motor vehicle.

b. If the motor vehicle is to be used outside of Town of Guilford, trip destination and estimated duration.

c. Activity being attended or reason for use.

2. Maintaining a log showing the date and time the motor vehicle was signed in and out, in addition to the information required above.

3. Maintaining and issuing ignition keys in such a manner so as to prevent unauthorized use of Town of Guilford motor vehicles.

d. Each motor vehicle must be properly maintained according to the motor vehicle manufacturer's recommendations and when applicable, the Motor Vehicle Maintenance Department's preventative maintenance schedule.

e. Departments are responsible for ensuring the materials listed below are maintained in each Town of Guilford owned or leased vehicle:

1. Vehicle Registration

2. Insurance Cards

3. Emergency and Accident packet including the following:

a. Vehicle accident report form

b. First Aid Kit (optional)

c. Fire extinguisher (required for all vehicles, supplied and maintained by the Safety Department)

d. Emergency reflector triangles or Department of Transportation approved road flares (for ¾ ton trucks)

f. Assure that vehicle pre-trip and post-trip inspections are conducted.

g. Development of the specific procedures described above (i.e., "ignition key control" and motor vehicle sign in and out," etc) are the responsibility of individual department heads and/or chairpersons. Additional policies or procedures may be developed by department heads and/or chairpersons as they may determine are necessary, based on circumstances within their department or volunteer group.

h. The Town of Guilford prohibits employees, volunteers and/or departments from purchasing, renting or using 15 passenger vans for or on Town of Guilford business.

2. Risk Manager

a. In the event of an accident, the Risk Manager shall coordinate any claims made by or against the Town of Guilford with the Town of Guilford's insurance carrier and the involved department or volunteer group.

C. Rental Drivers

Any department or individual using a motor vehicle rented in the Town of Guilford's name is required to maintain and abide by the program measures indicated in Part IV.

Additional departmental procedures or policies for drivers of rental vehicles may be developed by department heads or chairpersons as they deem appropriate. The Risk Management Department may be consulted for advice relating to additional departmental procedures.

MVR Standard

- A. All drivers must have their Motor Vehicle Record (MVR) reviewed by the Safety Department prior to driving a Town of Guilford Vehicle.
- B. Before a person may drive for Town of Guilford, up to three (3) years of the person's driving history will be evaluated. The three year period must be the three year period immediately preceding the date of evaluation. The driving history must be evidenced by an official Motor Vehicle Record kept by an appropriate governmental authority.
- C. Any person who wishes to operate a Town of Guilford owned or leased vehicle must have a current, valid driver's license.
- D. No one will be allowed to drive for Town of Guilford with a "probationary," "court-restricted," "junior," or international license.
- E. No vehicle should be used unless the vehicle passes a periodic inspection.
- F. To be employed as a driver an applicant must meet the following criteria:
 1. No more than two (2) moving violations (e.g., speeding, failure to yield, violating a traffic signal, failure to stop, improper turn, improper lane change, careless driving, following too closely) in the past three (3) years; or
 2. No more than two (2) safety belt violations in the past three years; or
 3. No more than two (2) at-fault accidents in the past three years; or
 4. No more than one (1) moving violation plus two (2) safety belt violations within the past three years; or
 5. No more than one (1) at-fault accident plus two (2) other violations in the past three years; or
 6. No more than six (6) points on an applicant's license under New York State law.

Additionally, an applicant shall not be employed as a driver if any of the following violations appear in the applicant's MVR within the past three (3) years:

- Leaving the scene of an accident

- Reckless driving
- Driving under the influence of, or with ability impaired by, alcohol or drugs
- Hit and run
- Vehicular homicide or assault
- Participating in an unlawful speed contest
- Eluding or attempting to elude a police officer.

Accident Procedures for Drivers

In the event of an accident the following procedures must be followed:

1. Immediately notify 911 of your name, location, and pertinent information about the accident.
2. Obtain the names, addresses, and telephone numbers of all witnesses.
3. Complete the accident report form (and accident questionnaire, if necessary) located in the motor vehicle glove box.
4. Report the accident to your supervisor

Post-Accident Testing

Employees will be tested following an accident where:

1. A life is lost
 - a. Reasonable judgment has to be used in making determination if a life will be lost if the injured party is not pronounced dead at the accident scene. In cases where there is a reasonable probability of a loss of life, employees will be post-accident tested.
2. The driver cited got a moving traffic violation if the accident involved:
 - a. Bodily injury to any person who, as a result of injury, immediately receives medical attention away from the scene of the accident.
 - b. One or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle