



## The Corporation of the Town of Essex

Section:	<b>Corporate – Council</b>
Subject:	<b>Safe Driving Policy</b>
Policy Number:	<b>003</b>
Approval Date:	<b>October 19, 2009</b>
Approved By:	<b>R09-10-316</b>
Prepared By:	<b>D. E. Hunter</b>

### Objective

The Town of Essex has adopted this policy to provide employees with guidelines to ensure the safe operation of motor vehicles and equipment while under the employ of the Town of Essex, and to provide a set of procedures for acceptable use when operating Town-owned and operated vehicles and equipment, or when using a personally owned vehicle while travelling on Town of Essex business.

### Responsibilities

All Town of Essex employees are responsible for the following—

1. Compliance with the Town of Essex Safe Driving Policy and procedures,
2. Notifying managers or the Senior Management Team, including the Chief Administrative Officer, the Director of Finance & Administration/Treasurer, the Director of Infrastructure & Development, the Director of Parks & Recreation or the Clerk/Deputy-Treasurer, of any health and safety concerns, so that they may be dealt with promptly,
3. Protecting his or her own health and safety by working in compliance with the law and with safe work practices and procedures as established by the Town of Essex from time to time,
4. Using appropriate safety equipment as required,
5. Reporting unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager or member of the Senior Management Team as described in 2. above,
6. Performing their duties in a manner conducive to safety and following all safety practices and procedures, and
7. Reporting any incident, injury or hazard as outlined in these procedures to their Manager or the Senior Management Team as described in 2) above.



Managers and the Senior Management Team are responsible for the following—

1. Addressing and correcting any health and safety concerns or hazardous conditions brought to their attention promptly,
2. Ensuring that all employees of the Town of Essex abide by the Safe Driving Policy,
3. Advising the Senior Management Team and Council of any actions by an employee that results in an insurance claim against the Town of Essex,
4. Advising the Senior Management Team of any actions by an employee that result in a traffic offence against an employee while driving a company-owned vehicle, and
5. Addressing any infringements of this policy by employees promptly and with the appropriate disciplinary action.

## **Complying with the Rules of the Road**

Any Town of Essex employee that operates Town of Essex owned and operated vehicles and equipment or a personal vehicle while conducting Town of Essex business is required to:

1. Hold a valid Driver's License or a License appropriate to the vehicle or equipment being driven and which is in good standing,
2. Maintain appropriate levels of insurance when operating a personal vehicle while on Town of Essex business,
3. Carry their Driver's License or other appropriate License at all times,
4. Adhere to all applicable laws, including but not limited to the Highway Traffic Act, Provincial smoking regulations, etc., and
5. Drive in a safe and courteous manner

## **Safe Driving Techniques**

1. Drivers are expected to employ safe driving techniques at all times while operating Town of Essex owned and operated vehicles and equipment, or while operating personally owned vehicles while on Town of Essex business,
2. Obey all posted speed limits and applicable traffic laws,
3. Maintain a safe following distance between them and the vehicle in front of them, using the 3-6 second rule, depending on vehicle length,
4. Avoid risk-taking when driving, and
5. When changing lanes, check their mirrors and blind spots, and start signaling well before they begin to change lanes.

## **Speeding**

1. Town of Essex employees shall drive within the posted speed limit at all times while operating Town of Essex owned and operated vehicles and equipment, or when operating personally owned vehicles while on Town of Essex business,



2. Vehicles and equipment shall be operated at speeds that are safe for the conditions, recognizing that, in some circumstances such as rain or fog this may be below the posted speed limit, and
3. Town of Essex employees will be responsible for any fines resulting from speed related offences while operating Town of Essex owned and operated vehicles and equipment, or when operating personally owned vehicles while on Town of Essex business and for advising their managers of such fines.

## **Seatbelts and Other Safety Features**

Town of Essex vehicles and equipment contain features that promote safer driving, such as seatbelt warning devices and daytime running lights.

Employees are required to:

1. Wear a seatbelt all times, including all stages of pregnancy, and ensure that passengers do the same,
2. Drive with the headlights on at all times, and
3. Adjust headrests so the top of the rest is level with the top of the drivers and/or passengers head.

Employees will be responsible for any fines resulting from not wearing a seatbelt while driving Town of Essex owned and operated vehicles and equipment or when operating personally owned vehicles while on Town of Essex business and for advising their managers of such fines.

## **Alcohol, Drugs & Driving**

Employees are prohibited from driving Town of Essex owned and operated vehicles and equipment or personally owned vehicles on Town of Essex business while under the influence of alcohol, narcotics, medications or other drugs that are likely to affect your alertness or driving performance, and

## **Fatigue**

Fatigue is a feeling of weariness and tiredness typically caused by a lack of sleep or over exertion. Driving when fatigued significantly increases injury risk by impairing driving skills or causing a person to fall asleep while operating vehicles or equipment.

Employees are required to ensure they have sufficient sleep before embarking on any long trip or operating equipment.



## Use of Mobile Devices

1. The Town of Essex strictly prohibits the use of mobile phones, mobile radios, Blackberry devices and Personal Digital Assistants ("PDA's") while operating Town of Essex owned and operated vehicles and equipment, or while operating a personally owned vehicle while on Town of Essex business in accordance with Bill 118, an amendment to the Highway Traffic Act,
2. The use of hands-free devices connected to a mobile phone, mobile radio, Blackberry or PDA should be kept to a minimum when driving,
3. To make or receive calls while operating Town of Essex owned and vehicles and equipment, or while operating a personally owned vehicle while on Town of Essex business an employee shall:
  - Pull over to the side of the road and stop the vehicle or equipment prior to making or receiving a call,
  - Allow a passenger to operate the mobile device,
  - Use voice mail and respond to the call at a safer time, or
  - Let someone else drive, freeing you up to make or receive calls.

Employees will be responsible for any fines resulting from the use of a mobile phone, mobile radio, Blackberry device or PDA while driving Town of Essex owned and operated vehicles and equipment or when operating personally owned vehicles while on Town of Essex business and for advising their managers of such fines.

## Use of Portable Electronic Entertainment Devices

The Town of Essex strictly prohibits the use of portable electronic entertainment devices such as iPods while operating Town of Essex owned and operated vehicles and equipment, or while operating a personally owned vehicle while on Town of Essex business in accordance with Bill 118, an amendment to the Highway Traffic Act.

## Avoid Distractions

While operating Town owned vehicles or equipment, or personally owned vehicles while on Town of Essex business, employees shall avoid distractions caused by such things as adjusting the radio, using hands free devices connected to mobile phones, radios, Blackberries and PDA's, personal grooming and the use of other electronic devices, including GPS devices, laptop computers, netbooks, etc.



## Vehicle Maintenance

Town of Essex employees that are required to operate Town of Essex owned and operated vehicles and equipment are required to—

1. Complete a Pre-Trip Safety Checklist (Appendix "A") to ensure that a company owned vehicle is in safe operating condition prior to driving the vehicle outside of the County of Essex, and
2. Report any maintenance issues to their Managers or complete a form requesting that maintenance be performed.

## Anti-Idling

The Town is committed to being environmentally conscious and as such strives to incorporate environmentally friendly initiatives into its daily activities which are beneficial not only to the corporation but also to the community and to the environment. One such initiative is vehicle and equipment idling which has negative effects on the environment including, increased production of greenhouse gases, and inefficient use of our limited fossil fuel resources. Unnecessary vehicle and equipment idling also lends itself to increased fuel costs.

For purposes of this policy "Idling" means the engine is running while the vehicle is stationary or the piece of equipment is not performing work.

The following limitations on engine idling apply to the entire fleet of vehicles and equipment owned, leased or rented by the Town of Essex.

- Vehicles and equipment shall not be left idling while unattended,
- The Idling time for gasoline fueled vehicles and equipment will be limited to three minutes,
- Diesel fueled vehicles will also be limited to three minutes idling time after an initial warm up period to properly circulate and cool diesel engine fluids, and
- Vehicles and equipment will be shut off when idling time is expected to exceed three minutes.

Exceptions to idling limitations will exist under the following circumstances—

- For vehicle maintenance and diagnostic purposes (to be kept to an absolute required minimum),
- Under extreme weather conditions or any other time when the health and safety of employees or others may be jeopardized,
- If the unit is not expected to be able to restart due to a mechanical problem,
- Emergency response units while on an emergency scene;
- Engine is immediately required to power auxiliary equipment (e.g. hoist, lift platform, hydraulic tools, computers, etc.).



## **Inclement Weather**

Inclement Weather may include snow, fog, rain, ice, hail and/or high winds. During periods of inclement weather employees should—

- Reduce their speed, and
- Drive in a safe fashion that allows for decreased visibility and/or traction and increased stopping distances.

In the event that the inclement weather is at a level that makes driving unsafe, or the roads are impassable, Town of Essex employees are directed to stop their vehicle in a safe position, and wait until it is safe to proceed. If they have not yet left for their destination, drivers are directed to inform their immediate supervisor and/or manager as soon as possible to alert them to the situation, and the inability to travel safely.

## **Driving at Night**

While operating Town owned vehicles and equipment, or a personally owned vehicle while on Town of Essex business, employees should—

1. Exercise increased levels of caution while driving at night, and take care to avoid over driving their headlights (when the distance needed to come to a complete stop exceeds the distance to which you can clearly see), and
2. Reduce their speed and drive in a safe manner.

## **First Aid Kits/Road Safety Kits**

1. Town of Essex owned and operated vehicles and equipment will contain a first aid kit, a fire extinguisher and a road safety kit in the trunk or other storage area for use in case of emergencies.
2. Where an employee operates their own personal vehicle for Town of Essex business purposes, they are highly encouraged to carry a first aid kit and road safety kit.

## **In the Event of an Accident**

1. In the event of a motor vehicle accident, Town of Essex employees that are operating Town of Essex owned and operated vehicles and equipment, or a personally owned vehicle while on Town of Essex business, should assess the situation, and call the appropriate authorities as necessary, including ambulance, fire department, police),
2. Where possible, the employee should obtain the appropriate contact information from the other parties involved in the accident, including their insurance information, names and phone numbers,
3. Employees are required to share their appropriate insurance information and contact information with the other parties involved in the accident,



4. When it is safe to do so, the driver should contact their immediate supervisor and/or manager to inform them of the altercation, and provide as much pertinent information as possible,
5. Prepare a Vehicle and Equipment Accident Report in the prescribed format (Appendix "B") to their immediate supervisor and/or manager at the earliest possible moment following the accident to inform them of all pertinent details of the accident, and
6. Drivers involved in an accident should be aware of the first aid kit stored in the trunk or other storage area of Town of Essex owned and operated vehicles and equipment.

## **A.V.L. System in Vehicles & Equipment**

Various vehicles and equipment owned by the Town of Essex are equipped with an Automatic Vehicle Location ("A.V.L.") System which records various pieces of information about a vehicle or piece of equipment while it is operating, (for example, travelling speed, route travelled, operation of certain equipment (such as Plow up/down, road salter in operation, temperature of the road surface, etc.). This information is gathered primarily for liability and safety reasons. Managers of employees operating company-owned vehicles and equipment equipped with the A.V.L. Guidance System will review information gathered from the system from time to time and will report any contravention of the Safe Driving Policy to the employee and the Senior Management Team, which includes the Chief Administrative Officer, the Director of Finance & Administration/Treasurer, the Director of Infrastructure & Development, the Director of Parks & Recreation and the Clerk/Deputy-Treasurer immediately upon discovery of such contravention.

## **Acknowledgement & Agreement**

I, \_\_\_\_\_, acknowledge that I have read and understand the Safe Driving Policy of the Town of Essex. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules of this policy, I may face legal, punitive, or corrective action, up to and including termination of employment and/or criminal prosecution.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix "A"

### Pre-Trip Vehicle Safety Checklist

A pre-trip inspection must be performed prior to driving any company-owned vehicles outside of the County of Essex as outlined in the Town of Essex Safe Driving Policy.

Requirement	Details	Completed ✓
Tire Inspection	Tire Pressure	
	Tire Wear	
Light Inspection	Headlights (including high beams)	
	Tail-Lights (including brake lights)	
	Turn Signals	
Engine Fluids	Oil Level	
	Antifreeze/Coolant	
	Washer Fluid	
Seatbelts	# of seatbelts match or exceed # of occupants	
Windshield Wipers	Functioning & in good condition	
Emergency Equipment	Functional Spare Tire	
	Jack, Jack Handle & Lug Wrench	
Safety Kits	First Aid Kit	
	Fire Extinguisher	
	Road Safety Kit	

Completed forms are to be provided to your supervisor or manager upon completion of your trip.

**Town of Essex Vehicle No.:** \_\_\_\_\_

**Trip Destination:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_

**Inspected By (Print Name):** \_\_\_\_\_

**Inspected By (Signature):** \_\_\_\_\_



# Appendix "B" Vehicle or Equipment Accident Report

33 Talbot Street South Essex, Ontario N8M 1A8 [www.essex.ca](http://www.essex.ca)  
T 519-776-7336 F 519-776-8811

### Tips

- Stay calm
- Call 9-1-1 and note time of call when
  - someone is hurt
  - you think any driver may be guilty of a Criminal Code Offence, such as driving under the influence
  - there is significant property damage or the vehicle/equipment is not drivable
- Turn on hazard lights or use cones, warning triangles or flares if available.
- Have insurance documents, driver’s license and ownership available.
- Regardless of the circumstances of the accident, never admit fault for the accident, sign any documents regarding fault or promise to pay for the damages.
- Complete the following accident report as soon as possible after the accident and provide it to your supervisor/manager within 24 hours.

### The Town of Essex – General Information

Driver’s Information:

Employee’s Name \_\_\_\_\_ Department \_\_\_\_\_

Detail of Injuries \_\_\_\_\_

Vehicle Information:

Make/Model of Vehicle/Equipment \_\_\_\_\_ License Plate no. \_\_\_\_\_

Passengers in Vehicle (Check one)  Yes  No  
If yes,

1. Name & Position in Vehicle \_\_\_\_\_

Details of any Injuries \_\_\_\_\_

2. Name & Position in Vehicle \_\_\_\_\_

Details of any Injuries \_\_\_\_\_

3. Name & Position in Vehicle \_\_\_\_\_

Details of any Injuries \_\_\_\_\_

### General Accident Information

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_

Location of Accident \_\_\_\_\_ Your Speed at Time of Accident \_\_\_\_\_ Km/h

Weather Conditions \_\_\_\_\_

Road Conditions \_\_\_\_\_



**Other Vehicle involved - #1**

Driver's Information:

Driver's Name \_\_\_\_\_ Driver's License no. \_\_\_\_\_

Driver's Address \_\_\_\_\_

Drivers Phone no. Home \_\_\_\_\_ Work \_\_\_\_\_

Owner's Name (if different from driver) \_\_\_\_\_

Owner's Address \_\_\_\_\_

Owner's Phone no. Home \_\_\_\_\_ Work \_\_\_\_\_

Insurance Company \_\_\_\_\_ Insurance Policy no. \_\_\_\_\_

Vehicle Information:

Make/Model of Vehicle/Equipment \_\_\_\_\_ License Plate no. \_\_\_\_\_

Passengers in Vehicle (Check one)  Yes  No

If yes,

1. Name & Position in Vehicle \_\_\_\_\_

2. Name & Position in Vehicle \_\_\_\_\_

3. Name & Position in Vehicle \_\_\_\_\_

**Other Vehicle Involved - #2**

Driver's Information:

Driver's Name \_\_\_\_\_ Driver's License no. \_\_\_\_\_

Driver's Address \_\_\_\_\_

Drivers Phone no. Home \_\_\_\_\_ Work \_\_\_\_\_

Owner's Name (if different from driver) \_\_\_\_\_

Owner's Address \_\_\_\_\_

Owner's Phone no. Home \_\_\_\_\_ Work \_\_\_\_\_

Insurance Company \_\_\_\_\_ Insurance Policy no. \_\_\_\_\_

Vehicle Information:

Make/Model of Vehicle/Equipment \_\_\_\_\_ License Plate no. \_\_\_\_\_

Passengers in Vehicle (Check one)  Yes  No

If yes,

1. Name & Position in Vehicle \_\_\_\_\_

2. Name & Position in Vehicle \_\_\_\_\_

3. Name & Position in Vehicle \_\_\_\_\_



**Description of What Occurred** (provide as much detail as possible)

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**Police**

Was the Police Called?  Yes  No

If yes,

Police Force (e.g. OPP)

Police Officers Name

Police Officers Badge no.

Police Occurrence no.

**Witnesses**

Witness #1:

Name

Address

Home Phone no

Work Phone no.

License Plate no.

Witness #2:

Name

Address

Home Phone no

Work Phone no.

License Plate no.

**Supervisor/Manager** (for office use only)

Name

Action Taken:

Date Received