

4.8 Vehicle Safety Program

Purpose

This policy has been developed to define standards of conduct and establish mandatory training for staff, and volunteers who operate motor vehicles or equipment while conducting The Port of Newport business. The primary goal of this policy is to help prevent accidents and minimize the risk of personal injury associated with those incidents.

Scope

This policy applies to individuals who are required to operate a motor vehicle, Port-owned or personally owned, to conduct Port business.

Definitions

For the purpose of this policy, "motor vehicle operator" refers to any staff, or volunteer, 18 years of age or older, who operates a motor vehicle while conducting Port business. "Frequently" shall be defined as once a week or more. Individuals who are under 18 year of age may not operate a motor vehicle to conduct Port business.

Driver's License. All Port motor vehicle operators must be in possession of a valid driver's license from their state of residence. In the event that an employee's job description requires him or her to drive a "commercial vehicle," the employee will be required to obtain and maintain a valid Oregon commercial driver's license.

Vehicle Operator Responsibility. Motor vehicle operators must report all traffic citations received while on Port business to their department head. They must also report the onset of any physical or mental condition that may impair their ability to drive.

Motor vehicle operators are required to conduct a vehicle safety inspection prior to the operation of the vehicle. Windows and mirrors must be scraped and defrosted during inclement weather. Deficiencies or any mechanical defect that would jeopardize the safe operation the vehicle (such as a leaking gas line or overheating engine) must be corrected immediately. Vehicles found to be in an unsafe condition are not to be operated until repairs are made. It is the responsibility of all motor vehicle operators to drive in a safe manner and conform to all applicable laws and regulations.

Motor vehicle operators must:

1. Wear seat belts/shoulder harnesses as provided in the vehicle.
2. Avoid wearing radio headsets or listening to loud music that would prevent them from hearing traffic warning devices.
3. Utilize mechanical and/or hand signals at all times to inform others of their intentions.
4. Adhere to all of the Port of Newport Traffic and Parking Regulations when operating or parking a Port-owned vehicle on Port.
5. Ensure that the vehicle is secured when parked by:
 - a) Turning the ignition switch off and removing the key.
 - b) Making sure that vehicles equipped with automatic transmissions are placed in "park" and that vehicles equipped with manual transmissions are placed "in gear."
 - c) Setting the hand brake.
Chocking the rear wheels of the vehicle, or turning the front wheels toward the curb when the vehicle is parked on an incline.
6. Ensure the safe transport of all materials and goods by:
 - a) Securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling. No one will be allowed to physically "steady" a load while riding in the back of the vehicle.
 - b) Securely fastening all doors while the vehicle is in operation.

- c) Securing tailgates in an upright position while the vehicle is moving, except when the load exceeds the length of the vehicle bed.
 - d) Affixing a red flag to the end of any load that extends two feet or more beyond the end of the vehicle.
 - e) Ensuring that loads do not extend beyond the width of the vehicle.
7. Ensure the safety of all passengers by:
- a) Requiring them to use seat belts.
 - b) Not allowing passengers to ride in the bed of a truck.
 - c) Prohibiting any passenger from riding on a trailer while it is being towed.
 - d) Prohibiting more than two passengers in the front seat of any vehicle unless additional seat restraints have been installed.
 - e) Prohibiting any passenger from riding between bucket-type seats, on the engine cowling or placing a chair between the seats while the vehicle is moving.
8. Drive defensively at all times.

Department Head Responsibility. Department heads are responsible for ensuring that Port-owned vehicles are operated by authorized Port of Newport motor vehicle operators only. They are also required to conduct an annual driver's license review to verify that each motor vehicle operator holds a valid license and is complying with all restrictions.

Department heads must also:

1. Immediately notify the Management and Human Resources if a vehicle operator's license has been suspended or revoked.
2. Require that each supervisor review the Vehicle Safety Policy with each new employee before authorizing the employee to operate a Port-owned vehicle.
3. Schedule additional training as required to ensure the safe operation of special purpose vehicles, such as burden carriers, sweepers, tractors, riding mowers, etc.
4. Document all training and provide copies to Human Resources for inclusion in the employee's personnel record.

Port Responsibility. The Port of Newport is responsible for equipping each Port-owned vehicle with safety equipment necessary for safe operation during inclement weather. Snow tires, chains, additional lights, ice scrapers and other safety equipment will be provided in those vehicles as needed. The Port will also equip each of its vehicles with a fire extinguisher.

Accident Reporting. It is the responsibility of all Port of Newport motor vehicle operators to report all accidents, regardless of damage. Accidents that occur on Port property must be reported immediately to Management. Accidents that occur off The Port of Newport property must be reported immediately to the appropriate law enforcement agency and then to Management as soon as practical.

If an accident occurs on Port property:

1. If required, call or have someone call 911 and provide information about the accident. Do not leave the scene or move the vehicle until advised to do so by a person in authority.
2. Assist injured persons, but do not attempt to move them unless a threat to life exists.
3. Report the accident to your supervisor as soon as practical.
4. Obtain the names of witnesses, insurance information and other pertinent facts. Forward the information to Management as soon as possible. An accident report form will be placed in the glove box of all Port-owned vehicles.
5. Notify a person of authority if you strike an unattended vehicle or object while on Port property, but do not leave the scene until given permission by the person of authority.

If an accident occurs off Port property:

1. If required, call or have someone call 911 and provide information about the accident. Do not leave the scene or move the vehicle until advised to do so by a person in authority.
2. Assist injured persons, but do not attempt to move them unless a threat to life exists.
3. Obtain the name, address and insurance company of any and all drivers and witnesses involved in the incident. Also record the name and badge number of the officer who takes the report.
4. Request a copy of the incident report or obtain the case number associated with the accident if a copy is not immediately available.
5. Report the incident to your supervisor as soon as practical.

Accident Review and Insurance. Management and the Port Safety Committee will review each accident that involves a Port-owned vehicle and each incident where a vehicle operator has been cited for a violation of Motor Vehicle Law, or the Port of Newport Vehicle Safety Policy, while operating a vehicle on Port business.

If needed, Management will notify the appropriate department head in writing to schedule a Vehicle Safety Class for any employee who:

1. Has been involved in an accident and was cited by the investigating police officer or was determined to be at fault in the accident by Management and the Port of Newport Safety Committee.
2. Has received two tickets for moving violations within one calendar year.

Port insurance:

1. Covers liability for personal injury and damage to the property of others. It does not cover deductibles associated with comprehensive or collision damage. Departments with vehicles assigned to them are responsible for any uninsured loss.
2. Covers faculty, staff, students and volunteers while they are driving Port-owned or rented vehicles. When employees operate their own vehicles while on Port business, their insurance company will be considered as the primary insurer with the Port's coverage being secondary.

Discipline. Drivers who violate the Port of Newport Vehicle Safety Policy are subject to disciplinary action as outlined in the personnel policy.

Department heads will send documentation of any disciplinary action associated with the enforcement of this policy to Management and Human Resources for inclusion in the employee's file.

THE PORT OF NEWPORT

Vehicle Use Acknowledgment Form

Safe Driving Requirement. I acknowledge that I must operate any vehicle used on The Port of Newport business in a safe, responsible manner and in compliance with the law. I will use vehicles on Port business only as authorized by my supervisor. I will follow all applicable rules or requirements. I understand that I am subject to Port disciplinary procedures for improper use of any vehicle on Port business.

Physical Condition. I have no physical or mental condition that may impair my ability to drive. If my condition changes such that my ability to drive may be impaired, I shall notify my supervisor immediately.

Motor Vehicle License. I am licensed to drive. I have attached a photocopy of my license to this form. I will promptly notify my supervisor if my license is impounded by a police authority, suspended, revoked or expires. I authorize the Port to obtain a copy of my official state motor vehicle record including the current status of my license and any traffic convictions. I further authorize the Port to make this information available to the Port's insurance company. I further authorize the Port to obtain updates of this information during my employment.

Accidents and Traffic Citations. I shall report any accident involving a vehicle I am operating on Port business immediately to my supervisor or a person in authority. I will complete all state, Port and insurance accident forms promptly, accurately and completely. I will report any traffic citation or parking ticket I receive while using a Port vehicle to my supervisor as soon as practical. I understand that I am personally responsible for any traffic or parking fines that I may incur while driving a Port vehicle.

Port Insurance. I have been informed that any authorized driver of a Port vehicle is covered by Port insurance, but that it will not cover a driver who intentionally causes injury or damage.

Employment. I understand that my employment may be contingent upon my ability to legally operate a motor vehicle for The Port of Newport business as outlined in my job description.

I am 18 years of age or older and have read and fully understand the provisions of the Vehicle Safety Policy.

Print Driver's Full Name

Driver's Signature

Date

Date of Birth

Driver's License Number

State of
Issuance

Department Name

Office Telephone

Signature of Department Head

Printed Name of Department Head

IMPORTANT: A photocopy of your driver's license must be attached to this form.