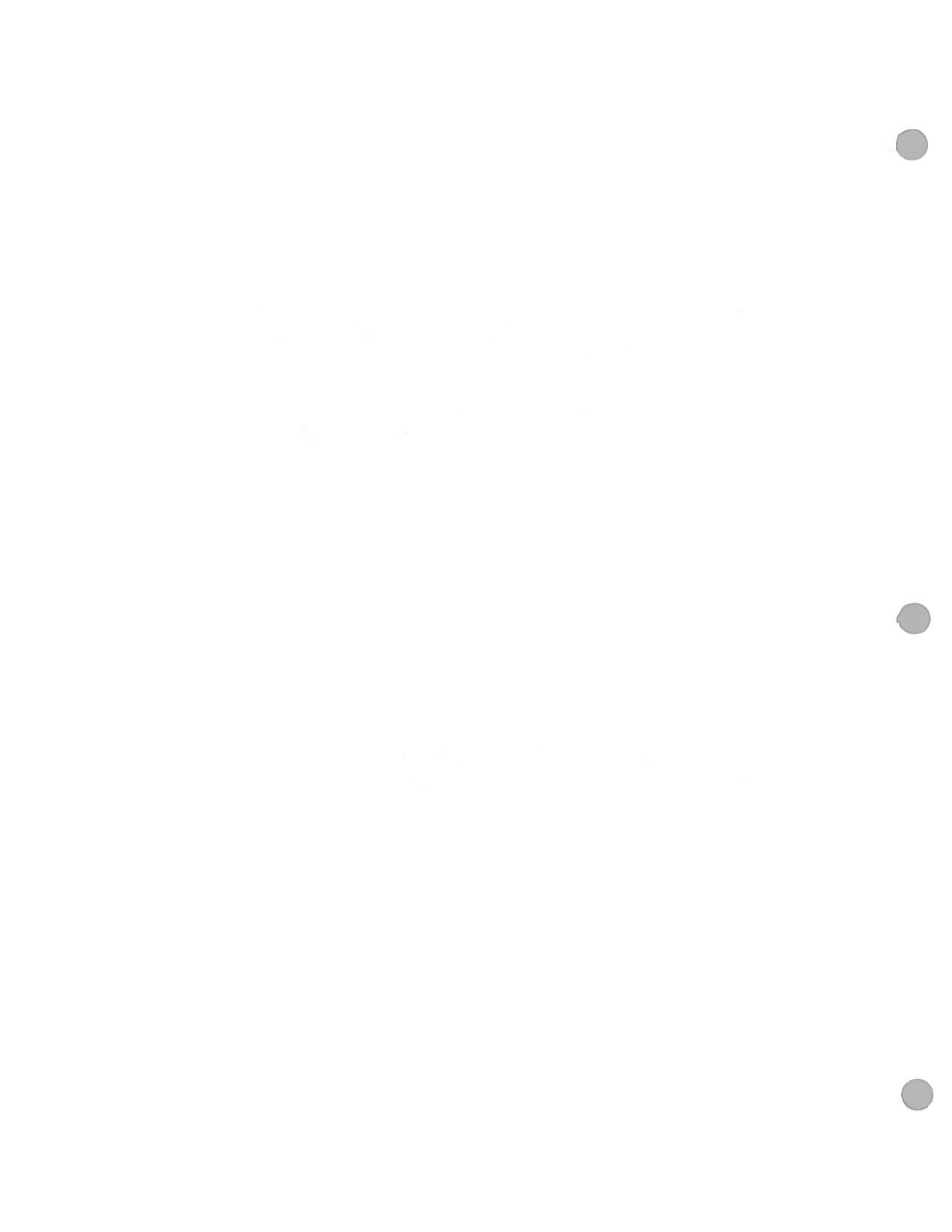


TOWNSHIP OF FRANKLIN

FLEET POLICY



MOTOR VEHICLE SAFETY POLICY

Policy

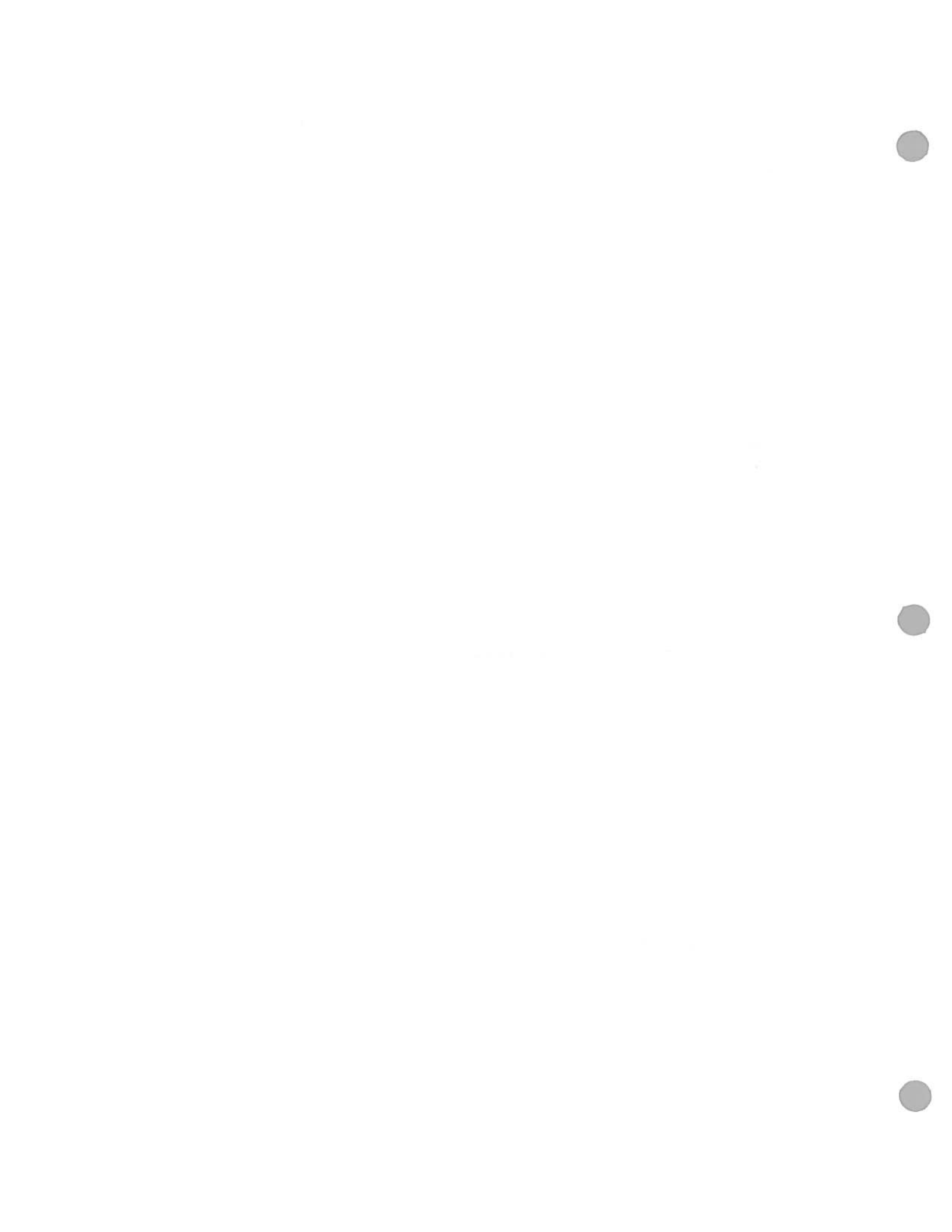
Many employees operate municipality owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of the Township of Franklin to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. The municipality considers the use of vehicles / equipment part of the working environment. The municipality is committed to promoting a heightened 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 employee to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

- ☐ Assigning responsibilities at all levels of employment.
- ☐ Vehicle use and insurance requirements.
- ☐ Employee driver's license checks and identification of all drivers.
- ☐ Accident reporting and investigation.
- ☐ Municipal Accident Review Board.
- ☐ Vehicle selection and maintenance.
- ☐ Training standards.
- ☐ Safety regulations.

The Safety Committee is responsible for successful implementation and on-going execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.

Scope

This policy applies to employees who operate vehicles / equipment on municipal business and will be reviewed by managers and supervisors to ensure full implementation and compliance.



ORGANIZATION AND RESPONSIBILITIES

Administrative

The Safety Committee of the Township of Franklin is responsible for directing an aggressive vehicle safety program. Safety Committee current members are listed on last page of this policy.

Management Duties

- A. Implement the Motor Vehicle Safety Program in their areas of responsibility.
- B. Establish measurement objectives to ensure compliance with the program.
- C. Provide assistance and the resources necessary to implement and maintain the program.

Supervisor Duties

- A. Investigate and report all accidents involving a motor vehicle used in performing municipal business. Forward all accident reports to the Township Safety Coordinator, (current coordinator listed on last page).
- B. Be responsible for taking appropriate action to manage high risk drivers as defined by this program.
- C. Provide driver training either internally or through external means for high risk drivers.

Vehicle Coordinator

- A. Issue periodic reports of losses for Safety Committee review.
- B. Review motor vehicle accident reports as part of the Municipal Accident Review Board.
- C. Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors and drivers as necessary.
- D. Maintain appropriate records.

Drivers

- A. Always operate a motor vehicle in a safe manner as explained under the section titled, "Driver Safety Regulations".
- B. Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in municipal business.
- C. Maintain assigned vehicles / equipment according to established maintenance standards.



VEHICLE USE

Municipal Owned Vehicles

Passenger Cars

Employees authorized by their supervisors will be permitted to operate a passenger car. No vehicle is to be driven for personal use or other use not authorized by the Township Administrator. Employees who take Township vehicles home must have prior approval from administration. No one under the age of 21 will be permitted to operate a Township vehicle, except for members of a volunteer organization such as the ambulance squad. However, these members must possess a valid New Jersey drivers license, and must pass driving criteria established by that organization.

Commercial Trucks and Vans

Employees who operate any Township vehicle over twenty six (26) thousand pounds, must possess a valid Commercial Drivers License (CDL) issued by the state of New Jersey. License must be in employees possession at all times while operating any vehicle / equipment.

Personal Vehicles on Municipal Business

Employees who drive their personal vehicles on municipal business are subject to the requirements of this program including:

1. Maintaining auto liability insurance with minimum limits of \$_____ for bodily injury and \$_____ for property damage with combined single limit of \$_____.
2. Maintain current state vehicle inspections when required.
3. Maintain their own vehicle in a safe operating condition when driven on municipal business.
4. Proof of insurance (copy of declaration page) will be sent to _____.
5. Acceptable Motor Vehicle Report (MVR).
6. No 'business use' exclusion on personal insurance policy.

Rental Vehicles

- A. Rental vehicles will be leased from vendors approved by the Township of Franklin governing body.
- B. Collision damage waiver will be refused.



Unauthorized Use of Vehicles

Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a municipal vehicle. No exceptions! Disciplinary action will be taken.

Additionally, if unauthorized use results in an accident, the responsible employee will be required to make restitution for the damages, and face possible termination.

Contractors and Temporary Hire Employees

Contractors and temporary employees will be treated as municipal employees and will comply with the requirements of this program. Failure to meet all requirements will result in disciplinary action.

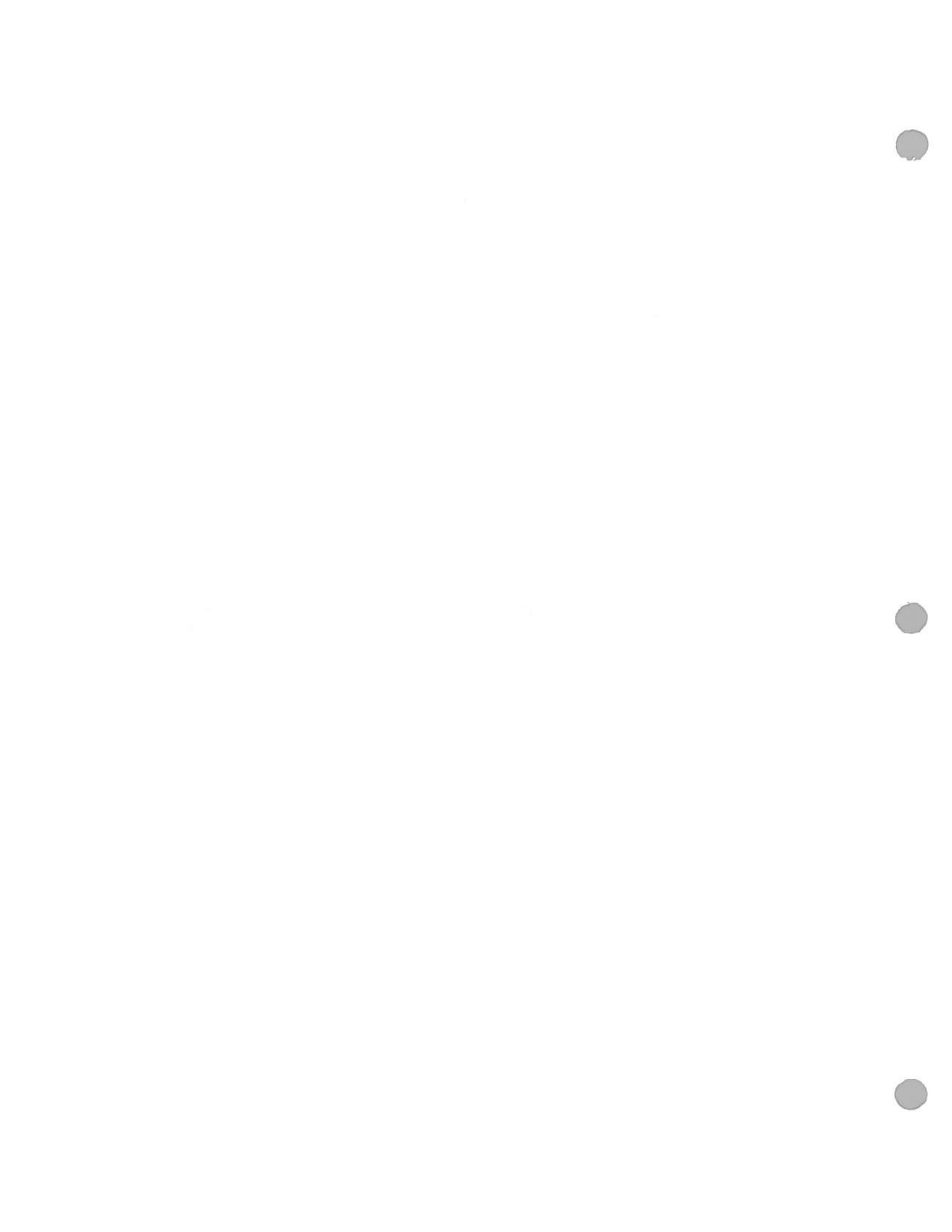
Driver Evaluation

Employees will be evaluated and selected based on their driving ability. To evaluate employees as drivers, management will:

- 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 "Application Addendum For Employment Requiring Driving".
- B. Review the employee's Motor Vehicle Record (MVR) annually (more frequently if reasons warrant).
- C. Ensure the employee has valid driver's license and in their possession at all times while operating township vehicles / equipment. All identification badges, valid CPR and EMT cards or any other form of identification shall always be in possession while in township vehicle.
- D. Ensure the employee is qualified to operate the type of vehicle he/she will drive. The Township of Franklin and its safety committee are committed to keeping fleet accidents to a minimum. A key to the success of this program is to make every effort to assure that only qualified drivers are operating vehicles on behalf of Franklin Township. For that reason, we intend to order Motor Vehicle Reports (MVRs) on all employees driving vehicles / equipment or operating a personal vehicle on behalf of the Township. MVRs will be obtained prior to hiring and annually thereafter. Those people who do not meet the criteria set out below will not be permitted to drive on behalf of the Township.

The following grading system is for the evaluation of drivers' MVRs. A check mark should be placed in the squares prior to the appropriate number to indicate the driver's grade. The grading system for employee driving records is as follows:

- ☐ 1. Acceptable: No moving violations and/or accidents over the last 36 months.
- ☐ 2. Marginal: Up to 2 moving violations and/or accidents in the last 36 months.
- ☐ 3. Probation: Up to 3 moving violations and/or accidents within the last 36 months.
- ☐ 4. Unacceptable: - More than 3 moving violations and/or accidents within the last 36 months or more than 2 moving violations and/or accidents within the most recent year.



Any of the below violations will be considered an automatic unacceptable grading:

- ☐ Driving while under the influence (DWI or DUI)
- ☐ Leaving the scene of an accident
- ☐ Homicide or assault through the use of a motor vehicle
- ☐ Drivers who currently have a revoked or suspended license
- ☐ Attempting to elude a police officer

Drivers with acceptable, marginal or probation grading **may** be allowed to operate Township vehicles or their personal vehicles to conduct business on behalf of the Township of Franklin.

Drivers with marginal or probation grading shall have their MVRs reviewed semi-annually. Any increase in violations or accidents will result in removal of driving privileges, and/or termination, if said job description requires you drive daily .

Drivers with unacceptable grading will not be permitted to operate a Township owned vehicle / equipment or their personal vehicle to conduct business on behalf of the Township of Franklin.

If an accident is shown on an MVR, it shall be assumed that it is an at-fault, chargeable accident. Any change to such a classification will be made only upon receipt of a police report or ruling from our Accident Review Panel showing that the driver in question was not at fault.

Driver Qualification

Drivers will be designated a certain driving status based upon qualifications. The qualification level will dictate the type of vehicle or vehicle operations the employee may be engaged in. The levels, qualifications and responsibilities are as follows:

Driver Qualification Level	Qualifications Required	Responsibilities
Non-Driver	- Employee has not cleared the specified screening process - Post accident until preventability review complete	No driving responsibilities allowed
Automobile Driver	Employee has passed initial and ongoing motor vehicle record screening	Can drive commercial vehicle such as service van, pickup and other non-CDL and non-passenger transport vehicle
(Non-CDL)	- Employee has passed initial and ongoing motor vehicle record screening - Employee has completed initial road test	Can drive commercial vehicle such as service van, pick-up and other non-CDL and non-passenger transport vehicles. Emergency vehicles, such as fire and ambulance are included.
Service/Construction Vehicle (CDL Required)	- Employee has passed initial and ongoing motor vehicle record screening - Employee has passed initial road test - Employee has valid CDL license	Employee can drive all non-passenger commercial vehicles including CDL required vehicles
Passenger Transportation Vehicle	- Employee has passed initial and ongoing motor vehicle screening - Employee has completed initial and annual road tests. - Employee has participated in annual driver training session - Employee has valid CDL license where necessary	Employee can drive all non-emergency and non-medical transportation vehicles.

The municipality will maintain a list of all approved drivers identifying their current level of municipal driver qualifications. Supervisors will be responsible to ensure drivers are not assigned driving tasks beyond their qualifications.

RULES OF THE ROAD (passenger vehicles)

General Rules

- Obey all traffic rules and regulations.
- Seat belts must be worn at all times, no exceptions.
- Guns of any type are not permitted in any municipal vehicle under any circumstances, police are excluded.
- Radar detectors are not permitted in municipal vehicles.
- Cell phones are not to be used while moving. New Jersey state law prohibits the use of cell phones in a moving vehicle. Township employees are prohibited from using personal cell phones while operating any vehicle / equipment. In the event of an emergency call, you must find a safe place to pull over and complete the call. Cell phones are a distraction that could cause serious or even fatal injuries to you and others. Employees using cell phones improperly while on duty will receive a written notice, suspension, or possible termination. Emergency service vehicles are exempt providing the phone use is related to the emergency being performed.
- Drivers must not stop on a traveled highway except in emergency. If forced to do so, pull out of traffic as far as possible, turn on four way flashers and secure vehicle.
- No passengers are permitted on any municipal vehicle for any reason unless that passenger is specifically authorized by your supervisor or is a municipal employee.
- Trip logs / duty sheets are to be used by all employees assigned to a municipal vehicle / equipment. It shall be driver responsibility to complete and return to supervisor after each shift. This information shall include but is not limited to; amount of fuel used, mileage traveled, any repairs needed, fluids used, employees with you, your destination, and purpose of using this vehicle / equipment.
- There are no current laws which prohibit smoking in vehicles / equipment. The surgeon general does warn you that smoking is bad for your health, but, if you must smoke please extend every courtesy to your fellow employee. Second hand smoke is just as bad, so while in a vehicle with others try not to smoke, or at the very least roll your window down. Any vehicle / equipment carrying explosive type material including oxygen but not limited to, is strictly prohibited from smoking in or around said vehicle / equipment.

Defensive Driving Rules

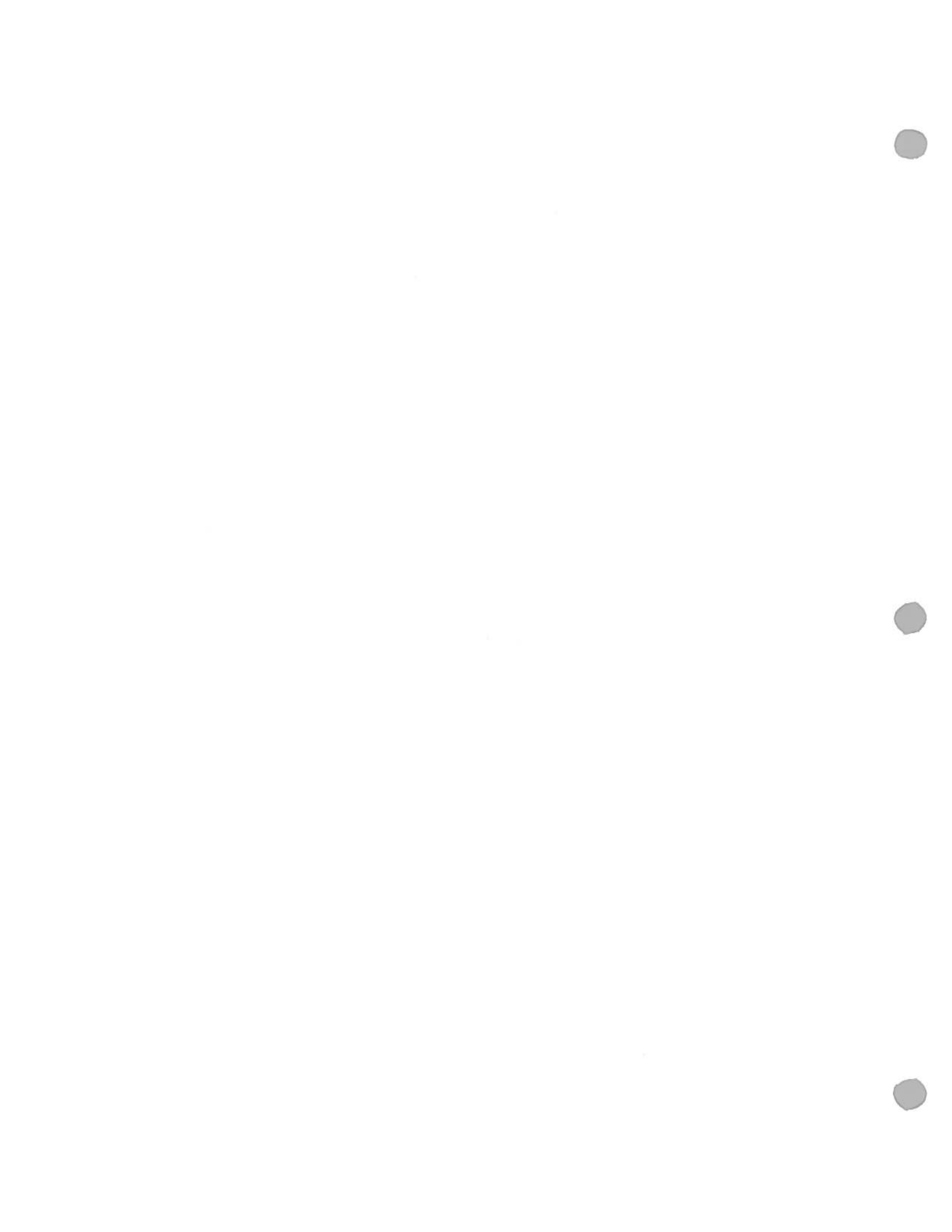
" A defensive driver is careful to commit no driving errors. The driver makes allowances for the reactions on other drivers or pedestrians and does not allow the lack of skill, improper attitudes of others, weather hazards, or road conditions to involve him or her in an accident. A defensive driver stays constantly on the alert, making sure to have ample room to escape from accident producing situations. He or she recognizes hazardous situations far enough in advance to avoid a collision and makes sure that other drivers are aware of his or her presence. He or she yields the right of way whenever it is necessary to do so to avoid an accident. Defensive driving can be defined in three words: COURTESY, CONCENTRATION AND CONTROL."

SCHOOL BUS -SCHOOL ZONES

Obey State laws governing the passing of a school bus. Reduce speed and be extremely cautious when approaching schools, playground, public parks and other places where children are likely to be on the highway, street or adjoining property. Watch out for balls bouncing on the roadway followed by a child. Obey adult and school age crossing guards.

EMERGENCY VEHICLES

When an emergency vehicle is operating lights or siren, pull over to the right side and stop until the emergency vehicle passes. After the emergency vehicles passes, continue on. Do not follow immediately behind emergency vehicles. Township emergency vehicle drivers must obey all rules of the road during an **emergency transport**. Emergency vehicles must never drive through red lights or stop streets, you must sound siren, use emergency lights, make sure all other traffic has noticed your vehicle, then and only then should you proceed.



HAZARDOUS CONDITIONS

The driver shall reduce speed when adverse weather and road conditions affect his ability to see, stop or control his vehicle. When conditions become extremely hazardous, pull off the highway to a safe spot and stop until conditions improve and it is safe to continue driving.

SPEED CONTROL

The maximum lawful speed limit is permitted only under ideal conditions. Operate at a speed consistent with existing weather, traffic, visibility, condition of the road and equipment.

FOLLOWING TRAFFIC

On the open highway, in good weather, keep a distance of at least 300 feet between your vehicle and the vehicle in front of you, except when overtaking to pass. In town, do not impede the normal flow of traffic, but maintain a safe interval that will allow you to slow down and stop as traffic conditions require.

PASSING

In passing other vehicles, be certain that it is legal to do so and that there is a sufficient clear distance ahead. Before pulling into the passing lane, be certain that there is no traffic overtaking you from the rear. Alert the driver ahead that he is being passed and use your turn signal before changing lanes and after completing the pass.

BEING PASSED

Hold your vehicle in the proper lane, slow down when it appears that the other vehicle will need additional room to complete the pass safely. At night, dim your headlights. Stay to the right whenever possible unless you are passing.

DO NOT SIGNAL OTHER DRIVERS

Under no circumstances are you to use light, turn signals or hands to signal another driver that it is safe to pass or proceed into a road way or intersection or make a turn ahead of you.

INTERSECTIONS

Approach every intersection with care, alertness and control. Be prepared to obey traffic officers, traffic signal and stop signs. Slow down for caution signal, be prepared to stop for "YIELD RIGHT OF WAY" signs. Watch for pedestrians, children or any other obstruction that may impede your progress.

URNS AND LANE CHANGES

Position your vehicle in the turning lane well in advance of the turn and use the proper turn signal 100 feet before the turn providing there is no alternate driveway or roadway where other traffic may become confused by the premature use of the turn signal. Never rely on turn signals to prevent other traffic from attempting to overtake and pass on the wrong side during a turn. Always operate the turn signals and check for overtaking traffic in advance of any lane change.

BACKING

The responsibility for backing safely remains entirely with the driver. Avoid backing whenever possible. Make certain the way is clear during the entire movement. When in doubt, exit your vehicle and take a second look, or have another employee help when available.

WORK ZONE AREAS

All work zone traffic laws must be obeyed to the fullest. Penalties are doubled.

EXPRESSWAY AND INTERSTATE HIGHWAYS

Know your exit number and/or cross road number or name. Be prepared to leave when you arrive at the exit. Avoid sudden last minute attempts to make it into or around a curve of the exit ramp without first having slowed down to the posted ramp speed limit.



Signal your intention well in advance of leaving the expressway. Maintain the minimum legal speed until you turn into the deceleration lane. Then be prepared to slow down quickly enough to permit a safe exit.

Look for traffic approaching from both directions at the intersection at the end of the ramp. Be prepared to slow, yield or stop as road and traffic conditions as well as signs require.

Bridges and overpasses can be slippery or icy when the rest of the highway is clean and dry. Be careful in these situations.

Allow sufficient intervals when following other vehicles on exit and entrance ramps to enable a safe stop when the vehicle ahead slows or stops for approaching traffic.

Govern your speed and position in relationship to other traffic on the expressway. Be prepared to accommodate other vehicles entering from interchanges and service plazas. Do not follow other traffic at too close an interval.

At night time, consider whether oncoming traffic will be in the glare of your high-beams and dim your lights accordingly for them and the vehicle traveling ahead in the same direction as yourself.

RAILROAD CROSSINGS

Approach railroad crossings with care. Some crossings are uncontrolled and sometimes the controls don't work. When stopping for a train, place your transmission into "park" to prevent your vehicle from rolling into a moving train.

BE PREPARED FOR DIFFERENT TYPES OF DRIVERS

- **TEENAGERS** - They have quick reflexes and fast reaction times, but lack experience.
- **SENIOR CITIZENS** - They are likely to drive more slowly and their reaction time is much longer.
- **SHOW OFF DRIVER** - Aggressive personality is reflected in driving habits.
- **OCCUPIED DRIVER** - Busy talking, using car phone, eating, smoking, just exiting a fast food restaurant and small children in the car.
- **DRUNK DRIVER OR CHEMICALLY IMPAIRED** - Watch for erratic driving behavior such as driving slow for no apparent reason, inconsistent driving speeds, improper or erratic passing, swerving on the road, jerky stops and starts and driving with windows down in cold weather.

RULES OF THE ROAD

(Trucks, Ambulances, Fire Trucks – NON-EMERGENCY)

Truck Rules

All rules for passenger vehicles apply. The following additional rules apply to trucks as well.

BOBTAILING AND DEAD-HEADING

Exercise caution and travel at reduced speed when bobtailing or hauling empty or lightly loaded trucks, particularly on icy or wet roads.

SPEED CONTROL

The maximum lawful speed limit for trucks is permitted only under ideal conditions. Operate at a speed consistent with existing weather, traffic, visibility, condition of the road and equipment.

FOLLOWING TRAFFIC

On the open highway, in good weather, keep a distance of at least 500 feet between your vehicle and the vehicle in front of you, except when overtaking to pass. In town, do not impede the normal flow of traffic, but maintain a safe interval that will allow you to slow down and stop as traffic conditions require.

Practice the "Four Second Rule". When following another vehicle, watch it as it passes a marker such as a telephone pole or sign. As soon as the vehicle passes the marker, begin counting, "one thousand and one, one thousand and two, one thousand and three, one thousand and four." If the front bumper of your vehicle passes the marker before you have finished counting, you are too close.

BACKING

The responsibility for backing safely remains entirely with the driver. Avoid backing whenever possible. Make certain the way is clear during the entire movement. Get reliable help when needed. Be certain your helper is positioned where you can observe their signal as well as hear them and make certain they are not in danger of being struck. When in doubt, exit your vehicle and take a second look.

BACKING WITH SPOTTER

While backing, a spotter (when available) will be positioned eight to ten feet behind the left rear of the vehicle. He or she will maintain visual and voice contact with the driver. The spotter will help guide the driver to slowly back the vehicle. This practice greatly reduces the possibility of backing mishaps. Drivers should always back into parking areas to assure that a safe and efficient exit is possible. Drivers are cautioned not to pull into parking spaces or driveways. Drivers are cautioned never to be in a hurry when backing up or parking. They are instructed not to start backing up or park when they are unsure of the area behind the vehicle.

PARKING

Engage the parking brake, place the transmission in low or reverse gear, depending on the grade. Shut down the engine, remove the ignition key. When there is a possibility of the vehicle rolling, block one or more of the wheels.

EXPRESSWAY AND INTERSTATE HIGHWAYS

Bridges and overpasses can be slippery or icy when the rest of the highway is clean and dry. Take it easier when bobtailing or dead-heading or when you have a light load. The vehicle will not respond as it does under load. Truck speed limits still apply to bobtails.

Govern your speed and position in relationship to other traffic on the expressway. Be prepared to accommodate other vehicles entering from interchanges and service plazas. Do not convoy with other truck traffic or follow other traffic at too close an interval.

RAILROAD CROSSINGS

All trucks carrying hazardous materials and all busses are required to stop at railroad crossings. Trucks not carrying hazardous materials should slow down and proceed with great caution at railroad crossings regardless of whether the crossing is controlled (equipped with lights or gates) or not.

Accidents and Injuries

These rules of conduct and instructions are aimed at helping you to make a proper report, protect the scene to avoid further accident involvement and assist the injured. Familiarize yourself with what to do in case of an accident **BEFORE** you are involved in one.

1. **STOP** - Failure to stop at the scene of an accident in which you are involved is a motor vehicle offense which will subject you to a penalty of the law in addition to disciplinary action by the municipality which could result in termination.
2. **PROTECT THE SCENE** - Turn on four way flashers, lose no time in setting out your red emergency reflectors in accordance with DOT regulations (one warning device 100 feet in each direction from the scene and one 10 feet from the rear of the vehicle - set the signals further out, but no more than 500 feet if the accident occurs near a curve or hill crest).
3. **ASSIST ANY INJURED PERSON**, but *DO NOT* move anyone unless absolutely necessary to prevent further injury (from fire for example). Keep any injured person as warm and quiet as possible while waiting for the arrival of an ambulance, doctor or other person competent to handle the injured party's removal and treatment.
4. **NOTIFY THE POLICE** - If you can not get to a phone nearby. Write a brief note describing the location and apparent seriousness of the accident and ask a reliable appearing motorist to take it to a phone and report it for you or use your CB (if you have one) to pass the word along. ***DO NOT LEAVE EQUIPMENT OR CARGO UNGUARDED EXCEPT IN EXTREME EMERGENCY!***
5. **HIT AND RUNS** - If you are the victim of a hit and run or the other party refuses to remain at the scene or give you information, notify the police of the accident and give them all the details you can. This way, your report is kept on file with the police and protects you if the other party tries to make a claim against you later. Notify your supervisor immediately. If you are the victim of a hit and run, notify your supervisor, of your location and if there are any injuries. When possible secure a description of the other vehicle and if possible get the tag number. **DO NOT** attempt to pursue, or under no circumstance should you leave the scene of the accident. Supervisor will notify police.

MAKE A COMPLETE REPORT OF THE ACCIDENT (See Appendix)

1. If you are taken to a hospital, make sure that someone notifies the municipality immediately of what happened, where you were taken and when you were taken there.
2. When reporting an accident by telephone or messenger, be specific as to the location, time extent of injury or damage, the condition of the cargo and where you can be reached. When you call into your department, be sure you are talking to someone who is in a position to act on your report and make a note of the person you give the report to for future reference.
3. Be polite at the accident scene. Give your name, the employer name and offer to show your credentials. Do not discuss the accident with anyone except the police and representative of our municipality. Any statements you make may be used against you later, so do not offer theories etc. Regardless of the circumstances, **ADMIT NOTHING, PROMISE NOTHING AND DON'T ARGUE.**
4. Make out your report as outlined below. The preliminary report form is your work sheet for obtaining all the necessary information to call into the municipality. Get names, addresses and phone numbers of **ALL** witnesses. **BOTH FOR YOU AND AGAINST YOU.** If witnesses refuse to give you their names, note their vehicle license number. If there are no witnesses to the actual accident, get the name, address and phone number of the first person to arrive on the scene.

When you are involved in any type of motor vehicle accident on the job, you are required to obtain the following information at the accident scene.

*****(Use the Accident Reporting Form provided in the Appendix)*****

- Date of accident
- Time of accident
- City and state where the accident occurred
- Exact location where the accident occurred
 - Nearest intersection
 - Mile marker
 - Direction of travel (all vehicles)
 - If private property, describe the facility
- Exact description of the event.
 - You are always vehicle number 1
 - Describe events leading to the collision
 - Describe events during the collision
 - Describe event immediately after the collision



- If the authorities are involved
 - Get the officer's name and badge number
 - Is the officer a state trooper or a local?
 - Find out where the officer is from
 - Get the accident report number
 - Get the phone number for the station
- If citations are issued:
 - To whom?
 - What are the charges?
- Other vehicle and driver
 - Get the name of the vehicle owner
 - Get the address of the owner
 - Get year, make, model and license number of other vehicle(s)
 - Get the name of the other driver(s)
 - Get the other driver's full address
 - Get the other driver's phone number
- Witnesses
 - Get name addresses and phone numbers of all witnesses
- Injuries
 - Identify all injured persons
 - Were they treated at the scene of the accident or moved by ambulance?
- Points of impact
 - Where your vehicle made contact with other
 - Where other vehicle made contact with you
- Road and weather conditions
 - Was it clear, raining foggy etc.?
 - Was the road surface dry, wet, icy etc.?
 - Was it daylight, dark, dawn, dusk or artificial light?
 - The number of lanes in both directions
 - What was your traveling speed?
- Other
 - Were you wearing your seatbelt?
 - Were there any mechanical defects that may have caused this event?
 - Were any vehicles towed from the scene?
 - Was anyone, including yourself, tested for alcohol or drugs?

Remember if you are involved in a motor vehicle accident with a Township vehicle / equipment, notify your supervisor immediately. DO NOT leave the scene and report all information as described in this document. Supervisor will dispatch police to the scene and a full report will be made. All Township employees with a CDL involved in an accident shall be taken for an immediate drug and alcohol test. All driving duties will be restricted pending results of tests. Appropriate disciplinary action will be taken if drivers are found to not be complying with the requirements of this program, whether involved in an accident or not. For the purposes of determining preventability of accidents the following two definitions will be used:

Preventable Accident:

An accident is preventable ("at fault") when there is anything a driver could have reasonably done to avoid it. Our drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic ticket, or whether a claim was or was not paid has absolutely no bearing on preventability. If there was anything the driver could have done to avoid the collision, the accident was preventable. (National Safety Council and USDOT).

Non Preventable Accident:

An accident is non preventable ("not at fault") when the vehicle was legally and properly parked or when properly stopped because of an officer, signal, stop sign, or traffic condition. (National Safety Council and USDOT).

INSPECTIONS, REPAIRS AND MAINTENANCE

Introduction

Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well implemented maintenance policy.

Selection of vehicles begins with understanding the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. The municipality will purchase vehicles designed for their intended use.

Inspections

Before driving the vehicle, the driver shall be satisfied that the general operating condition is safe. The driver shall remedy observed unsafe conditions immediately. The driver shall also assure that the proper vehicle documentation including the registration, insurance ID card and Accident reporting kit are on board.

The employee responsible for the vehicle will inspect the vehicle each time he / she uses the vehicle. More frequent inspections and reports may be required based on amounts of use.

<i>Vehicle Type</i>	<i>Standard Auto</i>	<i>Commercial Non-CDL</i>	<i>Commercial CDL</i>	<i>Police</i>	<i>Emergency</i>
<i>Frequency</i>	Daily	Daily	Daily	Shift Change	Shift Change

Vehicle Maintenance

Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the Motor Vehicle Safety Program, the most cost effective control is preventive maintenance. The groundwork for a good preventive maintenance program starts with management. A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.

- A. Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and



components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.

- B. Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can actually be classified within the PM program.
- C. Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

Vehicle Pre-Trip Inspection

All municipal employees assigned to a Township owned vehicle / equipment must thoroughly inspect that vehicle / equipment prior to using it. This inspection is to include the following but not limited too.

- A. **Overall Visual Condition** : Before entering vehicle / equipment, survey for cleanliness, inspect for any damage, dents, scratches, broken glass, or puddles of fluid. Report any problems to supervisor.
- B. **Tires** : Examine all tires on vehicle / equipment for any punctures, cuts, worn treads, or low air pressure. Heavy trucks / equipment will require wheel lugs to be checked. Never attempt to drive any vehicle / equipment which may have a problem with wheels or tires. Vehicles so equipped with a spare tire, should be checked for proper inflation.
- C. **Engine Fluids** : Oil level, coolant level, and brake fluid must be checked daily prior to starting engine. Automatic transmission fluid must be checked after engine is running. Vehicles / equipment equipped with hydraulic hoses and reservoir tanks shall be checked daily for proper operating levels and / or hose cracks and leaks. Washer fluid tanks shall be checked weekly for proper levels.



- D. **Lights** : All lights, brake lights, headlights, turn signals, marker, emergency, and hazards are to be checked daily to insure proper working order. Any bulbs not working must be changed by driver of vehicle / equipment. Broken or damaged wires / lights must be reported to your supervisor, for assigned repairs.
- E. **Emergency Equipment**: Vehicles / equipment equipped with fire extinguishers must be checked daily. Report any malfunction to supervisor. First aid kits should always be fully stocked with appropriate medical needs. Driver will be responsible for all refills. Police and EMS services must perform daily checks of all life saving equipment, and report any malfunctions to their supervisor.
- F. **Seat Belts** : Any employee using a Township vehicle / equipment must wear seat belts. New Jersey state law requires all residents to wear seat belts. Drivers are responsible to report any defects with belts to their supervisor.
- G. **Two – Way Radio**: All Township vehicles / equipment having two-way communication installed must complete a radio check with dispatch / office prior to starting work shift.
- H. **Fueling**: Most manufacturers specify on dashboard what type of fuel is to be used in that vehicle / equipment. If you are not sure ask your supervisor or Township mechanic. All Township vehicles / equipment are to be fueled at Municipal Building and or public works yard. Amounts of fuel used must be documented on trip sheet or work order and given to supervisor. Drivers must remain with vehicle / equipment while refueling. All vehicles / equipment must be filled with the appropriate fuel at the end of their work day / shift. During refueling, all safety measures must be followed such as , **NO SMOKING, NO CELL PHONE USE, NO PASSENGERS WHILE FUELING** but not limited too.
- I. **Inspection / Emissions Stickers**: Drivers are responsible to check state of New Jersey inspection / emissions stickers located on windshield of vehicle / equipment before driving said vehicle / equipment on road. All municipal vehicles using unleaded gasoline must have a N.J. inspection sticker on left hand corner of windshield. All diesel vehicles / equipment with a gross weight over 10,000 lbs. are subject to self inspection rules and will not have a sticker. All diesel municipal vehicles with a gross weight of 26,000 lbs. or more must have an emissions sticker on lower right corner of windshield. This is an annual inspection and drivers are to be aware of inspection dates.
- J. **Credentials**: All Township vehicles / equipment are fully insured and registered. Insurance cards and registration must be in all vehicles / equipment when in use. These items must be checked at the very least on a weekly basis to insure that they have not expired. Drivers must inform supervisor when these credentials are missing or not valid. All Township employees driving a vehicle / equipment must have a valid **New Jersey**



Drivers License in their possession at all times. Vehicles / equipment over 26,000 lbs. requires driver to have a **Commercial Drivers License (CDL)** in order to operate. Semi-annual license checks of all employees is mandatory and will be performed by supervisors. Any employees who lose their license must inform their supervisor immediately. Employees attempting to drive or operate Township vehicles / equipment while on the state of New Jersey revoked or suspended list, **will be terminated**.

MUNICIPAL ACCIDENT REVIEW BOARD

All vehicle collisions should be analyzed, and a written report submitted to management for review. A determination of accident preventability should be made. Where the collision was preventable by the municipal driver, the driver should be counseled, and given additional training. Any employee involved in an accident will be subject to alcohol and drug testing by an independent lab retained by the Township of Franklin.

However, this does not absolve management from improving safety of the work and driving environment. The Municipal Safety Coordinator, drivers and management personnel should each participate in the analysis. Management deficiencies and/or lack of management action should also be part of the accident review. Management has the legal obligation not only for driver safety but the safety of the general public as well.

To determine preventability an accident review board has been established. Members consists of both management and field personnel. Their main charge, of the review board, is to determine whether the fleet accident was preventable or nonpreventable and whether or not it is chargeable to the driver.

The material in the Appendix, "Guide For Preventable and Nonpreventable Accidents", will be used as a guide for this determination. There is also an accident log system that will enable the board to track accident trends. These trends will be reviewed periodically so that adverse trends can be identified and corrected in a timely manner. Majority vote rules.

The committee will report to the Municipal Safety Coordinator within 3 working days the results of their review. The Municipal Safety Coordinator will take the appropriate steps and communicate the results to the affected driver and supervisor.



DRIVER TRAINING

Drivers hired by this municipality to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.

New employees, contractor, and temporary hires will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the municipal policy, understand their responsibilities and are familiarized with their vehicle. Areas that must be addressed, with the driver, include:

- a. Understand, review and given a copy of the Fleet Safety Program.
- b. Understand and sign the Vehicle Assignment Agreement.
- c. Review individual Motor Vehicle Report (MVR).
- d. Understand accident reporting & emergency procedures.
- e. Review operation and controls of vehicle being assigned.
- f. Inspect vehicle using Vehicle Inspection Form.

A copy of this program will be kept in all municipal-owned vehicles.

License Suspension

Drivers must notify their supervisor ***immediately*** if their license is suspended or revoked . As per Township of Franklin personnel policy dated June 18, 1999: a CDL driver who loses their license has one (1) year to obtain license back. In the event employee cannot obtain their license back in said time, their employment with the Township will be terminated. For complete details of policy, ask your supervisor.



Remedial Training

Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course or equivalent) or an alcohol/drug abuse program on their own time and at their own expense if a review of the driver's MVR indicates:

- A. One or more violation convictions within any one-year period, or
- B. A conviction for driving while under the influence of alcohol or drugs.

Driver training is also required after all accidents involving the driver and a municipal-owned vehicle, if the accident is determined to be preventable by the Accident Review Panel.

Other Disciplinary Action

Also, depending on the severity of the conviction, the employee's driving privileges may be revoked and/or may result in employment termination.

Use of alcohol and/or drugs anywhere in the Township of Franklin including vehicles / equipment is strictly prohibited and is grounds for immediate termination. All employees who have a CDL (commercial drivers license) are required by law to participate in a random drug and alcohol testing program. Any supervisor who suspects an employee may be impaired during a work shift due to drugs or alcohol, shall immediately remove that employee from their duties and notify the proper authorities to perform a random test. Any and all positive tests, will result in immediate removal from assigned duties. Employees must enroll in a rehab program, agencies are supplied by the Township. Township will only supply rehab for your first offense, follow up random tests shall be at the cost of the employee. A second positive test as an employee of the Township will result in immediate termination.



APPENDIX

Forms/Attachments

- Employee Acknowledgement of receipt of Fleet Policy
- Vehicle Assignment Agreement
- Application Addendum for Employment Requiring Driving
- Form to request Motor Vehicle Record
- Master Vehicle List
- Master Drivers List
- Vehicle Inspection Reports (non CDL and CDL)
- Accident Reporting Form
- Accident Review Log
- Guide For Determining Preventability of Accidents



Operating and Staging Rules

Motor Vehicle Accidents:

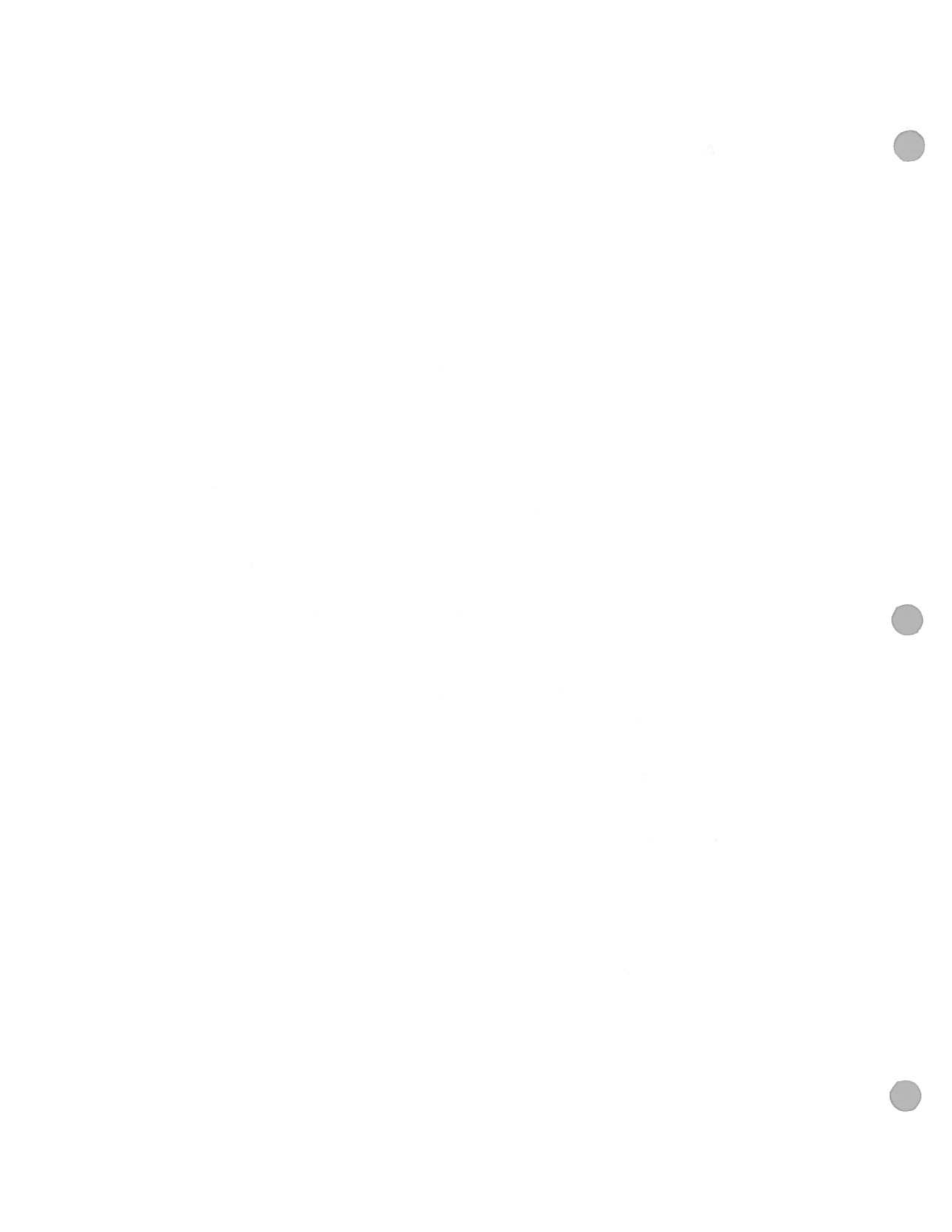
1. All emergency personnel must operate their vehicle to the highest standard set forth in this policy.
2. Arriving on location the ambulance should be parked a minimum of one hundred feet (100') away from the accident scene.
3. When parking there should be enough room for emergency personnel to work without interference of traffic, other emergency vehicles, etc.
4. To ensure safety of all emergency personnel, cones, flares, or a police unit should be placed on all sides of the scene in order to warn oncoming traffic.
5. When possible emergency units should pull off the road to ensure safety.

Fire Scenes:

EMS, police, command vehicles, etc. should be parked in an orderly fashion during a fire scene, leaving enough room for fire equipment. EMS should position ambulance for easy departure in case there is a need to transport. Recommend ambulance be placed at either end of scene.

Police / Emergency Escorts:

All emergency transports must accomplish two important tasks. One being the health and welfare of patient and second being the safe transport. All rules described in this policy shall be held to the highest standard during an emergency transport.



VEHICLE ASSIGNMENT AGREEMENT

The undersigned hereby acknowledges receipt of a municipality-owned or leased automobile. I understand this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the Owner's Manual or the instructions issued by the Township Safety Committee, whichever is appropriate.

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 according to the following guidelines:

- ☐ Licensed employees of (*Township of Franklin*) or its subsidiaries or affiliates.
- ☐ 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 **Township of Franklin** the right to investigate my motor vehicle driving record any time. My current driver's license is issued from the State of New Jersey. I understand that I am responsible for my own license plate renewal, the cost of which will be reimbursed by the municipality.

If my driving record contains two moving violations within one-year period, my record will be brought up before the Municipal Accident Review Board for consideration of remedial training and/or loss of driving privileges.

I will be required to attend a safe driving class on my own time and at my expense, and to provide the Municipal Safety Coordinator with confirmation of attendance within thirty days of notification if decided by the review board.

I understand I am not to modify the vehicle in any way without written permission. This specifically applies to the installation of cellular telephones, radios, CBs, speakers, etc. Further, I will not take this vehicle out of the United States without written permission from the Municipal Safety Coordinator.

I agree to reimburse the municipality for damages done to this vehicle because of my negligence. In the event of an accident, which has been determined to have been my fault by citation, traffic court conviction, by my own admission, or determination by management, I recognize that I am responsible for the first 50% of the repair cost, up to a maximum reimbursement of \$500 per accident, if the vehicle is repairable. If the vehicle is a total loss, I agree to be responsible for \$500 as reimbursement for the loss.

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 my supervisor immediately.

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

SIGNATURE

DATE

VEHICLE ASSIGNED: _____

VIN NUMBER: _____

PLATE NUMBER: _____

MILEAGE: _____

OTHER DRIVERS

The undersigned agree to comply with the requirements of this Agreement, The Vehicle Safety Rules and the Vehicle Safety Program. (This section is to be completed by the employee's spouse and any other employees of the Municipality who seek eligibility to operate the Municipal vehicle.)

<u>Name (Print)</u>	<u>Signature/Date</u>	<u>License #</u>	<u>ST</u>	<u>Birthdate</u>	<u>SS #</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



APPLICATION ADDENDUM FOR EMPLOYMENT REQUIRING DRIVING

APPLICANT NAME _____

APPLICANT ADDRESS: _____

APPLICANT PHONE NUMBER: _____

DRIVER LICENSES: List all licenses held in past 3 years and indicate those that are current.

STATE	LIC. NUMBER	CLASS	ENDORSEMENTS	EXPIRATION

Have you ever been denied, or had revoked or suspended any license, permit, or privilege to operate a motor vehicle? Yes _____ No _____

If you answered YES to the above questions, give details: (if additional space is needed, attach sheet)

TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 3 YEARS: (Other than parking)

CITY & STATE	DATE	CHARGE(S)	PENALTY

DRIVING EXPERIENCE: (Describe # of years and extent of experience)

Automobile _____

Van/Pickup _____

Truck/Tractor _____

Bus _____

Other (Specify) _____



ACCIDENT RECORD FOR PAST 3 YEARS: (if additional space is needed, attach sheet)

DATE	LOCATION	NATURE OF ACCIDENT	INJURIES (DESCRIBE)

GENERAL:

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been refused bond? Yes _____ No _____

If you answered YES to either question, give details: (if additional space is needed, attach sheet)

LIST SPECIAL TRAINING RELATED TO TRANSPORTATION:

TO BE READ AND SIGNED BY APPLICANT:

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that, if hired, any misrepresentation of information in this application is cause for immediate dismissal. I authorize (the Township of Franklin) to investigate my background to ascertain all information of concern to my employment history, whether same is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information. Further, I understand that I may be asked to demonstrate my ability to perform the essential functions necessary to complete the job and, if offered the job, that it may be conditioned on results of a physical examination, and controlled substances and alcohol misuse test.

APPLICANT SIGNATURE _____ DATE _____



YOUR LETTERHEAD

REQUEST FOR MOTOR VEHICLE RECORD

Date

To : Abstract Section
NJ Motor Vehicle Commission
Trenton, NJ

VIA FAX: 609.341.3321

Please conduct a complete Motor Vehicle History for the following employee(s):

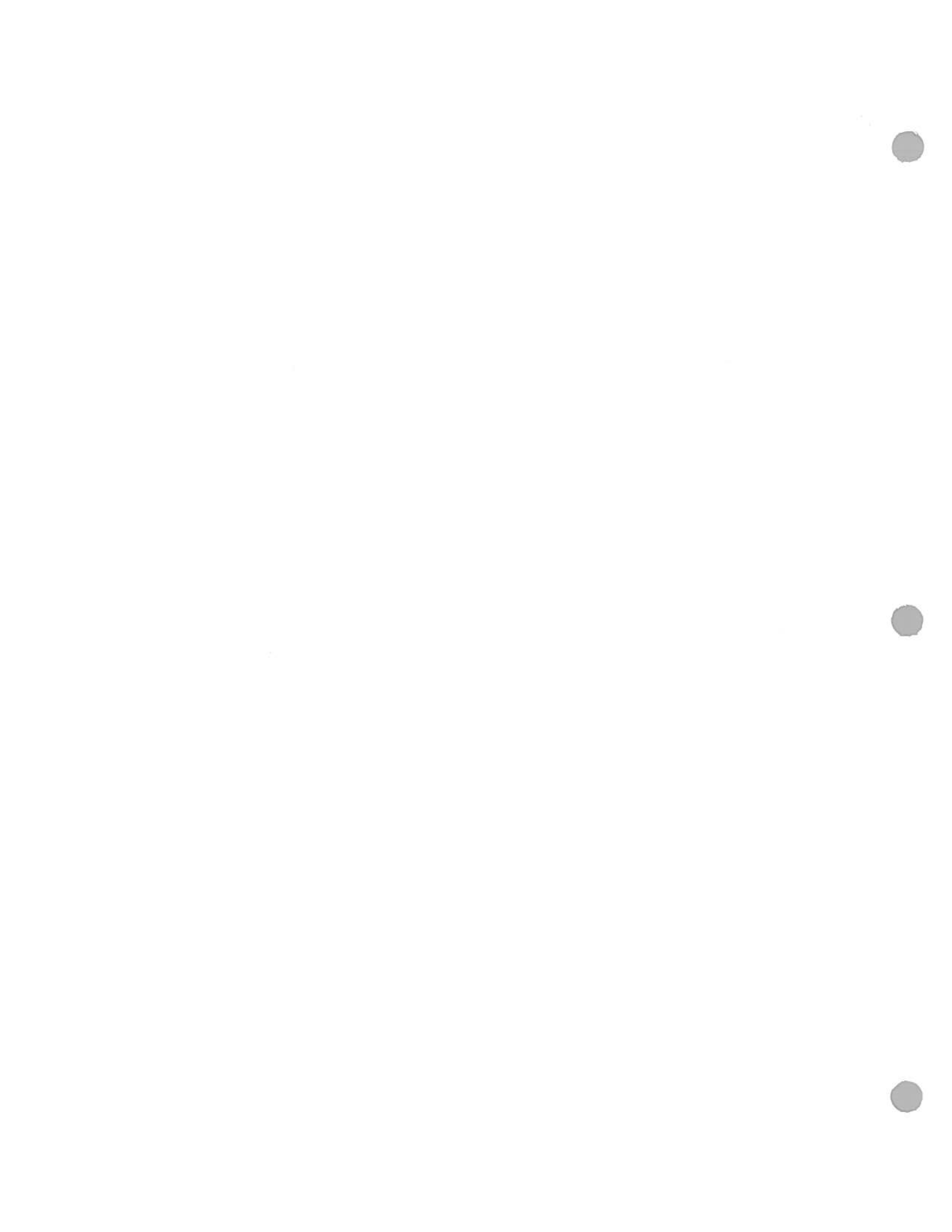
Name	License Number

Please mail to: Name
Address

If you have any questions, please call me at (Your Phone Number)

Sincerely,

Name
Title



MASTER VEHICLE LIST

Internal Vehicle ID #	VIN	Year/Make/Model	Department	Vehicle Type/Use



Master Drivers List

[illegible]



MOTOR VEHICLE ACCIDENT REPORTING FORM

To be completed by the employee at the scene of the accident!!!

FIRST

Assist any injured persons and notify the Police.

DO NOT LEAVE THE SCENE!

ACCIDENT DETAILS

Name of Employee Completing this Report: _____

Name of Driver at the Time of the Accident (if different): _____

Date of the Accident: _____ Time: _____

Location of the Accident (SPECIFIC – provide intersection, street address, mile marker, direction of travel, lane location, etc.): _____

EXACT DESCRIPTION OF THE EVENT: (Describe events leading up to the accident, during the accident and immediately after the accident – draw pictures and use additional sheets, if necessary): _____

ROAD AND WEATHER CONDITIONS AT THE TIME OF THE ACCIDENT:

(Check all conditions that apply)

- | | | |
|--|---|---------------------------------------|
| ☐ Raining | ☐ Daylight | ☐ Wet Road |
| ☐ Foggy | ☐ Artificial Light | ☐ Dry Road |
| ☐ Snowing | ☐ Dark | ☐ Loose Gravel |
| ☐ Clear (sun or clouds) | ☐ Dusk | ☐ Icy Road |
| ☐ Sun Glare | | |



DESCRIPTION OF THE ROAD (number of lanes in each direction, speed limit, divided, etc.) _____

What was your speed at the time of the accident? _____

Were you wearing your seatbelt? _____

Did you note any mechanical defects that may have contributed to the accident? _____
(if yes, please describe) _____

POLICE DEPARTMENT INVOLVEMENT

Responding Police Officer's Name & Badge #: _____

Officer's Department (State Trooper or local): _____

Police Officer's Accident Report Number: _____

Police Department Station Phone Number: _____

Were any citations issued by the officer at the scene?

To Whom?

What is the Charge?

Were any vehicles towed from the scene (if yes, which vehicles)? _____

Was anyone, including yourself, tested for drug/alcohol use? _____

OTHER DRIVER INFORMATION

(If more than one other vehicle is involved, obtain the following information for all vehicles – use additional pages, if necessary.)

Name of the other Driver: _____

Driver's License Number of the Driver: _____

Address of the other Driver: _____



Phone Number of the other Driver: _____

Name of the registered vehicle owner: _____

Year/Make/Model of the vehicle: _____

License Plate Number of the vehicle: _____

WITNESSES

Name, Address, and Phone Number of any Witnesses:

INJURIES

Identify any injured persons by name, description of injury, and treatment received

Name

Injury

Treatment

(on-site, hospital, none)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use the space below to provide any additional information

To confirm you have provided accurate and complete information regarding this accident, please sign below:

Employee Signature

Date



VEHICLE INSPECTION FORM (NON CDL)

This form is to be completed at least twice per year. If an additional problem is noted at that time or while on the road, the standard Driver's Safety Check and Repair Order shall be completed and the vehicle scheduled for maintenance. This form will be kept on file in _____. Minor conditions will be corrected immediately. Vehicles with major conditions shall not be permitted on the road until the condition(s) is/are corrected.

Name of Driver _____

Signature: _____

Date: _____ Vehicle Number: _____

Mileage In: _____ Mileage Out: _____

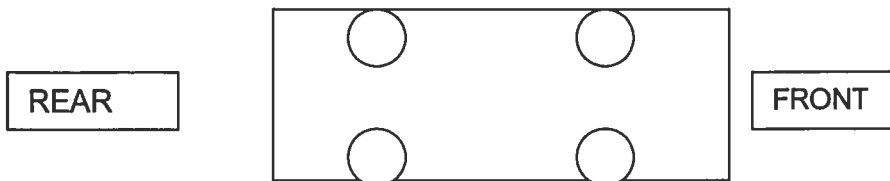
Time In: _____ Time Out: _____

Assignment: _____

CONDITION	OK	NOT OK	WHEN CORRECTED	BY WHOM
Oil Level				
Brake Lights				
Tail Lights				
Head Lights				
Hazard Lights				
Tires				
Air for Brakes				
First Aid Kit				
Fire Extinguisher				
Credentials				
Wipers				
Broken Glass				
Mirrors				
Is CAB Clean of Trash?				



SHOW DENTS WITH A "D" AT THE APPROPRIATE LOCATION ON THE
DIAGRAM.
SHOW SCRATCHES WITH AN "S" AT THE APPROPRIATE LOCATION ON THE
DIAGRAM



List any items needing attention: _____

BELOW FOR MECHANIC'S USE ONLY

REPAIRED BY: _____

DATE: _____

DETAILS OF REPAIR WORK COMPLETED: _____



DRIVERS SAFETY CHECK LIST AND REPAIR ORDER (CDL)

DRIVER: _____

UNIT NUMBER: _____

DATE: _____

MILEAGE: _____

1. All Instruments	18. Differential	35. Manifold Gaskets
2. Distributor	19. Radiator	36. Reflectors
3. Governor-Control Rack	20. Steering	37. Glass
4. Carburetor-Injector pump	21. Springs (Main)	38. Heater
5. Spark Plugs-Injectors	22. Springs (helper)	39. Tires
6. Generator-Regulator	23. Directional Signals	40. Flares
7. Fan Belts	24. Wiring	41. Flags and Fuses
8. Fuel Pumps	25. Clutch	42. Fire Extinguishers
9. Starter	26. Muffler	43. Landing Gear
10. Water Pump	27. Marker Lights	44. Spare Bulbs
11. Battery	28. Oil Leaks	45. Body Lights
12. Brakes	29. Grease Leaks	46. Cab
13. Lights	30. Switch Tilt	47. Trailer Body
14. Horn	31. Hose Connections	48. Tarp or Canvas
15. Wiper	32. Speedometer	49. Roof
16. Engine	33. Tachometer	50. Floor
17. Transmission	34. Gaskets (Head)	51. Wheel

(X) OK (S) NEEDS ATTENTION (D) DANGER IMMEDIATE

REMARKS:

BELOW FOR MECHANIC'S USE ONLY

REPAIRED BY: _____

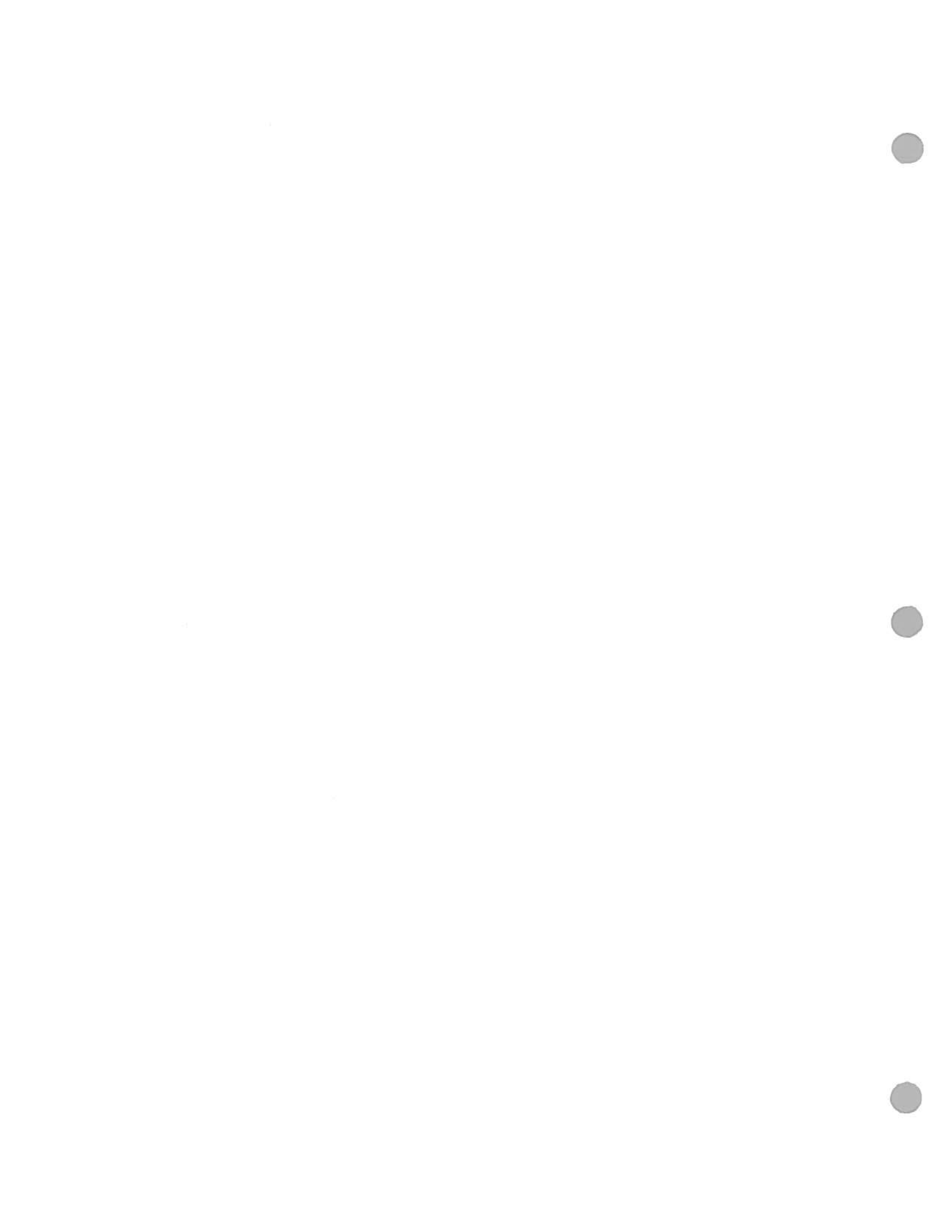
DATE: _____



AUTOMOBILE ACCIDENT REVIEW LOG

[illegible]

INSTRUCTIONS FOR USE: Use more than one number, if necessary to accurately describe the accident. Categories appear on the reverse. If there was an injury or fatality, add "I" for injury and/or "F" for fatality in the appropriate column. If not, leave the column blank.



ACCIDENT TYPE	A SINGLE VEHICLE	B MULTIPLE VEHICLES	C OTHER
NUMBER CODES:			
	1. HIT FIXED OBJECT	1. HIT FIXED OBJECT	1. WIND SHIELD
	2. INVOLVING PRIVATE PROPERTY	2. INVOLVING PRIVATE PROPERTY	2. SPILL
	3. PARKING	3. PARKING	3. MISC.
	4. BACKING	4. BACKING	
	5. TURNING	5. TURNING	
	6 FRONT END COLLISION	6 FRONT END COLLISION	
	7. INVOLVING PEDESTRIAN	7. INVOLVING PEDESTRIAN	
	8. JACK KNIFE	8. JACK KNIFE	
		9. AT INTERSECTION	
		10. WHILE PASSING	
		11. BEING PASSED	
		12. LANE ENCROACHMENT	
		13. AT GRADE CROSSING	
		14. REAR ENDED OTHER	
		15. REAR ENDED BY	
		16. HEAD ON	

DUE TO	ACTION TAKEN
1. WEATHER	1. NONE
2. MECHANICAL FAILURE	2. COUNSELING
3. OUR DRIVER HUMAN ERROR	3. RETRAIN
4. OTHER DRIVER HUMAN ERROR	4. DISCIPLINE
5. DEFECTIVE ROAD	5. DISMISSAL



A GUIDE for DETERMINING PREVENTABILITY of MOTOR VEHICLE ACCIDENTS

Based on National Safety Council Rules

DEFENSIVE DRIVING

Defensive driving is the ability to avoid accidents in spite of the wrong actions of the other driver and in spite of adverse driving conditions.

PREVENTABLE ACCIDENTS

A "Preventable Accident" is one in which the driver failed to exercise every *reasonable precaution* to prevent the accident; regardless of whether or not there is property damage or personal injury, the extent of the loss or injury, to whom it occurred and the location of the accident.

In determining the preventability of an accident, the National Safety Council lists the following preventable accidents.

1. INTERSECTIONS

It is the responsibility of all drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the actions of other drivers. Complex traffic movement, blind intersections or failure of the other driver to conform to the law or traffic control devices will not automatically discharge an accident as "non preventable". Intersection accidents are preventable even though the driver has not violated traffic regulations. Failure to take precautionary measures prior to entering the intersection are factors to be studied in making a decision. When a driver crosses an intersection and the actions of the other driver indicate a possible involvement either by reason of excessive speed, crossing a lane in turning or coming from behind in a blind spot, the decision based on such entrapment should be PREVENTABLE.

2. VEHICLE AHEAD

Regardless of the abrupt or unexpected stop of the vehicle ahead, a driver can prevent rear end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or a curve of the roadway. Overdriving headlights at night is a common cause of rear end collisions. Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicles head lights.

3. VEHICLE BEHIND

Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in their own following distance. Collisions involving the rear of the vehicle, which are preceded by a roll back, an abrupt stop at a grade crossing, when a traffic signal changes or when a driver fails to signal at an intersection, should be charged **PREVENTABLE**. Accidents resulting from the failure to signal intentions or to slow down gradually should be considered preventable.

4. PASSING

Failure to pass safely indicates faulty judgment and the possible failure to consider one or more important factors a driver must observe before attempting a maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however the entire passing maneuver is voluntary and the driver's responsibility.

5. BEING PASSED

Sideswipe and cut-offs involving a driver being passed are **PREVENTABLE** when the driver fails to yield to the passing vehicle by slowing down or moving to the right when possible.

6. ONCOMING

It is extremely important to check the action of a driver involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles prior to and at the point of impact, must be carefully verified. Even though an opposing vehicle enters the driver's traffic lane, it may be possible for the driver to avoid a collision by slowing down, stopping or moving to the right. Failing to signal the opposing driver by flashing headlights or sounding the horn should also be taken into account.

7. FIXED OBJECTS

Collisions with fixed objects are **PREVENTABLE**. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavement under viaducts, inclined entrances to docks, marquees projecting over a traveled section of road and similar situations, are not, in themselves, valid reasons for excusing a driver from being involved in an accident.

A driver must be constantly on the look out for such conditions and make the necessary allowances.



8. PEDESTRIANS

Since a driver of a motor vehicle has the responsibility to yield the right of way to pedestrians, primarily due to their vulnerability to injury when involved in an accident, most pedestrian accidents are PREVENTABLE. An unusual route of a pedestrian at mid-block or from between parked vehicles does not relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed may be too fast for conditions. School zones, shopping areas, residential streets and other areas with special pedestrian traffic must be traveled at reduced speeds to accommodate the particular situation. Bicycles, motor scooters and similar equipment are often ridden by inexperienced operators. The driver who fails to reduce speed and increase side space cushions when approaching this type equipment has not taken the necessary precautions to prevent an accident. When unusual conditions call for a voluntary reduction speed, merely keeping within posted speed limits is not taking proper the precautions.

9. PRIVATE PROPERTY

When a driver is expected to make deliveries at unusual locations, constructions sites, etc., or on driveways not built to support the weight of the vehicle being driven, it is the driver's responsibility to discuss the operation with the proper authorities(supervisors) and to obtain permission prior to entering the area.

10. PASSENGER ACCIDENTS

Passenger accidents are PREVENTABLE when they are caused by faulty operation of the vehicle. Even if the incident did not involve a collision of the vehicle, it must be considered PREVENTABLE when a driver stops, turns or accelerates abruptly. Emergency action by a driver to avoid a collision that results in a passenger injury should be checked to determine if proper driving prior to the accident would have eliminated the need for the evasive maneuver.

11. NON - COLLISION

Many accidents, such as overturning, jack knifing, or running off the road, may result from an emergency action by the driver to avoid being involved in a collision. Examination of events prior to the incident may reveal speed too fast for conditions or other factors. The driver's actions prior to involvement should be examined for possible errors or lack of defensive driving practice.

12. MISCELLANEOUS

Projecting loads, loose objects falling from the vehicle, loose tarpaulins or chains, doors swinging open, etc. resulting in damage or injury are PREVENTABLE



when the driver's action or failure to secure them are in evidence. Cargo damage resulting from unsafe vehicle operation, is PREVENTABLE by drivers.

13. PARKING

Unconventional parking locations, including double parking, failure to put out warning devices etc. generally constitute evidence for judging an accident PREVENTABLE. Roll away accidents from a parked positions normally should be classed PREVENTABLE. This includes unauthorized entry into an unlocked, unattended vehicle, or failure to properly block wheels or turn wheels toward the curb to prevent vehicle movement.



14. BACKING

Practically all backing accidents are PREVENTABLE. A driver is not relieved of responsibility when a guide is involved in the maneuver. A guide can not control the movement of the vehicle; therefore a driver must verify all clearances.

CONCLUSION

The discussion in this guide is far from all inclusive. It merely emphasizes the most frequent occurrences based on past decisions of Accident Review Committees following National Safety Council guidelines. The following definition should be applied to all accidents involving your drivers.

DEFENSIVE DRIVERS make no driving errors themselves and allow for the lack of skill or improper driving practices of other drivers. **DEFENSIVE DRIVERS** adjust their own driving to compensate for unusual weather, road and traffic conditions and recognize the need for caution in situations conducive to accident involvement. By being alert to accident producing situations, a **DEFENSIVE DRIVER** recognizes the need for preventive action in advance and takes the necessary precautions to avoid being involved in an accident. A **DEFENSIVE DRIVER** knows when it is necessary to slow down, stop, or yield the right-of-way to avoid involvement.

ADEMUM 1: Be it understood that all material contained herein are guidelines for all Township of Franklin employees. At the very least this document will be the minimum standard for all Franklin Township employees. Individual department standard operating procedures will also apply as part of this safety policy, providing that this standard is upheld. The Township of Franklin has the right at any time to adjust or amend this fleet safety policy for the safety and protection of its employees and residents.

ADOPTED BY MAYOR AND TOWNSHIP COMMITTEE ON THIS DATE:

Ordinance Number: D-5-06

Mayor: David Ferrucci

