

Vehicle Safety Sample Policy

American Wind Energy Association | www.awea.org



©2015 American Wind Energy Association. All rights reserved. You may download, reproduce and print this white paper and any portion hereof (the "Document") for internal use only (which use may include internal use by employees of your company), and, by downloading or accessing the Document, you agree: (i) that you shall not sell or otherwise engage in any distribution of this Document; (ii) that you shall not make any alterations, modifications, deletions or other changes to this Document without the express written consent of American Wind Energy Association ("AWEA"); and (iii) to indemnify and hold AWEA harmless for any loss or damage, including reasonable attorney's fees, that the AWEA may incur, directly or indirectly, as a result of your use of this Document.

AWEA assumes no liability for reliance on the contents of this document. AWEA is providing this document for reference only in furtherance of AWEA's nonprofit and tax-exempt mission. AWEA makes no representation or warranty about the information contained in this document, including, without limitation, the suitability of the information contained in this document for any purpose. It is offered only as general guidance and does not constitute legal, medical, or professional advice. This document is not intended to, nor does it, include information regarding safe operations and maintenance practices. Any recommended practices, guidance or standards contained in this document should be considered on a case by case basis and used in accordance with your company's internal safety and other operating requirements as well as all applicable laws, regulations and recommended practices addressing safety and regulatory compliance (such as OSHA and ANSI requirements). You should consider seeking legal or professional advice on all matters concerning safety and regulatory compliance.

1. Purpose

- 1.1. This program has been designed to control risks associated with the operation of motor vehicles. It was developed to assist our company in defining and developing an effective program for safe operation of company owned or leased motor vehicles by the employees who drive them.

2. Scope

- 2.1. This procedure applies to, but not limited to, all (Company Name) Sites and all personnel, and may apply to contractors as described herein while on site.
- 2.2. This procedure covers activities during the construction, service and repair of wind turbine machinery or equipment and the sites it occurs on. The vehicle safety program applies to the operation of company-owned or leased vehicles, whether the vehicle is being driven on company business or for personal use; and the operation of rental or driver-owned vehicles for company business.

3. Responsibilities

3.1. Leadership

- 3.1.1. Define the objectives including those for achieving improvement and/or for the management and control of risks associated with Vehicle Safety.
- 3.1.2. Establish a cross functional vehicle safety team of stakeholders to establish expectations and program for vehicle safety.
- 3.1.3. Visibly support the achievement of the Vehicle Safety program, objectives and targets.
- 3.1.4. Provide an opportunity for employees to participate in the development, implementation and review of the Vehicle Safety program.
- 3.1.5. Allocate the necessary resources to support to implement the vehicle safety program.
- 3.1.6. Set targets at all relevant levels of the company to deliver the objectives of program.

3.2. Vehicle Safety Team

- 3.2.1. Is responsible for the development and maintenance of the vehicle safety program.
- 3.2.2. The Vehicle Safety team includes all stakeholders, Safety, Operations, Management, Projects, Site Management, and Technicians.
- 3.2.3. Develops and analyzes vehicle incident data.
- 3.2.4. Develops training for the safe operation of vehicles.
- 3.2.5. Provides a process for collecting data needed to calculate rates for tracking vehicle safety performance over time.
- 3.2.6. Establishes performance objectives based on patterns of vehicle use and the nature of motor vehicle operations to measure performance to goal.
- 3.2.7. Use available data sources to assess safety performance, such as: loss history, benchmarking, data from public organizations such as the National Safety Council or Insurance Institute.

3.3. Managers

- 3.3.1. Ensure employees adhere to the rules and best practices contained within the vehicle safety program.

- 3.3.2. Provides resources needed (time, training, and equipment) to allow employees to meet the requirements of the vehicle safety program.
- 3.3.3. Conduct a thorough investigation of all vehicle incidents.
- 3.3.4. Formulate corrective actions designed to eliminate vehicle incidents.
- 3.4. All Employees
 - 3.4.1. Adhere to vehicle safety program requirements.
 - 3.4.2. Notify site management of all unsafe or hazardous vehicle conditions or actions that may result in vehicle incidents that may cause injury or property damage before proceeding with their driving activities.
 - 3.4.3. Report all vehicle caused incidents resulting in property damage or injury to persons to your manager as soon as possible.
 - 3.4.4. Properly maintain the vehicle according to manufacturer requirements.
 - 3.4.5. Act immediately on safety-related defects; report such defects to the Site Manager.
 - 3.4.6. Have a valid driver's license at all times; no employee will drive a Company vehicle without a valid current driver's license, and shall promptly report any changes in driving status.
 - 3.4.7. Report any changes to the status of their driver's license
 - 3.4.8. Maintain the vehicle in a clean condition.
 - 3.4.9. Do not make alterations of any kind to the vehicle.
 - 3.4.10. Company vehicles are for business purposes only.
 - 3.4.11. Do not smoke in company vehicles.
 - 3.4.12. Personal use of company vehicles is at the discretion of the site manager and may include taking the vehicle home when a technician is ON CALL after hours or on the weekends for business use only.
 - 3.4.13. Complete required driver training.
 - 3.4.14. Obey all traffic laws when operating a company vehicle on public roads.
 - 3.4.15. Obey all vehicle operating rules when driving a vehicle on the site.

4. Definitions

- 4.1. Driving on Company business – anytime you are operating a company vehicle, a vehicle rented by, or an employee's personal vehicle used on Company business when employee is reimbursed for mileage.
- 4.2. Company vehicle – a vehicle that is directly owned or leased by the company.
- 4.3. Defensive driving - driving safely in spite of the mistakes of other drivers, pedestrians or adverse conditions.
- 4.4. Ground guide – a person (spotter) guiding a vehicle while backing or maneuvering in a congested area. The ground guide shall support the direction of the driver to ensure the safety of pedestrians, other traffic, and the vehicle.
- 4.5. Motor vehicle - any self-propelled vehicle, including passenger vehicles, motorcycles, road tractors and other off-road vehicles.
- 4.6. Off-road vehicle - any motor vehicle designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or other natural terrain.
- 4.7. Operator – any person that drives a Company vehicle.
- 4.8. Preventable accident – an accident where a driver failed to do everything reasonable to prevent the accident.
- 4.9. Rollover protective structure (ROPS) – a structure designed to reduce the risk of injury to an operator of an industrial truck, tractor or off-road equipment in the event of a rollover or upset.

- 4.10. Trainer – an individual who is certified to train others on the techniques of defensive driving.
- 4.11. Follow the Two-second rule - the minimum following distance that should be kept from the vehicle ahead. When the vehicle ahead passes a road marker or sign, the car behind it should pass the same marker or sign a minimum of two seconds later.
- 4.12. Tractor-trailer - a combination of road tractor pulling a trailer without a front axle (semi-trailer).

5. Procedure

5.1. General rules

- 5.1.1. Always obey traffic signs and signals.
- 5.1.2. Company owned vehicles must never be driven at a speed, which exceeds the area's posted speed limit.
- 5.1.3. All personnel in the vehicle must wear seat belts.
- 5.1.4. Drivers must always yield to emergency vehicles.
- 5.1.5. Only authorized personnel are permitted to ride in or operate company vehicles. Operators who drive company owned vehicles must be properly licensed and authorized by management to do so.
- 5.1.6. Personnel will not be allowed to operate a company owned motor vehicle after having consumed any amount of alcohol and / or illegal drugs.
- 5.1.7. Vehicle operators prescribed medication containing a warning regarding the operation of moving equipment and or vehicles must first obtain approval from the prescribing physician before operating the vehicle or equipment. A copy of the approval is to be provided to the site manager for retention in the employees file.

5.2. Distracted Driving

- 5.2.1. Drivers must remain alert at all times while operating a motor vehicle and not allow other things inside the vehicle to distract them. Examples are, cell phones, digital devices, reading material and other forms of distraction.
- 5.2.2. (Company Name) strictly prohibits the use of cell phones and other similar personal electronic devices including laptops while operating a motor vehicle on company business.
- 5.2.3. The use of hands free devices may be acceptable?
- 5.2.4. When two or more people are riding in a vehicle, only non-driving passengers are authorized to use a cellular phone while the vehicle is moving.

5.3. Accident / Incident Reporting Procedures

- 5.3.1. Drivers must immediately report to management, any or all of the following:
 - 5.3.1.1. Any and all traffic violations and accidents for which they are ticketed;
 - 5.3.1.2. Any and all traffic violations for which they are convicted, or plead guilty or no contest to.
 - 5.3.1.3. Any change in driver's license status including suspension, revocation or restriction.
 - 5.3.1.4. Any incident involving the use of a company vehicle whether or not it results in any injury to a person(s) or damage to any vehicle or property, and regardless of fault, must be reported immediately to management.

5.4. Minimum vehicle operator criteria

- 5.4.1. No person will operate a vehicle unless the below criteria is met:
 - 5.4.1.1. Possession of a valid driver's license.
 - 5.4.1.2. Pass a MVR review at the time of hire and annually thereafter for all affected employees.

5.4.1.3. No major convictions within the last five years. Major convictions are: DWI, DUI, reckless driving, suspension or revocation, a felony involving operation of a vehicle.

5.4.1.4. No more than two moving violations or two preventable accidents within the past twelve months.

5.5. Motor Vehicle Records (MVR) Criteria

5.5.1. It is the policy of (Company Name) to obtain motor vehicle records (MVR) on all persons who operate company vehicles. MVRs will be obtained prior to employment for those individuals seeking positions that necessitate the operation of a motor vehicle.

5.5.2. Individual MVRs will become part of the individual's personnel file and must be retained for a period of twelve (12) months.

5.5.3. Any disciplinary action taken as a result of MVR reviews and/or accidents must be documented and consistently applied to all employees who fail to comply with this program.

5.6. Driving While Impaired (DWI) / License Suspension

5.6.1. This policy establishes actions to be considered when an employee whose job requires driving a company vehicle, is charged or cited with:

5.6.1.1. Operating a motor vehicle while under the influence of alcohol and/or drugs or other substances.

5.6.1.2. Driving while impaired or refusing to submit to a test for impairment based on such substances when requested by law enforcement personnel.

5.6.1.3. Driver's license suspended for any reason.

6. Driver Training

6.1. All operators of company vehicles will be required to successfully complete a driver safety training course.

6.2. Training will be specified by the Vehicle Safety Team.

6.3. Training will be delivered by the means determined by the Vehicle Safety Team.

6.4. Failure to complete the driver training or to successfully pass the driver training may result in suspension of company driving privileges.

6.5. Continuing education of existing drivers should take place at an interval determined by the vehicle safety team.

6.6. Vehicle specific orientation and training is established to ensure safe and effective operation of motor vehicles.

6.7. All new drivers are trained on a vehicle similar in size, power, configuration and operation as the vehicle they will be using prior to being assigned the vehicle/unit, including any special equipment specific to their intended vehicle assignment.

6.8. To ensure an employee is qualified to operate the type of vehicle at the location it will be driven, a behind the wheel assessment is conducted by site management or designee.

6.9. For vehicles and drivers requiring commercial or DOT approval the driver will need training by a person qualified for the type of driver of vehicle certification required.

7. Vehicle Selection/Inspection

7.1. Vehicle specifications are documented and based on the activities to be performed. Examples of safety considerations include: Suitability for designated purpose, crashworthiness, cargo and load capacity, towing capacity, ergonomic considerations such as: ease of access, egress, movement within and ability to work from or in the vehicle are considered.

7.2. Prior to operating a vehicle the employee should consider the job to be performed as well as the limitation on the vehicle to be used. For example does the weight of the proposed load greater than the hauling capacity of the truck. Is the hitch system rated for the load to be towed?

- 7.3. Vehicles are equipped with appropriate emergency equipment which might include; emergency warning devices, first aid kit, flashlight, reflective safety vest, space blanket, light sticks, fire extinguisher, tire inflator/sealant, and reflective triangles.
- 7.4. Drivers inspect vehicles at a minimum, in accordance with the vehicle manufacturer's recommendations, regulatory requirements, and recognized standard practices.
 - 7.4.1. Vehicle inspections are documented and maintained. Corrective actions are tracked to closure, (see attachment 1 Vehicle Inspection Form)
 - 7.4.2. When defects are reported, the vehicle shall be repaired by a qualified automotive service technician. Safety related defects shall be repaired before the vehicle is placed back in service with appropriate records maintained.

8. Measures

- 8.1. Field observations of compliance to the vehicle safety program take place at least annually and are documented.
 - 8.1.1. The assessment will provide a thorough review of the program in the field.
 - 8.1.2. An action plan for improving performance including corrective actions is maintained.
 - 8.1.3. Progress of action plan is tracked and is a key performance indicator for site management.
 - 8.1.4. Measures are reported as part of the normal safety metric reporting process.