



**CITY OF LINCOLN**  
MAYOR CHRIS BEUTLER

DIRECTORIAL  
ORDER

NO. 09290

BY VIRTUE OF THE AUTHORITY VESTED IN ME by the Mayor of the City of Lincoln, Nebraska:  
Pursuant to the delegation of authority under Administrative Regulation No. 26, I hereby execute and approve on behalf of the City of Lincoln, the attached City of Lincoln Fleet Safety Policy, originally approved February 7, 2005 by Executive Order #072496.

I hereby direct the City Clerk to forward one executed copy of this Directorial Order to Bill Kostner in the Risk Management Division of the Personnel Department.

Dated this 22nd day of MAY, 2013.



Douglas J. McDaniel, Personnel Director

Approved as to Form & Legality:



Don Taute, Assistant City Attorney

Approved:



Steve Hubka, Acting Finance Director

**FILED**  
MAY 22 2013  
CITY CLERK'S OFFICE  
LINCOLN, NEBRASKA

## City of Lincoln Fleet Safety Policy

### PURPOSE

The purpose of this policy is to prevent vehicle accidents, promote safe driving practices among employees, and comply with State statutes and City ordinances for reporting vehicle accidents/property damage, while maintaining City property and equipment in proper operating condition.

### OBJECTIVES

The objectives of this policy are to establish a written program outlining minimum guidelines for a fleet safety program, driver selection, insurance requirements for vehicles, vehicle emergency procedures, and what to do at the accident scene. This written program will address the following elements:

- I. Motor Vehicle Record Annual Review
- II. New Driver Selection
- III. Monitoring Existing Drivers
- IV. Fleet Safety Rules
- V. Vehicle Maintenance and Safety Inspections
- VI. Insurance Requirements for Vehicle Operation
- VII. Vehicle Emergency Procedures
- VIII. What To Do At The Accident Scene
- IX. Vehicle Accident Retraining

### RESPONSIBILITIES

• **Department Heads Have the Responsibility to:**

Implement this fleet safety policy by:

- A. Directing supervisors and employees to endorse and comply with this policy.
- B. Identifying and training existing and newly selected fleet operators in compliance with this policy.
- C. Ensuring the safe operation of fleet vehicles in compliance with this policy.
- D. Enforcing compliance with this policy. Current employees and new employees, who drive a City owned or leased vehicle in the normal course of their employment, must be trained and in compliance with this policy.

• **Supervisors Have the Responsibility to:**

- A. Identify and train existing and newly selected fleet operators in compliance with this policy.
- B. Ensure that vehicles can be operated safely or are taken out of service for repairs.
- C. Require and enforce compliance with this policy.
- D. Maintain training records.

• **Employees Have the Responsibility to:**

- A. Understand their assigned tasks relating to fleet safety.
- B. Apply the proper training and equipment to the safe operation of a motor vehicle.
- C. Assist with the identification of vehicle operational problems.
- D. Comply with the directives of this policy.
- E. Act in compliance with vehicle insurance requirements.

• **The Lincoln Police Department has the Responsibility to:**

- A. Provide accident reports for City vehicles involved in vehicle accidents within the City of Lincoln when requested.
- B. Provide Risk Management with access to reports of City vehicle accidents so that these may be tracked and reported appropriately under the City's Auto Insurance Policy, or self insurance.

• **Risk Management Has the Responsibility to:**

- A. Train appropriate employees in the City's Fleet Safety Policy.
- B. Audit each department's compliance with this policy on an annual basis.
- C. Track and document reported vehicle accidents.
- D. Assist with the identification of preventable and non-preventable vehicle accidents, as requested.

This policy will consist of the following sections:

## **I. MOTOR VEHICLE RECORD ANNUAL REVIEW**

Full time and part time employees of the City of Lincoln who operate a City owned or leased vehicle shall have their motor vehicle record checked annually by Risk Management.

## **II. NEW DRIVER SELECTION**

### **A. Overview**

Employee selection procedures should be designed to evaluate an applicant's experience and potential. Applicants hired as vehicle operators shall provide proof of the proper classification of vehicle license. When their job requires a commercial drivers license, (CDL), they shall receive a road test on the designated equipment, receive a DOT, post offer Physical Examination, and a Pre-employment Drug Screen. Departments who have a promotional process shall follow their departmental process.

Applicants hired as vehicle operators shall have their motor vehicle record checked for patterns of violations or recent violations by the Personnel Department.

### **B. New Employee Training**

Basic training for new drivers shall consist of on the job instruction and training with senior drivers or driver trainers. A defensive attitude is an important aspect of new hire training. Drivers should believe that vehicle accidents are preventable if they take the initiative. Finally, drivers should be alert to hazards on the roadway that could cause an accident.

New drivers should be introduced to an unfamiliar vehicle's general mechanical operation, safety equipment, emergency kit and accessory application, as well as a review of braking, backing and trailer operation, if applicable.

Drivers who transport hazardous materials shall be instructed in the details of accident prevention and hazardous materials spill response.

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## **III. MONITORING EXISTING DRIVERS**

Driver abuse of equipment is another issue to review with existing drivers. If repair problems show a pattern, the driver should receive training in the areas in question, such as with braking, etc.

#### IV. FLEET SAFETY RULES

##### Driver Safety Rules:

1. Employees operating City equipment shall comply with the Nebraska Motor Vehicle Regulations along with City ordinance and State statutes for reporting accidents.
2. Drivers shall carry their State drivers license at all times while operating motor vehicles. Licenses must be the proper classification for the vehicle driven.
3. Safety belts shall be worn at all times by all passengers and by employees where seat belts are provided
4. Drivers shall not consume alcoholic beverages, illegal drugs or medication that may affect driving ability, immediately prior to, or at any time while on duty.
5. When backing vehicles, there must be a clear view of the area immediately to the rear. In vehicles without rear window visibility, the driver shall get out of the vehicle and inspect the area to the rear before backing. If a second employee is available, this person shall serve as a guide to back up the driver.
6. Tailgates shall be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain down to carry a load, red flags shall be attached to the outer portion of the load.
7. Employees who operate motor vehicles, either regularly or occasionally are required to report any license revocations or suspensions immediately to their supervisor.
8. Reckless or unsafe operation of City vehicles is not permitted. This rule shall also apply to private vehicles operated on City property.
9. The maximum speed within the shop bay, on lots and at other City properties is 10 MPH, unless otherwise posted.
10. Vehicle engines shall not be operating when adding any fuel or engine oil to the vehicle.
11. Employees shall not board or alight from any moving vehicle.
12. Employees shall not ride on the running boards of any vehicle.
13. Riding on the side, tool box, tailgate or roof of any vehicle, or in the back of a truck bed when a vehicle is in motion, are not allowed. **Exception: Firefighters may ride on the hose bed of an apparatus (Fire Truck) while loading hose only.**
14. In pickup trucks, riders shall always sit in the front cab.
15. During periods of limited visibility, or any time that windshield wipers are in use, headlights shall be turned on. The exception to this is any law enforcement vehicle under specific circumstances.
16. Trailers shall be fastened to hitches, and safety chains shall be secured, as required by state law, before moving vehicles.
17. All items to be transported by truck or trailer, which have the potential to move around during transport, shall be secured.
18. No more than three persons shall ride in the front seat of any vehicle. Where there are only two single seats, there shall be only one person per seat.
19. Except in restricted areas on City property, no City vehicle shall be left unattended with the key in the ignition. This does not include Fire apparatus and Police cruisers.

20. All City vehicles, parked on the street, except for emergency vehicles, shall be locked when not in use.
21. Employees are responsible for all traffic citations while operating City vehicles.
22. City vehicles without a handicapped permit shall not be parked in handicapped parking spaces.
23. Radio or tape deck equipped headphones are not allowed to be worn while operating a motor vehicle, except for emergency two way radios. This also does not pertain to situations where protective muffs or plugs are required for hearing protection.
24. Before leaving the operator's seat, the vehicle shift selector shall be placed in park, and if needed, the parking brake applied. If the vehicle does not have a park position, the shift selector shall be placed in neutral and the parking brake applied.

**Special Equipment:**

25. Special equipment such as tractors, fork lifts, graders, plows, snowmobiles, or equipment with special devices or usage, require instructions prior to use by the operator. Training shall include the following:
  - a. Familiarization with the owner's/operator's manual.
  - b. Explanation and demonstration of control devices.
  - c. Explanation and demonstration of safety equipment.
  - d. Knowledge of maintenance items such as fuel, water, oil, and other minimum operating needs of the equipment.
  - e. Demonstration of operation.
  - f. New driver operation with supervision and testing.
  - g. Training of new operators by the supervisor, or an experienced operator.
26. Passengers shall ride only in seats so designed for passengers on special equipment.
27. Construction type equipment shall travel no more than 25 MPH without exception. This equipment shall use the right lane, except when turning left, and headlights shall be on at all times. A slow moving vehicle sign shall also be displayed on the rear of the vehicle.

**V. VEHICLE MAINTENANCE AND SAFETY INSPECTIONS**

Your City or department garage, or fleet services division should be consulted regarding the selection, purchase and maintenance of City vehicles. Vehicles must be kept in safe condition and provided with necessary safety or emergency equipment.

When taking out any fleet vehicle, drivers should complete an initial Pre-Trip Inspection; provided however, that the pre-trip inspection of vehicles shall not be required of police and fire department personnel in emergency situations.

**VI. INSURANCE REQUIREMENTS FOR VEHICLE OPERATION**

All employees driving their own vehicles on the job are required to have auto liability insurance on their vehicles in at least the minimum amount required by state law of \$25,000/\$50,000/\$25,000 (bodily injury per person/bodily injury per accident/ property

damage).

As the federal rate per mile fully reimburses employees for insurance as well as vehicle wear and tear, no personal vehicle may be driven in the performance of their job duties unless there is personal auto insurance in effect.

Rental car insurance is provided by the City for rented cars used for City business. Please contact Risk Management at 402-441-7671 for information.

## VII. VEHICLE EMERGENCY PROCEDURES

When it's absolutely necessary to stop on a highway or city street in case of an emergency, use extreme caution:

- A. Warning signals and lights shall be used.
- B. Rotating beacon(s) shall be used, if the vehicle is so equipped.
- C. Emergency flashers shall be used, if the vehicle is so equipped.
- D. Flares, fusees, warning flags, reflector triangles or other emergency equipment shall be used to give adequate advance warning, where applicable for commercial vehicles.

## VIII. WHAT TO DO AT THE ACCIDENT SCENE

- A. Report vehicle accidents to your supervisor.
- B. Report vehicle accidents immediately by the quickest means possible to the police. Any vehicle accident resulting in damage to property owned by the City or other public entity of any nature located in or upon or adjacent to a street or public way is required to be reported. Public way would include any road or drive owned by the City and regularly used for vehicular travel.
- C. Report accidents involving City owned or leased vehicles to Risk Management as soon as possible on a Vehicle Accident Report form. These forms may be transmitted electronically or via interoffice mail.
- D. It is unlawful to leave the scene of any accident, if you are involved in the accident, without furnishing your name, address and vehicle information to the other driver. Obtain the same information from the other driver(s) involved in the accident. Any hit and run accident, on private or public property, shall be reported to the Lincoln Police Department. If outside the City of Lincoln, call the local police, sheriff or state patrol office with jurisdiction to report an accident.
- E. Any accident involving property damage over **\$1000** (for any one vehicle) or resulting in bodily injury, **must be reported within 10 days** to the State of Nebraska on a **Driver's Motor Vehicle Accident Report form**. City drivers are required to complete and submit this State form to the State of Nebraska, sending

a completed copy to Risk Management. The driver's supervisor is responsible to ensure the employee completes and submits the State form to the State of Nebraska and sends a copy to Risk Management.

- F. The Lincoln Police Department will investigate accidents within the City of Lincoln involving City vehicles. If outside the City of Lincoln, call the local police, sheriff, or state patrol office with jurisdiction to report an accident.
- G. Accidents involving a pedestrian and a City vehicle, or that results in any bodily injury shall also be reported to the Lincoln Police Department or to local police, sheriff or state patrol office with jurisdiction.
- H. Damage to vehicles maintained by the Police Garage must first be taken to the Police Garage for estimate/repair. Damage to vehicles maintained by Fleet Services must be first taken to Fleet Services for estimate/repair.

**Reporting accidents to the local police, sheriff or state patrol office with jurisdiction is extremely important in documenting the facts of an accident and assisting in the accident review process.**

## **IX. VEHICLE ACCIDENT RETRAINING**

For City of Lincoln vehicle accidents, accident preventability will be determined by a departmental accident review board, departmental safety committee, or if there is not a departmental committee, by Risk Management.

In the interests of fleet and employee safety, employees having a preventable vehicle accident may be scheduled for retraining as follows:

- A. Retraining with a co-worker, training officer, supervisor or driver trainer to review the actions leading up to a vehicle accident and how to prevent future accidents from occurring. A driver's road test shall be completed if recommended by the review board. A driver's road test form, or comparable form, may be used to document this training and a copy should be forwarded to Risk Management, or retained in the department's files.
- B. Retraining with Risk Management staff. This will be available on a monthly basis, and training will include hands on vehicle operation, review of the actions leading up to a vehicle accident and how to prevent future accidents from occurring.

During training, if vision, hearing, or other health conditions indicate a possible deficiency that may affect the safe operation of the vehicle, then an examination and evaluation by a medical specialist may be coordinated by the employee's department.

**Questions regarding this policy will be addressed by:**

**Risk Management Division  
Personnel Department  
555 South 10th Street  
Lincoln, NE 68508  
(402) 441-7671**

Revised: May 2013