

City of Coral Gables

COMMUNITY RECREATION

VEHICLE SAFETY MANUAL





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SAFE DRIVING RULES

The following information is applicable to all employees who operate a City of Coral Gables vehicle while on duty. Driving is a privilege which requires responsibility and due care at all times.

Important Phone Numbers

- Workers Compensation Coordinator.....**305-460-5527**
- Risk Management Department (for safety consultations/reporting assistance).....**305-460-5528**

Purpose

Employees who are authorized to utilize City vehicles shall do so only to conduct City business. Personal use of a City vehicle, regardless of jurisdiction, is prohibited.

New Driver Orientation

All new drivers (new hires or existing employees) who will be driving City vehicles must be approved by the Risk Management Department.

Licenses

1. An employee shall not operate any City of Coral Gables vehicle unless he/she possesses a valid State of Florida Driver's License and/or other required licenses.
2. The employee shall immediately report to his/her supervisor the suspension, alteration, expiration or revocation of any licenses required to operate any City vehicle.

Traffic Regulations

Employees shall be knowledgeable of and obey Federal, State and local traffic regulations while operating a City of Coral Gables vehicle.

Seat Belts

Pursuant to Florida law, occupants of City of Coral Gables vehicles equipped with seat belts must secure them at all times while driving the vehicle. Defective or missing seat belts must be reported to the Automotive Division and the vehicle shall be removed from service immediately. If the defective or missing belt is on a passenger position, no one shall occupy that position in the vehicle.

Insurance Requirements

Employees driving City vehicles for City business are covered under the City's self-insurance plan.



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Accidents

An employee must report an accident immediately to the appropriate police jurisdiction and his/her supervisor. The supervisor shall contact the Risk Management within 24 hours and complete the Accident / Incident Form.

Vehicle Inspection

It is the responsibility of employees to regularly inspect all City vehicles they drive for defects, damage, and missing equipment. All deficiencies shall be reported to the supervisor or repair facility immediately. Employees may not drive a vehicle with any defect which would compromise the safe operation of the vehicle (brakes, lights, windshields, mirrors, seat belts, exhaust). The defect(s) shall be reported to Fleet Management Division, General Services Administration.

Emergency Equipment

Employees shall utilize the vehicle's hazard or emergency lights only when appropriate. If other emergency equipment is required to be present in the vehicle (e.g., flares, fire extinguishers, first aid kits, etc.), the employee shall ensure that such equipment is in working order and easily accessible.

Housekeeping

Authorized drivers of City of Coral Gables vehicles are expected to keep the vehicles free of trash and other debris. Tools, equipment and machinery should be stored properly in the trunk. Any employee who transports hazardous materials must follow the guidelines for such transportation as recommended on the Material Safety Data Sheets (MSDS).

Passengers

Generally, only City of Coral Gables employees shall be passengers in City vehicles. Family members, minor children and non-employees are prohibited from riding in city vehicles. All passengers are expected to adhere to State Law and wear seat belts at all times while in the vehicle.

Take-home Vehicles

Take-home vehicles shall be utilized only for traveling to and from work. Personal use of take-home vehicles is prohibited.

Cell Phone Usage

Drivers of City vehicles should exercise caution when using cellular phones while driving City vehicles and restrict such usage of cellular/mobile phones for important City business or emergencies only. Cell phone use is not permitted while driving in the city parking garages or at fueling stations.



Program & Activity Passenger Vans

SAFETY BASICS

- 15-passenger vans are not like smaller passenger vans and minivans and have a higher rate of rollover under certain conditions. Because of these increased risks, drivers and passengers need to pay greater attention to tire maintenance and road conditions. In addition, driver experience is essential to safely operating these vehicles. It is critical that both drivers and passengers follow some simple safety rules to minimize risks to themselves and their loved ones.
- National Highway Traffic Safety Administration (NHTSA) data show a significant increase in rollover risk when the van is fully loaded with drivers and passengers. NHTSA has taken steps to reduce this risk by requiring electronic stability control (ESC) systems on all new 15-passenger vans. ESC systems assist drivers in maintaining control of their vehicles even during extreme steering maneuvers or on slippery roads. The presence of ESC may prevent rollovers from occurring, however, 15-passenger vans are often in use for many years, and models produced prior to 2004 likely do not have this crash prevention technology installed.

NHTSA'S TOP SAFETY RECOMMENDATIONS FOR 15-PASSENGER VAN USE

TIRE PRESSURE

- Inspect the tires and check tire pressure before each use. A van's tires need to be properly inflated and the tread should not be worn down. Excessively worn or improperly inflated tires can lead to a loss of vehicle control and possibly a rollover. Pressure for front and back tires may be different, and pressure is likely higher than that required for car tires. A placard on the driver's side B-pillar or the owner's manual lists manufacturer recommended tire size and pressure.

SPARES

- Avoid using old spares when replacing worn tires since all tires, even unused tires, weaken with age. Used 15-passenger vans may come with new looking spare tires that are many years old and could be dangerous.

DRIVER

- 15-passenger vans should only be operated by trained, experienced drivers who operate these vehicles on a regular basis. The driver needs to possess a valid driver's license for state of residence (a commercial driver's license is preferred). 15-passenger van drivers need additional training since these vehicles handle differently than passenger cars, especially when fully loaded.

ATTENTION

- Driver should be well-rested and attentive to driving at all times. Cell phone use by the driver while the van is in motion should be prohibited. Driver should also limit conversation with other passengers, and drive time should be limited to eight hours per 24-hour period.



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SIZE

- A 15-passenger van is substantially longer and wider than a car, and thus requires more space to maneuver. It also requires additional reliance on the side-view mirrors for changing lanes.

SPEED

- Drive at a safe speed based on driving conditions. Driver should never exceed the posted speed limit. Always slow down if the roads are wet or icy because 15-passenger vans do not respond well to abrupt steering maneuvers and require additional braking time.

OCCUPANCY

- Never allow more than 15 people to ride in a 15-passenger van. When the van is not full, passengers should sit in seats that are in front of the rear axle.

CARGO

- Cargo should be placed forward of the rear axle and placing any loads on the roof should be avoided. Do not tow anything behind the van. See the vehicle owner's manual for maximum weight of passengers and cargo and avoid overloading the van.

SEAT BELTS

- All occupants need to wear seat belts at all times. Inspect seat belts regularly and replace any missing, broken or damaged belts and/or buckles. An unrestrained 15-passenger van occupant involved in a single-vehicle crash is approximately three times as likely to be killed as a restrained occupant.

Employees who fail to comply with the procedures outlined above will be required to pay any fines assessed as a result of the infraction. Disregard for the law as well as for City policies may result in disciplinary action.

I HAVE RECEIVED A COPY OF THE CITY OF Coral Gables SAFE DRIVING RULES AND I AGREE TO ABIDE BY THEM.

NAME OF EMPLOYEE

DEPARTMENT

SIGNATURE

DATE RECEIVED