

**CITY OF DUNES CITY
RESOLUTION SERIES 2020, NO. 2**

A Resolution Adopting the City of Dunes City Fleet Safety Program

WHEREAS, Dunes City recognizes that its employees, and the conduct of those employees while in operating Dunes City owned vehicles and equipment is vital to safety of its employees, elected and appointed officials, volunteers and City residents, and to meet the City's objectives; and

WHEREAS, Dunes City desires to ensure employees and elected and appointed officials are provided information regarding the policies of the City with regard to operating Dunes City owned vehicles and equipment, or their own vehicles when traveling for Dunes City related business; and

WHEREAS, Dunes City desires to ensure its employees and elected and appointed officials are aware of the procedures and processes to be followed while operating Dunes City vehicles and equipment, or while operating private vehicles while conducting City business;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DUNES CITY THAT:

1. The City of Dunes City Fleet Safety Program attached hereto as Exhibit A and incorporated by reference herein is hereby adopted.
2. This Resolution takes effect immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 12th day of February, 2020.



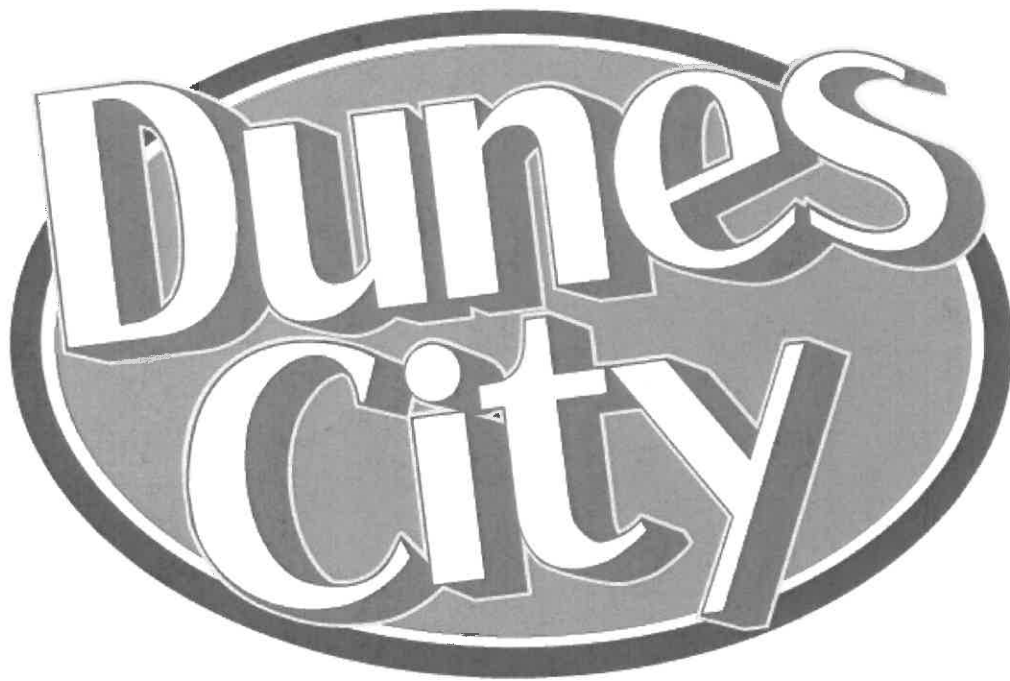
Sheldon Meyer, Council President

Attest:


Jamie Mills, City Recorder/Administrator

DUNES CITY

FLEET SAFETY PROGRAM



**Prepared by:
Jamie Mills
City Administrator**

February 12, 2020

INTRODUCTION

These Dunes City rules are published for the information and guidance of employees of Dunes City. To drive safely is the first duty of every driver. This means driving defensively, anticipating the mistakes, actions, recklessness or absentmindedness of pedestrians or other drivers, and being prepared at all times to do everything possible to prevent an accident.

Our operation requires alert drivers who conduct themselves and their vehicles at all times in a manner that will reflect credit on Dunes City and the driver.

Drivers are required to observe all rules and procedures outlined in this manual at all times.

No job is so important, no service so urgent, that we cannot take the time to perform it SAFELY!

SECTION 1

CONDITIONS OF DRIVING VEHICLES

In order to maintain an efficient and orderly operation, it is necessary that we have certain rules which everyone is expected to follow. Familiarize yourself with these rules and operating procedures, and consult the City Administrator if any of them are not clear to you.

Qualifications

To qualify as a driver of Dunes City vehicles, drivers must meet the following conditions:

1. Must be at least 18 years of age and an employee of Dunes City.
2. Must have a current state or jurisdiction Driver License.
3. Must have in effect a current liability insurance policy for his/her personal Vehicle.
4. Must have knowledge of, and adhere to rules, state and municipal traffic laws and regulations whenever driving Dunes City vehicles.
5. Must have a valid Driver License in possession while driving vehicles.
6. Must be approved by the City Administrator to drive on Dunes City business.
7. Attend a Dunes City sponsored defensive driving class at least once every three (3) years.

SECTION 2

Driver Eligibility Guidelines

Employees must report to the City Administrator any change in driving status. Failure to report a suspended license and other “prohibited” action may result in disciplinary action, up to and including, termination.

1. No major violations in the previous three (3) years. Major violations include:

- Driving under the influence of alcohol or drugs
- Driving while license is suspended or revoked
- Leaving the scene of an accident
- Reckless driving
- Road rage incidents
- Other similarly serious violations
- Cell phone or texting violations

2. No more than two (2) minor violations in the previous three (3) years. Minor violations include:

- Speeding 10 MPH or less over the posted limit
- Failure to obey a traffic control signal
- Improper lane change
- Failure to signal
- Failure to yield the right-of-way
- Other similar violations
- Failure to wear a seat belt

3. No more than one at-fault accident in the previous three (3) years. All accidents are considered at-fault unless proven otherwise.

Driver Guidelines Matrix

Number of Moving Violations Within Past 5 Years	Number of Accidents within Past 5 Years				Number of DUI or DWI within Past 5 Years
	0	1	2	3	1 or More
0	Clear	Acceptable	Borderline	Prohibited	Prohibited
1	Acceptable	Acceptable	Borderline	Prohibited	Prohibited
2	Acceptable	Borderline	Prohibited	Prohibited	Prohibited
3	Borderline	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

Driver Guidelines Matrix

SECTION 3

Driver Supervision

1. Motor Vehicle Records: Driving records will be ordered every twelve (12) months for all employees operating vehicles. Oregon DMVs “DAVE” account provides updates when an employee’s Driver License is modified.
2. Accident Review: All vehicle accidents will be reviewed by the City Council to determine preventability.
 - a. A preventable accident is any accident in which the driver failed to do everything he/she could have reasonably done to prevent the accident.
 - b. A non-preventable accident is one in which the driver did everything he/she could reasonably have done to foresee the conditions leading to the accident and took suitable safeguards.
 - c. The involved driver will be advised of the decision and will be subject to a driving performance review with the City Administrator.

“HOW TO DETERMINE PREVENTABILITY”

This guide is to be used by the City Council in determining if an accident is preventable or non-preventable:

1. What is a preventable accident?

A preventable accident is any accident in which the driver failed to do everything he/she reasonably could have done to avoid it.

2. What is a non-preventable accident?

A non-preventable accident is an accident in which the driver did everything he/she reasonably could have done to foresee things that caused the accident and guard against them.

COURTESY

You are expected to show every courtesy and consideration toward other drivers and pedestrians. Your conduct while driving must be such that it will in no way reflect adversely upon Dunes City.

PERSONAL USE OF DUNES CITY VEHICLES

Dunes City prohibits the personal use of City vehicles unless approved by the City Administrator.

VEHICLE APPEARANCE

Dunes City vehicles need to be kept as clean as possible. State law prohibits smoking in public vehicles. Eating in vehicles should be limited and the vehicle cleaned of all food debris and trash upon return of the vehicle to its storage area.

SUGGESTIONS

Dunes City will appreciate any suggestions from you that may improve our safety, service and working conditions to make our operation more efficient and safe.

MOVING VIOLATIONS

You will be liable for all speeding, traffic violations and parking violations.

CELL PHONES & TEXTING

Oregon law prohibits the use of cell phones while driving, unless employees are using a “hands-free accessory.” Please note, the use of a speaker phone is not considered a “hands-free accessory.” Texting is prohibited.

PASSENGERS

The City Administrator must approve all passengers. Generally, it is not approved to have family members as passengers in public vehicles. All passengers must wear seat belts.

SECTION 4

SAFETY WHILE USING CITY VEHICLES

INSPECTIONS

A pre-trip inspection will be made at the start of each shift to ensure a vehicle is in safe operating condition. A post-trip inspection should be made at the end of each shift to effectively report any damage or concern at the completion of the trip.

SAFE DRIVING

Be a defensive driver:

A defensive driver is defined as: “One who is careful to commit no driving errors themselves, who makes allowance for the lack of skill or improper attitude on the part of the other driver, and who does not allow hazards of weather and road conditions or the action of pedestrians or other drivers to involve themselves in an accident. A defensive driver is continually on the alert, recognizes an accident-producing situation far enough in advance to apply the necessary preventive action, and concedes the right-of-way when necessary to prevent an accident.”

Speed:

The maximum speed limit is the “posted speed limit.” Your speed at all times shall be reasonable and prudent with due consideration given to weather, other traffic, conditions of the road and intersection side roads of highways and city roads.

Adhering to the posted speed limit is important in terms of traffic citations, reduced insurance rates, reduced maintenance cost, increased tire life, and fuel conservation.

Striking fixed objects:

In handling your vehicle on the highway, in city traffic, and at loading and unloading spots, remember that striking any fixed object such as abutments, parked

cars, loading docks, and/or overhead pipes or hydrants is considered the fault of the driver.

Proper Backing Up:

Walk around the vehicle to see that nothing is behind or in front of the vehicle before driving away. If there are two (2) people, one (1) person will stand behind the vehicle to spot while backing up.

Passing or Meeting a School Bus:

When approaching a school bus, be on guard at all times for signals of intention to either discharge or pick up school children. Be on the alert for the actions of these school busses. It is illegal to pass, in either direction, a school bus that is stopped to pick up or discharge passengers. The only exception to this rule is when the roadway is divided by a barrier.

Pedestrians:

You have NO right-of-way where pedestrians are concerned. Legally, they may walk on either side of the road, they can cross at intersections, and they can pop out from behind a parked car on a busy city street. Never take it for granted that they see you.

ACCIDENTS & INCIDENTS

1. YOU MUST REPORT EVERY ACCIDENT TO THE CITY ADMINISTRATOR WITHOUT FAIL, NO MATTER HOW MINOR.

2. In case of an accident, contact the City Administrator as soon as possible. Be specific about location, time, extent of injury and damage, and where you can be reached.

3. If you cannot make contact with the City Administrator, write a brief note and ask a reliable motorist to phone or give it to the police. Do not leave the vehicle unattended except in an extreme emergency.

4. Park safely and set out warning devices.

5. Prevent the moving of injured persons unless absolutely necessary.

6. Be sure to get the names of witnesses for or against you. If a witness refuses to give his/her name, record the license number of his/her vehicle. Regardless of the facts, admit nothing, promise nothing, and DO NOT ARGUE. Give your name, Dunes City's name and offer to show your license.
7. Have pictures taken whenever possible. Do not move or allow any vehicles to be moved until someone arrives who can verify or witness the position of the vehicles, length and position of the skid marks, and lights on the vehicles if at night.
8. Stay at the scene of the accident until instructed by a police officer to proceed.
9. If you are involved in an accident with an unattended vehicle, you must stop and try to locate the owner. If you cannot locate the owner, you must place a note in or on the vehicle giving your name and Dunes City's name and address.
10. Information needed to properly complete an accident report is:
 - a. Location, time and date
 - b. Make, model, type, and license of other vehicles involved
 - c. Registered owner of the other vehicle(s) involved
 - d. Driver's name, age, address, and license number of other vehicles involved.
 - e. All occupants' names and addresses
 - f. The names and addresses of all possible witnesses
 - g. Name of public safety station to which accident was reported
 - h. Name and DPSST numbers of the officers at the scene
 - i. Name of the insurance company which covers the other vehicles involved
 - j. Names and addresses of persons injured and the extent of the injury
 - k. Names of fire and/or medical personnel on scene

SEAT BELTS AND OTHER SAFETY POLICIES

1. All passengers and drivers are required to wear seatbelts while operating or riding in a vehicle. The driver of the vehicle is responsible for enforcing the use of seatbelts by all occupants. Other vehicle occupants share in this responsibility because seatbelts are proven tools for reducing deaths and minimizing injuries from motor vehicle collisions.

2. Drivers are to comply with all motor vehicle traffic laws while operating a vehicle on business, including laws relating to driving while intoxicated or driving under the influence of alcoholic beverages, illegal substances or medications.

3. Drivers are prohibited from overloading and/or overcrowding the vehicle.

EQUIPMENT PROTECTION AND MAINTENANCE

It is the driver's responsibility to make sure City vehicles are well-maintained and in safe running condition prior before starting out on the road.

Priority items to check are:

- Brakes – inadequate brakes are no excuse for an accident
- Steering
- Oil level
- Water
- Windshield wipers
- Tires
- Wheels
- Lights (headlamps, brakes, markers, signals, reflectors, etc.)
- Mirrors
- Warning devices
- Glass (for cracks or defects)
- Horns
- Under vehicle for oil and water leaks
- Proof of insurance and vehicle registration
- Fuel level

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Dunes City Fleet Safety Program Handbook and will read it at my first opportunity and within ten (1) working days and will abide by its contents. If I have any questions regarding the Handbook's provisions, I will discuss them with the City Administrator.

Date: _____

Employee Signature _____

Please read and sign and return this page to the City Administrator