



# ***Vehicular Safety Program***

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The following safety related program is for informational purposes only. The SORT committee hopes that each participating district will look at this program and discuss how it compares to the district's own practices. This program is NOT a complete safety program, but intended as guidelines. There is no guarantee that following a given program will eliminate or substantially reduce the risk of claim or injuries. It is expected that member districts will consider this program and adapt or modify it to fit the district's particular needs and circumstances.

# VEHICULAR SAFETY PROGRAM

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# VEHICULAR SAFETY PROGRAM

## PURPOSE / SCOPE

The purpose of the Vehicular Safety Program is to ensure that all employees who use or operate motorized vehicles understand the potential hazards associated with vehicle operations and the District's program for protecting them from those hazards to the greatest extent possible, and to establish the requirements for working safely with such equipment.

This is intended to be a universal document that describes precautions and procedures that must be followed in all cases. Field management and staff will develop Standard Operating Procedures for specific motorized vehicles that take into account all safety issues and define the most effective methods of operating the vehicle to accomplish the work objectives safely and efficiently.

## Policy Statement

It is the policy of the District that the employees will comply fully with the work practice procedures and personal protective equipment specified in this Vehicular Safety Program.

## EXEMPTIONS / EXCLUSIONS

In accordance with WAC 204-41-060, meter readers may be exempted from the seat belt requirements only during the time they are reading meters in residential areas and are continually in and out of their vehicles. Seat belt use is required when traveling to and from their actual route or when on other District business.

## HAZARD ANALYSIS

### Hazard Description (what the nature of the hazard is)

Unlike other workplaces, the roadway is not a closed environment. Preventing work-related roadway crashes requires strategies that combine traffic safety principles and sound safety management practices. Although roadway conditions cannot be controlled, safe driving behavior can be promoted by providing safety information and setting and enforcing driver safety policies.

### Hazard Evaluation (where the hazards are)

Vehicular hazards are encountered anywhere a motorized vehicle is in use. The National Institute for Occupational Safety and Health reports the following statistics that help to develop a picture of the broad spectrum of when, where and by whom vehicular hazards are encountered:

<b>Types of vehicles occupied by victims:</b> <ul style="list-style-type: none"><li>• Semi-trucks (28%)</li><li>• Automobiles (24%)</li><li>• Pickup trucks (12%)</li></ul> <b>Industries in which victims were employed:</b> <ul style="list-style-type: none"><li>• Transportation (33%)</li><li>• Services (14%)</li><li>• Construction (11%)</li></ul>	<b>Event and worker characteristics:</b> <ul style="list-style-type: none"><li>• 49% were collisions between vehicles</li><li>• 53% occurred between 7 a.m. and 4 p.m.</li><li>• 38% occurred on U.S. or State-designated highways</li><li>• 89% of fatally injured workers were male</li><li>• Risk of fatality increased at age 55 and older</li></ul>
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### Methods of Evaluation (how hazards are evaluated)

When evaluating vehicular hazards, frequency of occurrence with respect to miles or hours of exposure is the common measurement tool. One of the purposes of this Vehicular Safety Program is to keep the ratio of occurrence to amount of exposure as close to zero as possible by continuously and conscientiously following the Program strategies.

### Exposure Determination (who is exposed to hazards)

Anyone who operates a motor vehicle as part of his or her job is at risk of being involved in a roadway crash. In 2001, nearly 4.2 million U.S. workers were motor vehicle operators; 73% were truck drivers. Millions of other workers who are not full-time professional drivers operate company or personal vehicles for deliveries, sales and repair calls, client visits, and many other tasks.

Between 1992 and 2001, 13,337 civilian workers died in roadway crashes, an average of 4 deaths each day. Roadway crashes led all other occupational causes of death, making up 22% of workplace deaths, compared with 13% from homicide and 10% from falls. Roadway crashes are also the leading cause of death for workers in clerical and professional specialty jobs, and the second leading cause for executives, sales workers, and technicians. (Bureau of Labor Statistics, Current Population Survey and Census of Fatal Occupational Injuries)

## RESPONSIBILITIES

### District

- Provide sufficient support and resources to effectively implement the requirements of this Vehicular Safety Program.
- Provide for ongoing preventive maintenance, corrective maintenance, and periodic vehicle safety inspections.
- Select and acquire vehicles for employee use that are appropriate to the tasks intended to be accomplished.

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## **Vehicular Safety Program**

### **Designated Person or Safety Program Coordinator**

- Establish and update the written Vehicle Safety Program as needed.
- Present, or arrange for presentation of, training as needed.
- Review and approve all Standard Operating Procedures for vehicle operations with respect to safety issues.
- Ensure that drivers have the proper, valid driver's license for the vehicle they will be operating.
- Collect and maintain personal vehicular insurance information for personnel that propose to use personal vehicles on District business.
- Maintain training records.

### **Managers/Supervisors**

- Ensure that drivers are familiar with the vehicle they will be operating.
- Ensure that personnel are aware of their requirement to perform all duties required to comply with traffic rules and regulations.
- Ensure that vehicle operators are trained in the proper accident reporting procedures.
- Take appropriate disciplinary action when personnel receive traffic citations.
- Develop any required Standard Operating Procedures that may be required to assure the safe operation of specific vehicles.

### **Employees**

- Operate all vehicles in a safe manner.
- Request accommodation if they are taking any prescription or over the counter medications that impair their ability to safely operate a motor vehicle.
- Have and keep current a valid Washington State drivers license.
- Conduct an inspection or walk-around check before starting the engine to check basic mechanical and safety features and ensure that personnel are clear of the equipment.
- Identify any needed repairs, adjustments, and safety deficiencies and notify their manager/supervisor of the findings before any vehicle/equipment is used.
- Notify their manager/supervisor when a vehicle requires major repair or modification.
  - Any vehicle/equipment found to be in an unsafe operating condition must be removed from service, repaired or replaced, and reinspected before being placed back in service.
- Wear prescribed personal protective equipment as well as the provided seatbelt or occupant restraint system whenever the vehicle/equipment is operated. The operator must require passengers to wear their provided seatbelts (if so designed) before he or she puts the vehicle/equipment in motion.
- Make sure that all loads are secure and that no materials will fall from the vehicle.
- Keep unnecessary personnel away from the vehicle/equipment during loading, operating, repairing, or unloading operations. The operator will ensure that any person used to direct or spot heavy duty motor equipment wears high visibility safety apparel where required or appropriate (e.g., reflective vest, hard hat, etc.) and has adequate means to communicate to the operator or maintain a direct line of sight.
- If required for the employment position, comply with all State CDL requirements and District Random Drug Testing Program requirements.
- Remove keys and lock vehicles/equipment to guard against theft or damage.

- Keep records and logs of usage as required by forms kept in each vehicle.

## GUIDELINES/RULES

### Applicable SOPs

None

### Required PPE

#### ***Seat Belts***

Each driver and passenger in any motor vehicle operated on a street or highway in the State of Washington is required by law to wear a properly adjusted and fastened seat belt. In addition, the District requires that properly adjusted and fastened seat belts be worn by the driver and all passengers at any time the vehicle is moving, irrespective of whether the vehicle is upon a street or highway. (See the Exemptions/Exclusions section above, for a limited exemption for meter readers.)

#### ***Air Bags***

Installed air bag restraint systems must not be disabled.

### Administrative Policies

(Note: If the District does not address the following material in its Employee Handbook, the wording of the paragraphs will need to be changed and possibly expanded.)

#### ***Vehicle Use***

The use of District vehicles for either District or personal business, and the use of personal vehicles on District business are discussed in the District's Employee Handbook. Those policies are, by reference, incorporated herein. The District or its insurance carrier will not be responsible for loss or damage to personal property.

#### ***Traffic Infractions and Fines***

The Employee Handbook sets forth the consequences of traffic infractions and license suspensions or revocations. The Employee Handbook also identifies the responsibilities with respect to violations and fines. By reference, those policies are incorporated herein.

#### ***Driver's License***

The Employee Handbook describes the District's policy with respect to maintenance of a Washington State Drivers License. By reference, those policies are incorporated herein.

#### ***Use of Alcohol and Drugs***

Substance abuse can impair judgment and limit physical abilities that may result in hazards to District employees and the public, particularly when operating a motor vehicle. The District's Employee Handbook maintains a clear policy with respect to the use of alcohol and drugs. By reference, those policies are incorporated herein.



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## Vehicular Safety Program

### Minimum Safety Equipment List

The following safety equipment is required on all District automobiles, vans, and trucks and must be maintained in good operating condition at all times:

- Adequate rear view mirrors
- Safety belts
- Windshield wipers
- Horn
- Correctly adjusted headlights
- Brakes with adequate stopping power
- Emergency brakes
- Turn/directional signals
- Tires with adequate tread and pressure
- Brake lights
- Taillights
- License plate light
- Approved exhaust/muffler system

Vehicles, other than passenger cars and pickup trucks, with an obstructed view to the rear must also have the following safety equipment installed, and the District has elected to have the following safety equipment installed on pickup trucks as well: **(remove the preceding reference to pickup trucks if it does not apply to your District.)**

- An operable automatic reverse signal alarm that is audible above anticipated surrounding noise levels and that is audible no less than 15 feet from the rear of the vehicle.

### Vehicle Fire Extinguisher Requirements

Light duty vehicles, less than 10,000 lbs. GVW, used for field work or carrying passengers, must be equipped with not less than a 2 1/2 lb. ABC type fire extinguisher rated at 1A:10BC. All other light duty motor vehicles less than 10,000 lbs. GVW will be equipped with fire extinguishers at the discretion of the District management.

Vehicles with a GVW between 10,000 lbs. and 26,000 lbs. must be equipped with not less than a 2 1/2 lb. ABC type fire extinguisher rated at 1A:10BC.

All commercial motor vehicles as defined in RCW 46.25.010 (6) must be equipped with not less than a 5 lb. ABC type fire extinguisher rated at 3A:40BC or as required in 49 CFR 393.95(a) [one at 5 B:C or two each at 4 B:C].

All heavy-duty motor equipment as defined in this program must be equipped with not less than a 2 1/2 lb. ABC type fire extinguisher rated at 1A:10BC unless the equipment is used in a combustible environment or used in a manner that may generate sparks or heat. If the equipment is operated under these conditions, it must be equipped with a fire extinguisher not less than a 10 lb. ABC type rated at 4:A:60BC.

Each fire extinguisher must be adequately secured within or on the vehicle by a cage, harness, or strap that adequately protects the extinguisher and vehicle occupants. Each extinguisher will be maintained and inspected as required by State and local requirements.

### Radar Detectors

District drivers shall not use a radar detector in a District motor vehicle, or operate any other motor vehicle on District business that contains any radar detector that is in use.

### Commercial Driver's License (CDL)

Employees must have a CDL to drive any of the following commercial motor vehicles [see RCW 46.25.010 (6)]:

- All single vehicles with a manufacturer's weight rating of 26,001 pounds or more.
- All trailers with a manufacturer's weight rating of 10,001 pounds or more, and the combined vehicles' gross-weight rating is 26,001 pounds or more.
- All vehicles designed to transport 16 or more persons including the driver—this also includes private and church buses.
- All school buses regardless of size.
- All vehicles that are used in the transportation of any material that requires hazardous material placarding or any quantity of a material listed as a select agent or toxin in 42 CFR 93.

### Storage and Security

When a vehicle is parked or stored, the vehicle is to be locked, and any charge card stored to provide reasonable protection from pilferage, and the keys are to be secured. District owned, rented, and leased motor vehicles are to be stored so as to provide reasonable protection from pilferage or damage.

### Fueling Safety

Static electricity at gas pumps is a real hazard:

- Turn engines off before refueling and, where appropriate, ground the nozzle, funnel, or container when filling the fuel tank.
- To avoid static electricity buildup and fire potential, do not fill portable gasoline containers while in contact with a truck's plastic bed-liner. Place such containers on the ground or on a concrete surface prior to filling.
- Never use cell phones when pumping gas.
- Never get back into a vehicle while filling it with gas.
  - If it is absolutely necessary to get back in the vehicle while the gas is pumping, after re-exiting the vehicle and before making contact with any component of the filler nozzle or hose, first touch the metal parts of the vehicle away from the filler location. This action discharges any static electricity from the body that may have accumulated.

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## **Vehicular Safety Program**

### **Fuel Conservation**

Fuel conservation techniques include:

- Using public transportation
- Car pooling
- Planning and scheduling trips to reduce distance traveled and to avoid rush hour traffic
- Accelerating slowly
- Driving at a steady speed
- Limiting use of electrical accessories when not needed
- Avoiding prolonged engine warm-up
- After starting the engine, minimizing idling time and setting the vehicle in motion immediately; being prepared to drive before turning the ignition key
- Turning the engine off whenever the vehicle is to be left unattended for any length of time
- Keeping tires properly inflated
- Ensuring proper maintenance is performed on vehicles.

### **Accidents**

See Emergency Procedures Section

### **Safe Vehicle Operations**

#### ***Observe Speed Limits and Traffic Laws***

All traffic laws must be obeyed. Allow sufficient time to reach your destination without violating speed limits or traffic laws.

#### ***Keep Alert and Engaged***

Avoid driving when sleepy, ill, upset, or angry.

#### ***Seat Belts***

Make sure all vehicle occupants are wearing a properly adjusted and fastened seat belt any time the vehicle is moving.

#### ***Cellular Phones***

The use of cellular phones by the driver while the vehicle is in motion is strongly discouraged. If a cell phone must be used, state law requires the use of a hands free device.

#### ***Backing***

Whenever possible, especially when not in a striped parking lot, park your vehicle where backing is not required. If backing a vehicle is necessary, the following steps should be followed to avoid an accident:

- Use a spotter, whenever available, to help when backing. The driver and spotter should use hand signals instead of verbal commands. The driver must keep the spotter in view to ensure that the vehicle does not strike him.
- If there is no spotter available, get out and walk around the vehicle prior to backing to check for children and other pedestrians, overhead wires, soft or muddy areas, potholes, tire hazards, unoccupied vehicles, and other dangers.
  - If possible, physically look back while slowly backing up.
  - Back slowly using rearview mirrors frequently.

- If backing vision is obscured, stop the vehicle every few feet and get out and walk around the vehicle to check the backing route.
- Continue to use the view to the rear until the vehicle is completely stopped.

### ***Intersection Safety***

When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.

### ***Passing Safety***

When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.

### ***Following Safety***

By maintaining a safe following distance at all times, the driver can prevent front-end collisions created by abrupt or unexpected stops of the vehicle ahead. At minimum, observe the "three second rule" by following the vehicle ahead at a distance that spans at least three seconds. The following distance should be increased when driving in adverse conditions.

### ***Weather Factors***

Rain, snow, fog, sleet or icy pavement increases the hazards of driving. Slow down and be especially alert when driving in adverse conditions.

### ***Engines***

The engine of District vehicles should normally be turned off before the driver exits the vehicle. Note: Meter readers may leave their engine running during the course of normal route reading where the vehicle is used continuously to access meters along the route. If it is necessary to leave the immediate vicinity of the vehicle, the engine should be shut off and the keys should be in the possession of the meter reader.

### ***Parking – General***

Drivers are responsible for making sure their vehicle is not a hazard when it is parked. Whenever you park, be sure it is in a place that is far enough from any travel lane to avoid interfering with traffic and visible to vehicles approaching from either direction.

- Always park in a designated area if possible.
- When available, utilize pull through parking.
- Back into parking stalls if at all possible.
- Always set your parking brake when you park.
- Leave the vehicle in gear if it has a manual transmission or in "park" if it has an automatic transmission.
- Check traffic before you open the door. Get out of the vehicle on the curb side if you can. If you have to use the street side, check traffic before you get out. Shut the door as soon as you can after getting out.
- Never leave the ignition key in a parked vehicle. It is a good habit to lock the doors whenever you leave your vehicle.
- If you must park on a roadway, park your vehicle as far away from traffic as possible. If there is a curb, park as close to it as you can.

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## **Vehicular Safety Program**

### ***Parking – Restrictions***

All state and local parking regulations apply to the use of District vehicles. Specifically, do not park a District vehicle:

- Along red curbs
- In front of active fire hydrants
- In fire lanes
- Where a vehicle may block building exits
- In marked no parking zones
- In disabled parking spaces unless a valid permit is prominently displayed
- In situations where you are not using a District vehicle, do not park in spaces designated for government vehicles.

### ***Parking – On Inclines***

Passenger vehicles and light duty trucks (for example, pickups) must properly curb their wheels when parked on inclines. All trailers and commercial motor vehicles parked on inclines must have their parking brake engaged and at least one wheel properly chocked.

### ***Use of Hydraulic Brake Lock Devices***

A hydraulic brake lock is a valve placed in the hydraulic brake activation line(s) of a vehicle arranged so that when the vehicle brake pedal is depressed and the valve is closed, the pressure to one or more brakes of the vehicle's service brake system is "locked in" and the brake assembly is held in the braking position.

Hydraulic brake locks are supplemental safety equipment which provide additional brake holding action when used with the existing vehicle parking brake. Hydraulic brake locks do not meet the requirements of RCW 46.37.340 Braking Equipment Required for parking brakes. Therefore, where such devices are installed on District vehicles, they are to be used in conjunction with a vehicle's mechanical parking brake. Hydraulic brake lock systems must never be used in place of the parking brake when a vehicle is upon a public right-of-way.

### ***General Safety Guidelines for Hauling Loads***

Loads subject to tipping or shifting must be securely fastened to the vehicle. Vehicles must not be loaded beyond their capacity, whether it is for transporting passengers, goods, or equipment.

All tools, equipment, and cargo, when transported along with passengers, must be loaded, placed or secured in such a manner that they will pose no hazard, in any way, to passengers.

When towing trailers, check that safety chains are in place, the hitch is locked on the ball of the towing vehicle or that the trailer eye is locked in the pintle hook, and that the trailer lights are in good working condition.

### ***Securing External Loads***

- All loads and any required covering must be secured.
  - No matter how small the cargo, it must have at least 2 tie-downs.
  - Cargo should have at least 1 tie-down for each 10 feet of cargo.
  - Combined strength of all tie-downs must be able to lift one and one-half times the weight of the piece of cargo being tied down.
  - Tie-downs must be attached to the vehicle correctly.

- When operating a vehicle on a paved public highway with a load of dirt, sand, or gravel susceptible to being dropped, spilled, leaked, or otherwise escaping, the load shall be covered so as to prevent spillage. (See RCW 46.61.655)
  - Covering of such loads is not required if six inches of freeboard is maintained within the bed.

### **Outside Load Limits:**

- **Loads to the side** – No passenger type vehicle shall be operated with any of the load:
  - extending past the fender line on the left side,
  - nor more than 6" past the fender line on the right side of the vehicle
- **Loads to the rear** – Load shall not extend more than 15' beyond the center of the last axle.
- **Loads to the front** – Load shall not extend beyond 3'

### **When Loads Extend Beyond the Vehicle Body**

During the hours of darkness or periods of reduced visibility –

Whenever a load extends to the rear four feet or more beyond the bed or body of the vehicle, RCW046.37.140 requires the following:

- There shall be displayed at the extreme rear end of the load, two red lamps, visible from a distance of at least five hundred feet to the rear,
- Two red reflectors visible at night from all distances within six hundred feet and located so as to indicate maximum width,
- And on each side one red lamp, visible from a distance of at least five hundred feet to the side, located so as to indicate maximum overhang.

At all other times –

On any vehicle having a load which extends beyond its sides or more than four feet beyond its rear, RCW046.37.140 requires the following:

- There shall be displayed red flags, not less than twelve inches square, marking the extremities of such loads, at each point where a lamp would otherwise be required during the hours of darkness or reduced visibility.

### **Motorcycle, Moped, Scooter, Segway, and Bicycle Operation**

Appropriate protective headgear must be worn by anyone who operates a motorcycle, moped, scooter, Segway personal transporter, or bicycle on-site as follows:

- Motorcyclists and operators of a moped or scooter must wear a helmet that meets the United States Department of Traffic (DOT) standard.
- Cyclists and Segway operators must wear a United States Consumer Product Safety Commission (CPSC)-approved bicycle helmet.

In addition to wearing the appropriate headgear, operators and cyclists must:

- Use both hands for handle bar control
- Carry items in the vehicle basket or in a backpack or belt pack that does not hinder vehicle operation
- Drive defensively
- Never travel faster than road conditions warrant
- Watch for road hazards
- Ride on roads or other designated pathways and not on pedestrian pathways/sidewalks, unless specifically allowed or designated for such use.

### EMERGENCY PROCEDURES

#### Accidents

##### ***Protecting Yourself in Collisions***

Drive defensively to avoid collisions. However, if you cannot avoid a collision, you can try to reduce any resulting injuries. Use of lap and shoulder belts is the most important protective action. Besides seat belts, other actions may help prevent more serious injuries.

- *Hit from the rear* – If your vehicle is hit from the rear, your body will be thrown backwards. Press yourself against the back of your seat and put your head against the head restraint. Be ready to apply your brakes so you will not be pushed into another vehicle.
- *Hit from the side* – If your vehicle is hit from the side, your body will be thrown towards the side that is hit. Front air bags will not help in this situation. Lap and shoulder belts help keep you behind the wheel. Be ready to steer or brake to prevent your vehicle from hitting something else.
- *Hit from the front* – If your vehicle is about to be hit from the front, it is better to have a glancing blow, rather than being struck head-on. If a collision is going to happen, you should try to change the vehicles' direction to avoid a direct head-on impact. It might also be enough to avoid being hit. If you are hit and the vehicle has an air bag, it will inflate and then deflate following the crash. Be ready to prevent your vehicle from hitting something else. Lap and shoulder belts help keep you behind the wheel and continue to protect you if your vehicle has a secondary collision.

##### ***Collisions – Whether to Stop***

If you are involved in a collision, you must stop. If any person is injured or killed, the police must be notified. It is a crime for you to leave a collision site where your vehicle was involved if there is an injury or death before police have talked to you and obtained the information they need.

Do not stop at a collision scene if emergency help has arrived and you were not involved. Keep your attention on your driving and keep moving, watching for people who might be in or near the road. Obey all orders given by police, firefighters, and other persons authorized to direct traffic at the scene. It is against the law to drive over a fire hose, and this can damage the hose, injure firefighters or hinder their efforts.

[Note: In the following list, State Reporting Requirements are identified with the ☛ bullet.]

##### ***Collision Scene – Actions***

- *Reporting the Collision*
  - If there is any damage or injuries, call 911 and request law enforcement response.
  - Immediately report the accident to the District by radio (if available) or cell phone including
    - Location
    - Any injuries
    - Request a supervisor or manager to respond to the scene if District personnel were involved.
  - DO NOT admit fault or place blame for the accident. Wait for the police to take statements.

- ⊗ Provide information to the police or other emergency officials if requested. Do not offer information that is not requested.
- Keep discussions with other drivers and witnesses to a minimum, other than providing contact information.
- *Collision Scene Management*
  - Stop your vehicle at or near the collision site.
  - Put on a safety vest, if one is available in the vehicle.
  - Do not stand or walk in traffic lanes where you could be struck by another vehicle.
  - Make sure that other traffic will not be involved in the collision. Use flares or other warning devices to alert traffic of the collision.
- *Injuries*
  - Check to determine whether anyone has been injured.
  - Call 911 for assistance even if you think there may be an injury.
  - See First Aid Awareness section for additional information.
- *Other Involved Drivers or Individuals*
  - ⊗ Get information of all people involved in the collision, including injured persons. Include this information on the "Automobile Incident/Accident Report" that is included in the "Insurance Packet" that is kept in each District vehicle. The information should include:
    - name,
    - address,
    - driver license number,
    - vehicle information (license plate, make, model and year of vehicle),
    - insurance company and policy number if available
- *Witnesses*
  - ⊗ Get the names and addresses of any witnesses.
  - Request the assistance of witnesses in completing the "Witness Cards" that are included in the "Insurance Packet" that is kept in each District vehicle.
- *Damage*
  - Vehicles
    - ◆ Turn off the ignition of wrecked vehicles.
    - ◆ Do not smoke around wrecked vehicles. Fuel may have spilled and fire is a potential danger.
    - ⊗ Record any damage to the vehicles involved in the collision.
    - ◆ If possible, take photographs of damage to all vehicles and/or property. Also photograph license plates, skid marks, section of roadway, and any other evidence.
    - ◆ Make a brief sketch of the initial location of all involved vehicles and property.
    - ◆ If you can move your vehicle, get it off the road so that it does not block traffic or cause another collision. [Take pictures prior to moving the vehicle if this can be done safely.]



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## Vehicular Safety Program

- ⊗ If the collision involves a parked vehicle, try to find the owner. If you cannot, leave a note in a place where it can be seen with information on how the owner can reach you and the date and time of the collision.
- Other Damages
  - ◆ Record any damage to items other than vehicles  
If possible, take photographs of **any** damage to property.
  - ◆ If there are power lines down with wires in the road, do not go near them.

### **Immediately Following a Collision**

- *Drug and Alcohol Urine Analysis Tests are required of any employees that are drivers and involved in accidents where there is*
  - Property damage
  - Injury or fatality to any party involved
  - Off-site medical treatment required
  - A citation for a moving traffic violation is given to the employee/driver
  - Towing of any vehicles involved in the accident.
- The alcohol test must be accomplished within 2 hours of the incident and the drug test must be accomplished within 32 hours of the incident (CDL requirements.)

### **State Reporting Requirements (identified with the ⊗ in the previous list)**

If a law enforcement officer responds, the officer should provide the report to the State. If the collision results in an injury, death, or property damage of \$700 or more to any one person's property, and a report is not made by a law enforcement officer, you must report it to the Washington Department of Transportation on a Collision Report form within four days. Report forms can be obtained at [Collision Reports - Washington State Patrol](#) or call (360) 570-2355. The State of Washington Vehicle Collision Report is mailed to:

**Washington State Patrol**  
Records Division  
P.O. Box 42628  
Olympia, WA 98504-2628

### **Insurance Pool Reporting Requirements**

Complete the Automobile Incident/Accident Report that is included in the "Insurance Packet" that is kept in each District vehicle. This should be completed at the time of the accident before leaving the scene. This report should be IMMEDIATELY faxed or mailed to the Water & Sewer Risk Management Pool upon returning to the District office:

**WSRMP**  
1750 112<sup>th</sup> Ave Ne Suite B-215  
Bellevue, WA 98004  
Phone: (425) 452-9750 or 1-800-910-POOL (7665)  
Fax: (425) 452-9740

## **First Aid Awareness and Actions (actions to take if hazard happens)**

### **Injuries**

- Follow your first aid training
- Call 911 to get help or request another person to call, and verify the police and emergency medical or rescue squad have been called.

- Do not move the injured unless they are in a burning vehicle or in other immediate danger of further injury if they are not moved. Moving a person can make their injuries worse.
- First, help anyone who is not already walking and talking. Check for breathing, and then check for bleeding.
- If there is bleeding, apply pressure directly on the wound with your hand or with a cloth. Even severe bleeding can be stopped or slowed by putting pressure on the wound.
- Do not give injured persons anything to drink, including water.
- To help prevent an injured person from going into shock, cover them with a blanket or coat to keep them warm.

## FORMS USED

### ***WSRMP Automobile Accident/Incident Report***

To be completed by the driver at the scene following an accident or incident involving a District vehicle. This is NOT used if a personal vehicle is being used on District business.

### ***Witness Cards***

Used to collect minimum required information regarding witnesses to an accident/incident.

### ***State of Washington Vehicle Collision Report***

To be completed in the case of a vehicle accident where no law enforcement report is made and where the damage exceeds a cost of \$700. Must be submitted within four days of the accident.

## TRAINING

The District will provide training in driver education and vehicle safety for its employees on a periodic basis. Specific and/or focused training may be required of District employees based upon an individual employee's driving record. The cost of any such specific and/or focused training will be the responsibility of the employee.

## REFERENCES/RESOURCES

**WAC 296-155, Part M:** Motor Vehicles, Mechanized Equipment, and Marine Operations

**Title 46 RCW:** Motor Vehicles

**49 CFR Part 383:** Commercial Driver's License Standards

**49 CFR Part 392:** Driving of Motor Vehicles

**49 CFR Part 393:** Parts and Accessories Necessary for Safe Operation

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# Vehicular Safety Program

## REVISION RECORD

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Revision No.	Revision Date	Approval Date	Change
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## APPROVALS

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Safety Committee Chairperson	Date	General Manager	Date
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## DEFINITIONS

### **CFR**

Code of Federal Regulations

### **Commercial Vehicle Definition and Inspection**

1. Every vehicle owned by a company is considered by the United States D.O.T. as a commercial vehicle. The classifications are by weight , numbers 1 thru 8.
2. Vehicles requiring CDL to operate must be inspected prior to use each day. Also, some of these vehicles require a certified D.O.T. safety inspection once per year, while others must be inspected at regular intervals, as determined by the owner (see CFR title 49, part 396).
3. Vehicles used on construction sites must be inspected every day. See WAC 296-155-610

### **District**

< Insert name of your organization here >

### **District vehicle**

Any vehicle that has been acquired and is being maintained using District funds for carrying out official work.

### **Hours of darkness**

Any time from a half hour after sunset to a half hour before sunrise.

### **Light-Duty Vehicle**

Sedans, station wagons, sport utility vehicles, light pick-up trucks and vans with a capacity for 15 or fewer passengers and with a gross vehicle weight of 26,000 pounds, or less.

### ***Motor Equipment***

Any equipment that is self-propelled or drawn by mechanical power and designed to be principally operated off highways. Includes construction and maintenance equipment, material handling equipment, and forestry and agricultural equipment.

### ***Motor Equipment - Heavy Duty***

Equipment such as crawler dozers, crawler loaders, four-wheel drive loaders, draglines, power excavators, motor cranes, farm tractors (2 and 4 wheel drive and more than 20 engine horsepower), scraper pans, motor graders (straights and articulating frame), amphibious/soft tracked equipment (wheeled or tracked), industrial tractors (front-end loader/backhoes), skid steers, forklifts, industrial powered lift trucks and tractors with tracks.

### ***Privately owned vehicle (POV)***

Any vehicle that is owned, leased, rented, or borrowed by an individual or company. This category includes vehicles, other than District vehicles, that have been leased or rented by the District or its staff members to be used in conducting official work (for example, rental cars rented or leased trucks, forklifts).

### ***RCW***

Revised Code of Washington

### ***Reduced visibility***

Any time of the day when, due to insufficient light or unfavorable atmospheric conditions, persons and vehicles on the roadway are not clearly discernible at a distance of one thousand feet ahead.

### ***Vehicle***

A device by which any person or property may be propelled, moved, or drawn by (for example) human power, electrical or wind power, propane, diesel, bio-diesel, or gasoline power. A vehicle may have one or more wheels and may have one or more axles. This term includes mopeds, bicycles, Segway personal transporters, sedans, station wagons, carryalls, truck tractors and trucks including trucks with specialized mounted equipment and truck chassis with special purpose bodies.

### ***WAC***

Washington Administrative Code

### ***WSRMP***

Water and Sewer Risk Management Pool

## **APPENDIX**

### **Sample Forms**

Samples of the following forms are included in this document. (To obtain a sample of the Washington Vehicle Collision Report form, go to [Collision Reports - Washington State Patrol](#) or call (360) 570-2355.

### ***WSRMP Automobile Accident/Incident Report***

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## **Vehicular Safety Program**

### ***Witness Cards***

# AUTOMOBILE INCIDENT/ACCIDENT REPORT

Complete this form at time of accident before leaving the scene

District Name: \_\_\_\_\_ Policy #: \_\_\_\_\_ District Report #: \_\_\_\_\_  
Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm  
Accident Location: \_\_\_\_\_  
Street City County State

## DRIVER AND VEHICLE

Your Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_  
Vehicle Year, Make & Model: \_\_\_\_\_ Vehicle License Plate #: \_\_\_\_\_  
District VIN # \_\_\_\_\_  
Damage to your vehicle or property: \_\_\_\_\_

Was a police report filed? Yes/No If so, submit with this report to the pool.

## DESCRIPTION OF ACCIDENT

Describe what happened before and during the accident. Note direction you and other vehicle(s) were driving, speeds, unsafe conditions, or actions contributing to the accident. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## OTHER DRIVER AND VEHICLE (Skip if no other vehicles were involved)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)  
Address: \_\_\_\_\_  
Street City State Zip  
Driver's License #: \_\_\_\_\_ Vehicle License Plate #: \_\_\_\_\_  
Vehicle Owner's Name (if different): \_\_\_\_\_ Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)  
Address: \_\_\_\_\_  
Street City State Zip  
Vehicle insured? Yes/No By what company? \_\_\_\_\_  
Insurance Policy Number: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
Vehicle Year, Make & Model: \_\_\_\_\_ Agent Phone: \_\_\_\_\_  
Damage to other vehicle or property: \_\_\_\_\_

## INJURED PERSONS (Skip if no one was injured)

Name - Injured Person #1: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip  
Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) In which vehicle? \_\_\_\_\_  
Nature of injury: \_\_\_\_\_ Where treated? \_\_\_\_\_  
Name - Injured Person #2: \_\_\_\_\_ Age: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip  
Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) In which vehicle? \_\_\_\_\_  
Nature of injury: \_\_\_\_\_ Where treated? \_\_\_\_\_

## SIGNATURE & DATE

Your signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT: Within 24 hours of the incident, fax this report to the  
Water & Sewer Risk Management Pool at (425) 452-9740.**





**Water & Sewer Risk Management Pool**

**WITNESS CARD**

Provide the following information for each witness

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Where was witness located at time of accident:

\_\_\_\_\_

\_\_\_\_\_

Group #: \_\_\_\_\_  
*(Pool use only)*



**Water & Sewer Risk Management Pool**

**WITNESS CARD**

Provide the following information for each witness

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Where was witness located at time of accident:

\_\_\_\_\_

\_\_\_\_\_

Group #: \_\_\_\_\_  
*(Pool use only)*



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Program Name