

Section 5A: Safety Management Systems

Policy #3: Fleet Safety Policy
Effective Date: January 1, 2011
Last Revision Date: Original Policy

I. Purpose

Vehicle accidents are very costly and continue to be the leading cause of work-related deaths. During an average lifetime of driving, we face about a one-in-three chance of being seriously injured or killed in a motor vehicle crash.

This written Fleet Safety policy establishes guidelines to assist the Town of Mooresville in the hiring and retention of capable drivers, providing for their training and supervision, and establishing guidelines for vehicle maintenance and use. These policies are meant to control and regulate vehicle use in an attempt to promote the safe and effective use of town vehicles.

II. Scope

This policy shall apply to all persons holding a paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be hired or appointed by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

III. Background

The increasing cost of operation and maintenance requires careful planning in vehicle purchase and use. We must all be aware of our duty and obligation to the taxpayer to use the utmost care and discretion at all times. The Town will endeavor to select the most appropriate vehicle for the intended use.

IV. Definitions

None

V. Legislation

GS 20-137.1–Child Passenger Safety GS
20-137.4A - Texting While Driving

VI. Policy

It is the Policy of the Town of Mooresville to set forth standardized rules and regulation regarding the use of Town or personal vehicles for Town business. Only authorized drivers affiliated with the Town of Mooresville in the capacity of an employee who meet the driver selection standards or approved contractors shall be permitted to drive or operate a Town owned, rented or leased vehicle and other Town equipment. This policy also covers Town employees who drive their personal vehicle on Town business.

VII. Provisions

A. Responsibilities

Management Responsibility

The Risk Manager, his/her designee, or such person as may be appointed by the Town Manager, shall act as the Fleet Safety Program Administrator. Responsibilities include setting up and managing the program so that managers, supervisors, and employees know what is expected of them when operating a vehicle for the Town of Mooresville. Risk Management will provide the resources and information sufficient to meet those responsibilities.

Employee Responsibility

Town employees are expected to understand the requirements of the Fleet Safety Program and the Accident Reporting System so that incidents and hazards are reported and handled in a timely manner. All employees have a general obligation to work safely. The Town has an incentive program that rewards active participation in the program such as identification of hazards and suggesting corrective actions.

Duty to Report

If an employee is issued a moving violation while operating a Town vehicle or operating a vehicle on Town business, such violation must be immediately reported to the employee's Department Manager or his/her designee. Fines or costs associated with traffic and parking violations are not considered reimbursable costs. Failure to pay any fines or fees assessed because of citations or traffic violations received while driving on Town business, including parking violations, may result in disciplinary action.

Driver Responsibility

Authorized drivers of Town of Mooresville vehicles are expected to follow the following rules: