



**Duke University - Facilities Management Department
Environmental Safety and Health Program**

VEHICLE SAFETY PROGRAM

Area: All FMD Organizations	Date Effective: March 8, 2018
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- A. **Purpose.** The purpose of this program is to promote safe driving practices, and to have a comprehensive plan that includes vehicle safety practices and procedures to help reduce the number of potential vehicle accidents and injuries.
- B. **Scope.** This program applies to all personnel employed by FMD who drive Duke vehicles.
- C. **Policy**
1. FMD will take all reasonable measures to provide a safe workplace. All FMD operations must be performed in a manner, which will prevent any undesirable effects to FMD and/or Duke employees, assets, the local community, and the environment.
 2. The provisions of this program and all applicable standards will be followed to ensure the safety of personnel operating Duke vehicles.
- D. **Definitions**
1. Duke Vehicles - Vehicles owned or leased by Duke University by which persons or property may be transported. These include some specially equipped vehicles that may not be licensed for road use to include, but not limited to, golf carts, forklifts, grounds equipment and others.
 2. FMD Driver - An FMD employee who is authorized to operate a Duke vehicle.
 3. Commercial Motor Vehicles- Vehicles owned or leased by Duke University which meet the following criteria in accordance with Part 383 of the Federal Motor Carrier Safety Regulations:
 - a. Vehicles whose gross vehicle weight or gross combined vehicle weight exceeds 26,000 pounds.
 - b. Vehicles designated to carry 16 or more people (including driver).
 - c. Vehicles that carry hazardous materials required by Federal Law to be identified with hazmat placards.
 4. Commercial Driver's License (CDL) - A license issued by a state to an individual who resides in the state that authorizes the individual to drive a class of commercial motor vehicle.
 5. Low-Speed Vehicle (LSV) - A Low-Speed Vehicle is a motor vehicle that
 - a. Is 4-wheeled
 - b. Has an attainable speed of at least 20 mph and not more than 25 mph
 - c. Has a GVWR of less than 3,000 pounds.
 - d. Is registered for road use by the State of North Carolina
 - e. Example(s): Vantage Electric Vehicle, GEM
 6. Utility Vehicle - A vehicle designed and manufactured for general maintenance, security, recreational, and landscaping purposes, but does not include vehicles designed and used primarily for the transportation of persons or property on a street or highway. Example(s): Small All-Terrain Utility Vehicle (i.e. Gator), Golf Cart, small trash truck.
- E. **Responsibilities**
1. FMD as a department is responsible for the following:
 - a. Ensuring that Duke vehicles are operated only by authorized FMD drivers who are fully compliant with this policy and only for approved duties and functions.

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2. FMD management is responsible for the following:
 - a. Ensuring that their employees receive training on this FMD Vehicle Safety Program.
 - b. Ensuring their employees compliance with the FMD Vehicle Safety Program.
 - c. Conducting a monthly driver's license check of all authorized drivers.

3. FMD drivers are responsible for the following:
 - a. Complying with all appropriate sections of this program.
 - b. Maintaining a valid driver's license.
 - c. Reporting to their supervisor any changes in medical condition that may affect their driving.
 - d. Reporting to their supervisor any loss of driver's license no later than the next business day.
 - e. Reporting to their supervisor, any safety related issues or concerns with their vehicle.
 - f. Ensuring the safe transport of materials and goods.
 - g. Ensuring the safe transport of all passengers riding in the vehicle, by requiring all occupants to be secured with a seatbelt.
 - h. Obeying all traffic signs, speed limits and other warning devices.
 - i. Not passing any other vehicles.
 - j. Not engaging in any activity involving the use of hands, other than those actions necessary to operate the vehicle or necessary for required communication. Reference Section I below.
 - k. Not wearing radio headsets, ear buds, earphones or similar devices or listen to audio equipment above a minimum volume that would prevent them from hearing traffic warning devices or distract them from their driving duties.
 - l. Using proper directional signals when turning.
 - m. Ensuring visibility by scraping and/or defrosting windows and mirrors as necessary.
 - n. Adhering to the Duke Vehicle Safety Policy while engaged in backing a vehicle.
 - i. Before attempting to move, determine that backing will not endanger pedestrians, other vehicles, other objects or the vehicle being moved.
 - ii. If backing where space is limited, seek additional outside-the-vehicle help if available.
 - iii. Back slowly.
 - iv. Use both interior and exterior mirrors, checking both sides as the vehicle backs up.
 - o. Ensuring the safe transport of materials and goods
 - p. Ensuring that the vehicle is secured when parked.
 - i. Turning the ignition switch off.
 - ii. Removing the key.
 - iii. Engaging the hand brake or the parking brake.
 - iv. Using wheel chocks if provided, or "curbing" the wheels of the vehicle when parked on an incline.
 - v. Locking the vehicle if left unattended.

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4. FMD Fleet Management is responsible for the following:
 - a. General
 - i. Preventive maintenance is conducted as necessary or required by manufacturer's recommendations for each FMD vehicle and all deficiencies that impact safety and proper operation are corrected.
 - ii. The North Carolina Vehicle Inspection is performed annually in the month that it is required.
 - iii. No decal, bumper sticker, sign, emblem or logo other than those authorized by FMD, with Duke University, Duke University Health System, the Duke Medicine or those required by city or state ordinances, is permitted on Duke Vehicles.
 - iv. Vanity license plates are not allowed.
 - b. Inspections for Vehicles Requiring a CDL:
 - i. A complete vehicle safety inspection shall be conducted by the FMD authorized driver prior to the operation of the vehicle (daily or before each shift) (use Appendix B for guidance).
 - ii. The inspection will include such safety equipment as: lights, turn signals, brakes, horn, tires, steering mechanism, mirrors, windshield wipers, and seat belts. Any defect that would prevent the safe operation of the vehicle will be corrected immediately or the vehicle will be put "out of service" and not operated until such repairs are made.

5. FMD HR is responsible for:
 - a. Identifying to Employee Occupational Health & Wellness (EOHW) all FMD drivers who are required to have a Commercial Driver's License (CDL).
 - b. Routinely monitor FMD drivers for revocation of driver's license.
 - c. Initiating a DMV driving history check at least every two years for each active FMD driver and at least annually for FMD drivers who are required to have a CDL.

6. Employee Occupational Health and Wellness (EOHW) is responsible for:
 - a. Administering the appropriate Department of Transportation (DOT) physical and pre-placement physicals for CDL required positions.
 - b. Administering the substance abuse testing program for CDL drivers.
 - c. Evaluating any FMD driver who reports a change in medical condition that may affect their ability to drive.
 - d. Evaluating for fitness for duty any FMD driver whose performance/behavior raises a concern for work safety.

7. FMD Safety is responsible for the following:
 - a. Registering all new FMD authorized drivers for the one-time National Safety Council Defensive Driving Course.
 - b. Providing training to FMD employees who will only be operating a Utility Vehicle, as defined in section D.

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- c. Offering or scheduling additional training as required to ensure the safe operation of specially equipped vehicles.

8. Parking & Transportation Services are responsible for the following:

- a. The registration of Duke vehicles.

F. Driver's License

1. Loss of Driver's License

- a. Duke driving privileges are immediately revoked following notification of loss of a driver's license.
- b. FMD authorized drivers covered by this policy are required to report to their supervisor (no later than the next work day after notification) any loss of their ability to drive for any reason.
- c. FMD authorized drivers who have lost their driving privileges and who could not be accommodated by FMD will have two weeks after notifying their supervisor of loss of license to regain the ability to drive or find alternate employment by following applicable policies and procedures. If they have not regained their license or have not found alternate work after two weeks they may apply for a 90-day personal leave of absence without pay.
- d. FMD authorized drivers who have lost their license for disability, but have regained their license must be cleared by EOHW prior to the operation of a Duke vehicle.
- e. FMD authorized drivers who have been charged with DWI while operating their privately owned vehicles, but have had their license restored temporarily while awaiting the judicial process shall not operate Duke vehicles until cleared by EOHW. If cleared by written authorization from EOHW, employees may continue to operate Duke vehicles until the judicial process has been completed.
- f. FMD authorized drivers who have been convicted of DWI, but have received a "restricted license" authorizing operation of their vehicles during working hours may, upon approval of FMD, Corporate Risk Management and EOHW, operate a Duke vehicle on a limited basis until full driving privileges are restored.

2. Duke Driving Privileges:

- a. An FMD authorized driver's driving privileges will be suspended or revoked if the FMD driver is convicted of any of the following offenses WHILE DRIVING A DUKE VEHICLE:
- b. Driving while impaired
- c. Careless/reckless driving
- d. Leaving the scene of an accident resulting in bodily injury
- e. Involved in three or more contributable accidents within a three year period while driving a Duke vehicle.
- f. Corporate Risk will be the final adjudicator for determining FMD Driver privileges on campus.
- g. ****Note: Employees convicted of any of these violation shall also be referred to EOHW for mandatory assessment.**

G. "Specialty" Vehicles

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1. Passenger Vans
 - a. In addition to the requirements already outlined in this policy, FMD shall ensure that the following requirements are followed when using passenger vans carrying more than 11 people (1 driver and more than 10 passengers):
 - i. All FMD authorized drivers of passenger vans carrying more than 11 people shall be at least 21 years old and meet the other requirements of FMD drivers as previously outlined in this policy.
 - ii. FMD shall schedule all FMD authorized drivers who will operate passenger vans carrying more than 11 people to attend training on the safe operation of passenger vans.
 - iii. The use of passenger vans with cargo stored on the roof shall be prohibited.
2. Low Speed Vehicles (LSVs)
 - a. Properly registered LSVs may be operated on all streets and roads under the following conditions:
 - i. The operator possesses a valid driver's license and is designated as an FMD driver.
 - ii. The vehicle is equipped with all safety equipment required by Code of Federal Regulations, Title 49, §581.500.
3. Utility Vehicle
 - a. If an FMD authorized driver will be driving a Utility Vehicle, FMD Safety will provide necessary training.

H. Towing

- a. Prior to towing, drivers must check to confirm proper connections and check tires.
- b. Vehicles towing an enclosed or flatbed trailer must have extension mirrors installed.
- c. When towing a vehicle on a flatbed trailer:
 - i. Strap vehicle down to the flatbed.
 - ii. Do not exceed the speed limit.
- d. While backing, a spotter should be used when available.
- e. Increase following distance.
- f. Electric brakes must be used on reel trailers.
- g. All lights and brake systems must be connected and working properly.

I. Prohibited Practices

1. Hand Held Devices
 - a. These devices include, but are not limited to, cell phones, iPads, push-to-talk radios, computers, pagers, PDAs, and any other similar device. FMD authorized drivers are prohibited from using a hand-held electronic device while operating a Duke vehicle except when making an emergency voice call to Duke Police or 911 for situations such as traffic accident, fire, medical emergency, severe road hazard, etc. In such cases, drivers should attempt to pull off the road prior to initiating the call. If it is not possible to stop, the conversation should be as short as necessary to communicate the nature of the emergency.
 - b. Specific exemptions may be authorized by Corporate Risk Management when such devices are essential to the operation.

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2. Allowing any passenger to ride in the bed of the vehicle or to sit on the tailgate or sides of the vehicle, or allowing passengers to extend their arms or legs beyond the vehicle while it is moving.
 3. Allowing any passenger to ride in a trailer while it is being towed.
 4. Allowing the number of passengers to exceed the number of seat belts.
 5. Allowing any passenger to ride between bucket-type seats, on the engine cowling or on a chair placed between the seats and not affixed to the floor.
- J. Accident Reporting
1. It is the responsibility of all FMD authorized drivers to report all accidents that involve Duke vehicles regardless of damage.
 2. Vehicle accidents that occur outside Duke Property will be immediately reported to the nearest law enforcement agency having jurisdiction, and to Corporate Risk Management as soon as possible.
 3. FMD authorized drivers will follow these guidelines should an accident occur on Duke property:
 - a. Call or have someone call the Duke University Police Department or 911, and give all pertinent information, but do not leave the scene or move the vehicle.
 - b. Contact your supervisor as soon as possible.
 - c. Obtain the names of witnesses, insurance information and other pertinent facts and forward those to Corporate Risk Management as soon as possible.
 - d. Notify the Duke University Police Department if you strike an unattended vehicle or object, but do not leave the scene until given permission by a police officer.
 - e. Fill out the FMD Vehicle Accident Report form submitting to FMD Safety, HR and Fleet Manager: http://fmd.duke.edu/safety/incident_injury_accident_reporting.php
 - f. Provide the accident report number to your supervisor to be forwarded to Corporate Risk.
- K. Training
1. General Training
 - a. All FMD authorized drivers are required to complete the National Safety Council Defensive Driving Course approved by Corporate Risk Management.
 - b. All FMD authorized drivers are also required to complete an online Vehicle Safety Training to ensure that they are aware of the requirements of the Duke University policy.
 - c. FMD authorized drivers who only operate utility vehicles or powered industrial trucks are not required to take the NSC Defensive Driving Course.
 - d. Employees shall be made aware of this program's contents and specific requirements by either FMD Safety or their supervisor.
 - e. Training for employees will be conducted upon hire, every three years, or as-needed.
 2. Passenger Van Training
 - a. FMD authorized drivers who will operate passenger vans carrying more than 11 people will attend training on the safe operation of passenger vans.
- L. References
1. Duke Safety Manual: Vehicle Safety

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