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**VEHICLE
SAFETY**

ACCIDENTS INVOLVING COUNTY VEHICLES

If a County vehicle is involved in an accident, employees shall follow these procedures:

- Stop at once to investigate.
- Contact the DPW Admin office (283-6268) or your supervisor and provide them with the accident location and other pertinent information. They will notify law enforcement and emergency services agencies as appropriate. If DPW personnel cannot be reached, contact CHP directly, or call 911 if there is an emergency.
- Set up traffic control if necessary.
- Wait for law enforcement personnel.
- Get the names and addresses of all witnesses to the accident.
- Take photographs if a camera is available.
- Do not discuss the accident with anyone other than the investigating law enforcement officer, your supervisor, authorized county officials or the county's insurance adjuster.
- Complete and deliver the **Field Report of Accident/Damage (Form S-1)** to your supervisor as soon as possible, within 24 hours.
- The supervisor will review the accident, evaluate the causes and develop recommendations to eliminate future accidents.
- The office shall inform Risk Management as soon as possible of any accident that results in bodily injury to anyone, or if physical damages to any vehicle will cost more than \$500 to repair.

Accidents Not Involving County Vehicles

- Stop at once to investigate.
- Contact the DPW office or your supervisor if emergency help is needed, and make arrangements for someone to call 911.
- Set up traffic control.
- Stay until CHP or other emergency personnel arrive.

OPERATING MOTOR VEHICLES, TRUCKS, AND HEAVY EQUIPMENT

The following rules are applicable to the Department of Public Works employees' operation of motor vehicles.

- Employees driving on public roads or streets must have in their possession a valid California driver's license of the proper classification for the type of vehicles they are operating.
- Only County employees shall operate County vehicles • Employees shall not operate heavy equipment for which they have not been adequately trained unless they are under the direct and close supervision of an experienced operator.
- Each operator shall perform a pre-operational inspection of the vehicle and complete the Vehicle Pre-Operational Checklist prior to operation of the vehicle. A vehicle shall not be driven unless the driver is satisfied that it is in good working order and safe to operate. Serious deficiencies shall be reported immediately to the supervisor or Fleet Services. The checklist shall remain with the operator for the duration of the shift and any problems with the equipment will be noted on the checklist and turned in to the supervisor at the end of the day.
- All operators of motor vehicles should practice defensive driving in an attempt to avoid collisions with motorists who drive aggressively.
- Seatbelts shall be fastened at all times when operating motor vehicles and heavy equipment in which seatbelts are installed. This also applies to privately owned vehicles being used for County business.
- Parking brake and parking gears shall be set when vehicles are parked. The engine shall be turned off when fueling equipment. Trucks and trailers shall be secured prior to loading or unloading.
- Vehicles and equipment shall not be loaded beyond their rated capacity. Vehicles shall not be loaded in excess of legal highway loads unless an overload permit is obtained. Loads shall be firmly fastened down to ensure that they do not shift or spill.

Backing:

By its very nature the backing maneuver has a high potential for accidents. Check mirrors and blind spots prior to backing and use a spotter if necessary. The following rules are applicable to the Department of Public Works employees' operation of motor vehicles.

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2. Only County employees shall operate County vehicles.
3. Employees shall not operate heavy equipment for which they have not been adequately trained unless they are under the direct and close supervision of an experienced operator.
4. All operators of motor vehicles should practice defensive driving in an attempt to avoid collisions with motorists who drive aggressively.
5. Seatbelts shall be fastened at all times when operating motor vehicles and heavy equipment in which seatbelts are installed. This also applies to privately owned vehicles being used for County business.
6. Parking brake and parking gears shall be set when vehicles are parked. The engine shall be turned off when fueling equipment. Trucks and trailers shall be secured prior to loading or unloading.
7. Vehicles and equipment shall not be loaded beyond their rated capacity. Vehicles shall not be loaded in excess of legal highway loads unless an overload permit is obtained. Loads shall be firmly fastened down to ensure that they do not shift or spill.
8. If there is any doubt, passengers or the driver/operator must go to the back of the vehicle or equipment and determine that the backing area is clear.
9. Backup alarms shall be operational at all times on vehicles or equipment that are required to have them.

Backup alarms that fail shall be reported immediately and the equipment shut down if the equipment must be backed to perform the work. In the event the equipment is operated without a backup alarm, the employee and supervisor must take measures to ensure that the equipment will not be backed until everyone is notified each time the equipment is backed. **[THE EQUIPMENT'S FAILED BACKUP ALARM SHOULD BE REPORTED AS SOON AS POSSIBLE SO THAT IT IS REPAIRED IMMEDIATELY!]**

[REF: All information not unique to Plumas County is referenced in the California Vehicle Code Section 12500]

TRUCK CRANE OPERATION

1. Only trained and authorized employees shall operate the truck crane.
2. The operator shall not engage in any practice that will divert his/her attention while operating the crane.
3. Loose material, tools, lunch box, clothing, etc., shall be stored so as to not interfere with the crane operation.
4. The operator shall respond to signals only from the appointed signalman, except for a stop signal.
5. The operator shall be responsible for those operations under his direct control. Whenever he doubts the safety of a movement, the operator shall stop until safety has been assured.
6. A warning signal shall be sounded as required, particularly when approaching workmen. Loads should not be passed over workers.
7. Before leaving the crane unattended, the operator shall do the following:
 - Land or properly secure any attached load or bucket.
 - Set travel, swing, boom brakes, and other locking devices, unless otherwise specified.
 - Put controls in the "OFF" position.

- Stop the engine or motor.
- Secure crane against accidental travel.

8. If there is a warning sign on the switch or engine starting controls, or if they are locked out, the operator shall not close the switch or operate the starting controls until the device is removed by the person who placed it.

9. Before closing the switch or starting the engine, the operator shall see that all controls are in the "OFF" position and all personnel are in the clear.

10. If power fails during operation, the operator shall do the following:

- Power controls to the "OFF" position.
- If possible and if practical, the suspended load should be landed under brake control.

11. All controls shall be tested before starting operations. Any controls that do not operate properly shall be adjusted or repaired.

SEE 10-6 for recommended hand signals