



Insert
Company
Name

Vehicle Fleet Safety Manual

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(Insert Organization Name)

**ACKNOWLEDGMENT OF RECEIPT
OF
VEHICLE FLEET SAFETY MANUAL**
Effective (INSERT DATE)

This is to acknowledge that I have received a copy of the Vehicle Fleet Safety Manual and understand that it contains important information on many of the (Insert City Name) general driving safety policy and on my driving privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the manual. Additionally, I agree to abide by any new or revised policy.

I understand that I am governed by the contents of the manual and that, the City may change, rescind or add to any policies or practices described in this manual from time to time in its sole and absolute discretion with or without prior notice. The City will advise employees of material changes within a reasonable time.

I further acknowledge and agree that employment with the (Insert City Name) may be terminated for not abiding by the rules and policies set forth in the Vehicle Fleet Safety Manual.

Employee Signature

Date

Print or Type Name

IMPORTANT NOTE: I understand it is my responsibility to read, understand, and comply with the provisions contained in the (Insert City Name) Vehicle Fleet Safety Manual. If I am unable to understand any part of this manual, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange such help, I will immediately notify my supervisor who will make arrangements for needed assistance.

(Please place in employee's personnel file.)

Section 1

Introduction

Policy

Scope

Compliance

Definitions

Responsibilities

Introduction

The purpose of this Vehicle Fleet Safety Manual is to provide our employees and managers with tools and materials to ensure the safety of all employees who drive City vehicles. Vehicle accidents are costly to the City, but more importantly, they may result in injury to our employees, occupants of other vehicles or pedestrians. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

Policy

This policy sets the standards for managing and operating (Insert City Name) fleet vehicles as well as personal vehicles when used on "City business".

Scope

This City policy and its associated programs apply to all drivers who may be engaged in the operation of any City owned or leased motor vehicles on either public or private property.

Compliance

City employees who are found to have violated this policy or found to have any indications of misconduct involving vehicles may be grounds for disciplinary action up to and including termination. Certain offenses may result in immediate termination due to the severity of the infraction. Examples may include:

- DWI / DUI
- Driving under the influence of drugs
- Reckless Driving
- Driving with suspended or revoked license

It is the intent of this policy that unsafe behavior be identified and corrected. Should discipline become necessary, it shall be according to Policy #107 (Safety Policy Violations).

Definitions

City Vehicle - Any owned, leased or rented passenger car, pick-up, truck or other similar type vehicle in or by which a person or property is or may be transported or drawn on public highways or roads. **This definition includes personal vehicles when operated on "City business"**

Operation - The process of driving, operating or maneuvering a vehicle in a forward, backward or sideward motion.

Driver - Means an individual who is authorized to use a city vehicle as a part of their job duties.

Preventable - Any incident in which the operator failed to take reasonable action to avoid such an occurrence.

Non-preventable - Any incident where the operator exercised all reasonable means to avoid the incident.

Vehicle Accident - Any event where a City vehicle, other vehicle or property is damaged during the operation or as a result of the operation of the City vehicle..

Vehicle Maintenance Officer - Is an individual designated by the Department Director as responsible for ensuring that maintenance is performed on their respective department's vehicles.

Overall Responsibilities

Any additional responsibilities are outlined in individual sections of the Fleet Manual.

Director

Department Directors are responsible for the following:

- Implementing this fleet safety policy.
- Directing all employees within their department to endorse and comply with this policy.
- Enforcing compliance with this policy.

Supervisor

Supervisors are responsible for:

- Communicating the goals and objective of this policy to employees under their supervision.
- Identifying and training existing and newly selected fleet operators to comply with this policy.
- Ensuring that all vehicles can be operated safely or are taken out of service for repairs.
- Enforcing compliance with this policy.

Vehicle Maintenance Officer

Vehicle Maintenance Officers are responsible for the following:

- Works with Lead Mechanic to schedule department vehicles or equipment for maintenance or repair work;
- Ensures all vehicle and equipment reports are completed;
- Ensures that maintenance is current on all department vehicles or equipment.

Employee

Each driver is responsible for the actual possession, care and use of the city vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obeying all traffic laws.
- As a condition for driving City vehicles, drivers will give the City authorization to conduct a Motor Vehicle Record (MVR) check and provide all necessary information for the check.
- The use of seat belts and shoulder harness is mandatory for drivers and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents.

Safety Coordinator

The safety coordinator shall:

- Audit each department's compliance with this policy on a periodic basis.
- Track and document all reported vehicle accidents.
- Assist with the identification of preventable and non-preventable vehicle accidents, as requested.

Section 2

Accident Review Committee

Accident Review Committee

The purpose of the Accident Review Committee (ARC) will be to determine why vehicle accidents occur and whether accidents are preventable or non-preventable. The ultimate goal for the committee is to prevent losses by recommending corrective action for drivers to discourage future accidents.

Composition

The ARC shall consist of representatives from the following areas:

- a. Police – two representatives appointed by the Chief of Police. One representative needs to have experience of a supervisory level in accident investigation.
- b. Fire – one representative appointed by the Fire Chief.
- c. Fleet Garage – one representative appointed by the Fleet Manager.
- d. Sanitation – one representative appointed by the Public Works Director.
- e. An alternate selected by the Appointing Authority.

Duties and Responsibilities

1. Review all vehicle accidents. Make a determination whether the accident was preventable or non-preventable, based on the accident report (physical area and conditions).
2. Notify driver and Department Director, in writing, of the Committee's finding.
3. Recommend any corrective action to be taken to discourage future reoccurrence. Factors to be considered in determining corrective action to be taken include: preventability or non-preventability of the accident, nature of the accident, number of accidents by the driver, past performance of driver, and any other issues of importance. Corrective action may include: retraining of driver, written or verbal reprimand, suspension without pay, or termination.

Administrative Action

First finding of a preventable accident in a City vehicle within a three (3) year period immediately preceding the accident will result in:

- a. A letter of reprimand and verbal counseling, and/or
- b. Employee being required to attend a Driver Safety Course, Traffic School or undergo specific retraining, as deemed appropriate by the Accident Review Committee.

Second finding of a preventable accident in a City vehicle within a three (3) year period immediately preceding the accident will result in:

- a. Employee being placed on probationary driving status for 12 months. While on probation the employee's driving will be closely monitored and driving may be limited at the discretion of the Department Head. Any employee on driving probation who is involved in a vehicle accident (unless clearly and convincingly the accident was non-preventable), or receives a motor vehicle violation, whether involving a City vehicle or not, will immediately have driving privileges suspended. Appropriate action will be taken to remove the employee from a position that requires driving, and
- b. A letter of reprimand and verbal counseling, and/or
- c. Suspension without pay for a period not to exceed 15 days, and/or
- d. Be required to attend a Driver Safety Course, Traffic School or undergo specific retraining as deemed appropriate by the Accident Review Committee.

Third or greater finding of a preventable accident will result in:

- a. Suspension without pay not to exceed 29 days, and/or
- b. Suspension of driving privileges and transfer/demotion to a job not requiring the ability to drive, or
- c. Termination of employment.

Section 3

Driver's Licensing & Qualifications

Licensing
Driver Qualifications
Driver Roster

Driver Licensing

The **(Insert City Name)** requires all employees who operate a City vehicle on either an assigned, or occasional basis, to have the appropriate driver's license required by the State of Alabama for the class of vehicle driven. It is the responsibility of the employee to obtain the appropriate license and to ensure it is maintained and current at all times.

Driver Qualifications

An employee whose job duties involve the operation of a City vehicle shall:

1. At all times be in possession of and able to produce a valid Alabama driver's license in the appropriate classification established in the official position description.
2. Be eighteen years of age or older to operate City owned / leased vehicles.
3. Be an authorized employee of the City.
4. Have at least one year of experience in the class of vehicle operated.
5. Not qualify to operate a City vehicle if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling or use of drugs.
 - Has automobile insurance canceled, declined or not renewed by a company.
 - Been convicted of an alcohol or drug-related offense while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations or one or more other serious violations.
 - Been involved in two or more chargeable accidents.

6. Immediately notify their department head of changes in driver license status (i.e. revoked, expired, cancelled, suspended, etc).

An employee who fails to report a change in the status of his/her driver license shall be subject to the following:

- a. Letter of reprimand and verbal counseling, and/or
- b. Suspension without pay for period not to exceed 29 days, and/or
- c. Suspension of driving privileges and transfer/demotion to a job not requiring the ability to drive, or
- d. Termination of employment

Note: It is the responsibility of any employee whose license has expired, been suspended, revoked, or cancelled to immediately notify his/her supervisor. As possible, an employee may be temporarily or permanently reassigned if he/she can no longer legally perform their assigned driving responsibilities. Employees who cannot be reassigned may be subject to termination.

7. Within 24 hours after returning to work, notify their department head if convicted of a moving violation or involved in an accident as an operator, whether on or off the job.

Driving Roster

Each department shall maintain a roster of all employees who are authorized to drive City Vehicles. This document will include the employees' current driver license number and expiration date as well as highlight the employees' driving record. This information is to be kept current by the Department Director or their designee and shall be subject to periodic review.

Section 4

Emergency Procedures

Vehicle Emergency Procedures

When it is absolutely necessary to stop on a highway or city street in case of an emergency, use extreme caution and use one of the following methods to alert oncoming traffic:

1. Activate emergency flashers,
2. Warning signals and lights may be turned on.
3. Rotating beacon(s) may be used – if vehicle is so equipped.
4. Deploy warning flags, reflector triangles or other emergency equipment.

If the vehicle needs to be towed, contact the fleet garage. The fleet garage will dispatch a tow truck to the scene.

Accident Procedures

In the event of an accident on city streets or highways:

1. Notify the local police department by dialing 911 and provide pertinent information concerning the accident. If no phone is available, immediately contact supervisor who is responsible for contacting 911. **DO NOT** leave the accident scene until the local police have responded. Drivers should speak freely and accurately to law enforcement personnel.
2. Obtain the name, address, and phone number of injured person and all witnesses if possible.
3. Exchange vehicle identification, insurance company name and policy numbers with other driver.
4. Take a photograph of the scene of accident if possible.
5. Complete appropriate accident reports.
6. Turn all information into supervisor / department head within 24 hours.
7. Do not admit negligence or liability. Do not attempt settlement, regardless of how minor.

Section 5

Maintenance & Inspection

Purpose

The intent of this section is to implement an aggressive and ongoing vehicle maintenance and inspection program which will ensure that **(Insert City Name)** fleet vehicles are properly serviced and maintained.

Scope

This City policy applies to all departments engaged in the operation of any City owned or leased motor vehicle.

Compliance

City employees who fail to comply with the requirements of this policy shall be subject to disciplinary action according to Policy #107 (Safety Policy Violations).

Vehicle Maintenance Officer

The Vehicle Maintenance Officer (VMO) is an individual designated by the Department Director as responsible for ensuring that maintenance is performed on their respective department's vehicles.

Responsibilities

Vehicle Maintenance Officer

Vehicle Maintenance Officers are responsible for the following:

- Works with Lead Mechanic to schedule department vehicles or equipment for maintenance or repair work;
- Ensures all vehicle and equipment reports are completed;
- Ensures that maintenance is current on all department vehicles or equipment.

Department Directors

Department Directors are responsible for the following:

- Communicating the goals and objectives of this policy to supervisors.

Supervisors

Supervisors are responsible for:

- Communicating the goals and objective of this policy to employees under their supervision.
- Insure vehicles within their area of responsibility are clean and empty before bringing to garage for service.

Employees

Each employee is expected to:

- Perform and document daily vehicle pre-operation inspection;
- Perform authorized maintenance (i.e. replacement of fluids) based upon type of equipment being operated.

Vehicle Inspection

Operators of automobiles, vans and light trucks shall be responsible for performing a daily walk-around of their vehicle prior to it being placed into service. Completed inspection forms are to be filed on a daily basis with the Vehicle Maintenance Officer. Inspections will include but not be limited to:

- Identifying any obvious physical damage
- Engine inspection (includes checking fluids)
- Exterior lights (head lights, brake lights, turn signals)
- Brakes,
- Steering
- Tire pressure and conditions
- Miscellaneous

Heavy truck operators shall also perform a daily walk-around inspection of the equipment prior to it being placed in service. Daily inspections include but are not limited to:

- General condition of power unit,
- Fluids and belts
- In-cab condition
- Exterior condition
- Transmission inspection
- Brake inspection
- Towed unit inspection

If problems are noted during the vehicle inspection, a vehicle service request form (or other suitable means of communication) is to be completed by the person finding the item(s) needing repair/serviced and promptly forwarded to their Supervisor or the VMO. The VMO or Supervisor will contact the Fleet Garage to alert them of the situation. The Fleet Garage will in turn instruct them to bring the vehicle in or a service truck or tow truck will be dispatched to the scene to either repair or transport the vehicle back to the City garage. Vehicles that are found to have potential operational safety hazards are to be immediately taken out of service until such hazards are corrected. Employees who operate a vehicle with a known safety hazard or one that has been taken out of service by the Fleet Garage will be subject to disciplinary action.

Fleet Maintenance will conduct more thorough inspections of City vehicles at regular intervals established by the Fleet Supervisor.

Vehicle Maintenance

A sound maintenance program and the degree to which it is carried out on a daily basis are extremely important. Not only does a well-implemented maintenance program extend the life of the fleet, it also reduces operational costs, insurance premiums, and accident frequency. Having vehicles that are well maintained creates a positive image with the public and projects a safety conscious image. With this in mind, the following outlines those procedures and/or requirements deemed fundamental for proper upkeep of City vehicles.

For any of the maintenance issues described in this section, proper departmental procedures for reporting repairs / maintenance are to be followed.

The operator and/or VMO will be responsible for ensuring that vehicles and equipment are serviced in a timely manner, by monitoring service hours, mileage or service dates. When the vehicle is due for preventative maintenance, the VMO will notify the Fleet Garage at least one (1) week prior to the scheduled service date to set up an appointment. If the employee or department is unable to make the appointment, the VMO must immediately inform Fleet Maintenance so that an alternative date may be scheduled. Failure to maintain vehicles or equipment according to manufacturer recommendations or guidelines set forth by Fleet Maintenance will be subject to disciplinary action.

Due to their 24 hour operational needs, police patrol units can drive-in for routine maintenance without an appointment. Every reasonable effort will be made to accommodate drive-ups. However, advanced scheduling would be preferred in order to guarantee faster turn around time.

Operators are responsible for the general daily upkeep of their assigned vehicles or equipment. Vehicles and equipment are to be washed only at City approved facilities. Due to safety, health and sanitary issues, vehicles must be clean and empty (unless the problem with the vehicle prohibits cleaning) prior to delivering the vehicle to the fleet garage for maintenance.

Emergency Maintenance

Emergency maintenance is required when a vehicle or piece of equipment breaks down and cannot be driven or operated safely. When a vehicle or piece of equipment becomes inoperable during normal operating hours, the problem is to be reported to Fleet Maintenance. Fleet Maintenance will be responsible for dispatching a service truck or tow truck to the scene to either repair or transport the vehicle to the City compound.

If the vehicle becomes inoperable after normal operating hours, on weekends or holidays, the operator is required to contact their supervisor and advise them of the problem. Once reported, a service truck or tow truck will be dispatched to either repair or transport the vehicle back to the City compound.

Non-Emergency Maintenance

In the event that maintenance needs arise that are above and beyond that required by the Preventative Maintenance schedule, the following process shall be adhered to:

1. The Vehicle Maintenance Officer will apprise the Department Director and with approval make the necessary arrangements to schedule the repair.
2. The Lead Mechanic will schedule the work based on the current work load.
3. The requesting party will be notified within 24 hours as to when they can bring the vehicle into the garage for servicing.

Preventative Maintenance

All vehicles within the City's fleet will be covered under a preventive maintenance program. The type and frequency of preventative maintenance to be conducted is based on mileage or time basis. These schedules are shown below.

- | | | |
|------|---|---------------------------------------|
| I. | Automobiles, vans, utility vehicles and light trucks | |
| | Level A | Every 3,000 miles |
| | Level B | Every 15,000 miles |
| | Level C | Every 30,000 miles |
| II. | Police Cruisers | |
| | Level A | Every 3,000 miles |
| | Level B | Every 20,000 miles |
| III. | Heavy Trucks* | |
| | Level A | Every 6 months |
| | * Preventative maintenance for heavy trucks at a minimum will be according to manufacturer specifications. | |
| I. | Heavy Equipment* | |
| | New | Every 100 service hours or two weeks |
| | Level A | Every 250 service hours or monthly |
| | Level B | Every 500 service hours or 3 months |
| | Level C | Every 1,000 service hours or 6 months |
| | Level D | Every 2,000 service hours or annually |
| | * Preventative maintenance for heavy equipment at a minimum will be according to manufacturer specifications. | |

After completing each preventative maintenance service, Fleet Maintenance will place a sticker on the vehicle indicating the miles (or hours) when the next preventative maintenance check is due. In the event a sticker is removed or lost the operator or VMO can contact Fleet Maintenance to obtain the date and mileage of last service.

Disposition

In general, most vehicles should be replaced when they reach 6 years (72 months) of service or 100,000 miles; whichever comes first. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs). Department Directors may make this determination on a case-by-case basis, using these guidelines as a starting point.

Specialized equipment, such as heavy highway construction equipment, may not fall under any of the above categories. Such equipment may be considered for replacement according to other criteria, such as hours in service.

Records

Fleet Maintenance is responsible for managing all centralized maintenance records for all City vehicles.

Records of vehicle inspections will be maintained by the using department for a minimum of one (1) year.

Section 6

Use of Vehicles

City Vehilces

Perpsonal Vehicles

City Vehicles

Insurance and Registration

Each City-owned vehicle is required to have appropriate vehicle registration and insurance information kept in the glove compartment or attached to the driver's sun visor or other area which is familiar to the driver. Missing information is to be reported to supervisory personnel who will ensure that the necessary replacement is obtained.

Take Home Use

The only employees allowed to take City owned vehicles home are those who are on 24-hour call status and/or have normal work responsibilities that include evening and/or weekend work. All employees allowed to take vehicles home shall be approved by Department Directors. A list of such employees or the names of certain positions will be retained and will be updated by the Department Director as needed.

City vehicles that are taken home are not to be used for personal business while housed at the employee's residence unless the employee is on-call and must have ready access to the vehicle.

City vehicles are not to be housed outside of Morgan County.

Personal Car Use

The **(Insert City Name)** allows use of privately owned motor vehicles to conduct official City business. A privately owned motor vehicle used for City business must be a conventional, at least four-wheel vehicle, and be in safe mechanical condition that is adequate to provide safe transport for the road and weather conditions. Vehicle registration and insurance must be current.

All employees driving their personal vehicle on the job are required to have auto liability insurance on their vehicle in at least the minimum amount required by state law and must carry proof of such coverage at all times. It is the Department Director's responsibility to ensure all employees using personal vehicles for City business purposes, complete the Appendix B "Insurance Maintenance for Personal Vehicle" form once each year.

Section 7

Record Review

Motor Vehicle Record Review

The intention of this section is to establish guidelines that will assist the City in determining those employees who will be authorized to drive City vehicles.

Motor vehicle records reflect driving behaviors both on and off the job, and are useful in evaluating driver risk. It is a **(Insert City Name)** policy and requirement for employment that every employee position with driving duties requires a motor vehicle record (MVR) meeting the grading requirements stated below. This MVR policy applies both to drivers of city owned vehicles as well as employees using personal vehicles in the course of city business. The City recognizes that this information is highly sensitive to the individual whose record is being checked. Therefore, MVR information will be gathered by the Safety Department and will be shared only with those with a legitimate need to know (i.e. Department Head, Personnel, Employee).

MVRs will be examined prior to the start of employment and at least annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon an MVR meeting the required standards; continued employment in a position with driving duties also requires an MVR meeting the standards outlined below.

The standards for MVRs are as follows:

1. All operators must have a valid driver's license for at least three years.
2. No new driver will be hired with a "borderline" or "poor" MVR. MVRs will be graded based on the table below, as minimum requirements.
3. Driving records must remain "acceptable" or "clear," as graded on the table below, for continued employment in positions with driving duties.
4. Current employees whose MVR places him/her within the "borderline" category will be counseled by management and placed on a probationary driving status for one year, conditional upon maintaining a clean Motor Vehicle Record during that period. Additionally, the employee will be required to attend and complete a nationally recognized defensive driving course within 30 days of notification.
5. Any current employee whose MVR places him/her within the "poor" category will have driving privileges suspended. Furthermore, the employee may be issued a written reprimand and may be subject to suspension, transfer/demotion to a job not requiring the ability to drive, or termination of employment.

Number of Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

Minor Violation:

ANY MINOR VIOLATION OTHER THAN A MAJOR EXCEPT:
 MOTOR VEHICLE EQUIPMENT, LOAD OR SIZE REQUIREMENT
 IMPROPER/FAILURE TO DISPLAY LICENSE PLATES
 FAILURE TO SIGN OR DISPLAY REGISTRATION
 FAILURE TO HAVE DRIVER'S LICENSE IN POSSESSION
 (IF A VALID LICENSE EXISTS)

Major Violations

DRIVING UNDER INFLUENCE OF ALCOHOL/DRUGS
 FAILURE TO STOP/REPORT ACCIDENT
 RECKLESS DRIVING/SPEEDING CONTEST
 DRIVING WHILE IMPAIRED
 MAKING A FALSE ACCIDENT REPORT
 HOMICIDE, MANSLAUGHTER OR ASSAULT ARISING
 OUT OF THE USE OF A VEHICLE
 DRIVING WHILE LICENSE IS SUSPENDED/REVOKED
 CARELESS DRIVING

Section 8

Vehicle Operation

Vehicle Operation

Every time a City vehicle is moved, the driver has a duty to drive in a safe and courteous manner that will reflect favorably on the **(Insert City Name)**. Drivers are expected to take extra precautions and drive defensively; this includes:

Lights – For vehicles without daytime running lights, driving with headlights on, day or night.

Riders and Passengers – No unauthorized riders are allowed in or on City vehicles. Seats will not be overcrowded beyond the capacity of the available seat belts. In no cases will workers be allowed to ride in a standing position in the back of a truck, sitting on the wheel wells, or with any part of their body extending over the side or rear of the truck body. Exemption of this rule would only be in the situation of an emergency or if the vehicle is designed for rear or side riding.

Distractions – Employees shall refrain from engaging in activities that may distract them from their primary task of safe driving while operating City vehicles. Distractions include but are not limited to cell phones, changing radio stations, reading, eating or conversations.

Seat Belts – Use is mandatory in all City vehicles. This applies to both the driver and all passengers in seating locations equipped with seat belts. In operations where a seat belt would hinder the ability of the operator to safely perform the job, will not be required provided that the Department head approves the operation and the vehicle speed does not exceed 10 miles per hour.

Parking – City vehicles or personal vehicles driven by City employees during the course of their employment shall not park in “NO PARKING” zones except in emergency situations or in the required performance of their duties. If a vehicle is parked in a “NO PARKING” zone, emergency flashers will be activated. No vehicle or piece of equipment is to be left unattended with the keys left in the ignition. With the exception of Police and Fire, all vehicles will be locked when parked and unoccupied.

Backing - Backing of vehicles should be discouraged unless the driver cannot avoid it and he has a clear view of the entire area to be backed into. If such a view is not present, the driver, if alone, will get out of the vehicle and inspect the area to be backed into or, if a second person is in the vehicle, the second person will get out and guide the driver using appropriate hand and/or voice signals. A back-up alarm or collision avoidance device may be installed on those City vehicles that have an increased risk for backing accidents (poor rear visibility, blind spots, etc.).

Citations – Should an employee receive a citation while operating a City vehicle, he or she is responsible for fines, cost of court, and any increase in personal insurance as a result of the citation.

Each driver is required to report all moving violations to the Department Director within 24 hours. This requirement applies to violations involving the use of any vehicle (City, personal or other) while on City business. Failure to report violations will result in appropriate disciplinary action.

Drivers also need to be aware that traffic violations incurred during non-business (personal use) hours will affect their driving status as well and are subject to review as outlined in the City's Motor Vehicle Record Review policy.

Vehicle Marking

City-owned or operated automobiles or trucks shall be marked in plain lettering of a readable size. Appropriate markings for city vehicles include:

1. Unit number,
2. The words **(Insert City Name)**- followed by the department or agency name, or
3. **(Insert City Name)**Seal

Exception: Vehicles used for undercover criminal investigations may be unmarked and need only bear such license plates as are required on privately owned vehicles.

City-owned vehicles are to be kept free of any stickers or signs which indicate any political candidate, party, organization or theme; are in poor taste; or relate to specific social concerns that may be found objectionable by citizens.

Appendices

Accident Review Committee Guidelines

Driver Roster

Fire Engine Inspection Checklist

Insurance Maintenance for Personal Vehicle Form

MVR Request Form

MVR Review Form

Vehicle Inspection Checklist

Vehicle Service Request Form



Vehicle Accident Review Board Guidelines

These guidelines may assist the Accident Review Committee in determining if a City vehicle accident was or was not preventable.

"Determining When An Accident Could Have Been Prevented"

One of the most difficult, yet important, parts of a safety program is determining whether an accident was preventable, and what part, if any, the City employee played in the accident. A good method of maintaining consistency in judgments is to set up clear boundaries to determine when an accident could have been prevented. The following descriptive boundaries may be used by the accident review committee as the basis for determining accountability.

A. Defensive Driving

Expert safe driving performance, not just average performance, is based on the concept of defensive driving -- the ability to avoid accidents in spite of wrong actions or adverse driving conditions. The following definition of defensive driving should be applied to all accidents:

"A defensive driver is one who commits no driving errors and makes allowances for the lack of skill or improper driving practices of the other driver. A defensive driver adjusts driving to compensate for unusual weather, road, and traffic conditions and is not tricked into an accident by the unsafe actions of pedestrians or other drivers. By being alert to accident-inducing situations, the driver takes the necessary precautions to prevent the accident. The defensive driver knows when it is necessary to slow down, stop or yield the right-of-way to avoid involvement."

B. Standard Of Performance Accidents

These accidents involve so many factors that it is impossible to set hard and fast rules to classify them preventable or non-preventable. The accident review committee must make this determination. In making these decisions, the accident review committee must answer the question, "What standard of safe driving performance do we expect of our drivers of City-owned vehicles?" Drivers respect a strict interpretation of the rules, so long as time and effort are taken to ensure that the interpretation is consistent and impartial.

C. Accidents In City Vehicles

All accidents, regardless of damage, shall be reviewed by the accident review committee.

D. Accidents Involving More Than One City Driver

When two or more City vehicles are involved in the same accident, each driver may be charged with a preventable accident regardless of who was primarily responsible. A preventable accident will only be charged against the person operating the vehicle, not against passengers, even if they are City employees.

E. Witness Statements

Each driver involved in an accident usually contributes to it in some degree. If the other driver admits fault, it usually means that he sees how he contributed to the situation. The City driver may still have contributed to the accident. None of the following is conclusive evidence that an accident is non-preventable:

1. Admission of being at fault by the other driver;
2. Citation of the other driver for a traffic violation; or
3. Exoneration statement for the City driver by eyewitness or police.

F. Preventable

Unless thorough investigation shows that the employee could not have avoided involvement by driving more defensively, the following types of accidents shall be regarded as preventable:

1. Intersections -- A driver approaching and entering an intersection must take precautionary measures to avoid accidents. Complex traffic movement, blind intersections or failure of another driver to conform to the law or traffic control devices will not automatically classify an accident as non-preventable. Intersection accidents are preventable even though a driver has not violated traffic regulations. Accidents are preventable when a City driver crosses an intersection and does not consider the obviously potentially dangerous actions of the other driver (excess speed, crossing the lane in turning, coming from a blind spot).
2. Backing -- Practically all backing accidents are preventable. Drivers are responsible for backing safely. During the maneuver the driver must check all clearances himself, even if given instructions by a guide. The guide cannot control the movement of the vehicle.
3. Front-end Collisions -- Regardless of abrupt or unexpected stops of the vehicle ahead, a driver can prevent front-end collisions by maintaining a safe distance at all times. A driver must prepare for possible obstructions on the highway whether in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of front-end collisions. The vehicle should be able to stop within the distance illuminated by its headlights.
4. Rear-End Collisions -- Drivers often risk being struck from behind when they brake sharply. An accident is preventable if a rear-end collision occurs because the vehicle rolls back, makes an abrupt stop at a light or grade crossing, or the driver does not signal a turn at an intersection. Failure to signal or to slow down gradually contributes to accidents.
5. Passing -- Failure to pass safely indicates faulty judgment as well as failure to consider one or more important factors before attempting the maneuver. Unusual actions of a driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident. However, the entire passing maneuver is voluntary and is a driver's responsibility.
6. Being Passed -- Side swipes and cut-offs are preventable when a City driver yields to a passing vehicle by slowing down or moving to the right when possible.
7. Lane Encroachment -- A City driver is rarely a victim of encroachment by another vehicle when changing lanes. Similarly, entrapment in merging traffic shows the driver will not yield to other vehicles or wait for a break in traffic. Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves when they cannot see far enough ahead. A driver can prevent accidents with parked cars, pillars and other road structures by dropping back when another driver contests a common portion of the road.
8. Grade Crossing -- Collisions with fixed rail vehicles, such as trains, rail maintenance vehicles, etc., occurring at grade crossings, in traffic, in a rail yard, switch area or on private property are the responsibility of the driver to prevent. When a vehicle is parked across a rail siding, the driver must first determine if it is safe and permissible and, furthermore, must stand by in case conditions change by the movement of rail cars during the parking interval.
9. Opposing Vehicles -- When an opposing vehicle enters a driver's traffic lane, it may be possible for a driver to avoid a collision. For example, when an opposing vehicle is in a passing maneuver the driver should slow down, stop or move to the right to allow the vehicle to re-enter its own lane. Signaling the opposing driver by flicking the head-lights or sounding the horn might aid in the avoidance of an accident.
10. Turning -- Turning movements, such as passing maneuvers, require the most exacting care by a defensive driver. Drivers who are making left or right turns are responsible for squeeze plays involving other vehicles, scooters, bicycles or pedestrians. Defensive action and failure to signal, to properly position the vehicle for the turn, to check the rearview mirrors, or to check pedestrian lanes should be considered when determining if an accident could be prevented. A defensive driver should watch for sudden turns by other drivers and should act on any tip-offs from the other driver (eye contact) or vehicle immediately before the incident. U-turns that result in collisions are considered preventable.

11. Passenger Accidents -- Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even if an incident does not involve a collision of the vehicle, it must be considered preventable if a driver stops, turns, or accelerates abruptly. When passenger injury occurs as a result of emergency action taken by a City driver trying to avoid a collision, the situation should be examined to determine if proper driving could have eliminated the need for the action.
12. Pedestrians -- Traffic regulations and court decisions generally favor pedestrians hit by moving vehicles. Drivers must reduce speed, be prepared to respond, and take precautions to prevent accidents in school zones, shopping areas, residential streets and other areas that have special pedestrian traffic. Even though a driver follows posted speed limits or warning signs, the vehicle may be traveling faster than the conditions allow. Drivers must be alert to pedestrians crossing at mid-block or from between parked vehicles. They must also watch for bicycles, motor scooters and similar equipment that are generally operated by young and inexperienced operators. A driver who doesn't slow down when such equipment is present has failed to take the necessary precautions to prevent an accident. Keeping within posted speed limits alone is not enough when unusual conditions require less speed.
13. Weather -- Adverse weather conditions are not valid excuses for being involved in an accident. Rain, snow, fog, sleet or icy pavement has never caused an accident. These conditions merely increase the hazards of driving. Vehicle Accident Review Boards should decide an accident was preventable when it was caused by a driver's failure to "call it a day", or failure to adjust driving to the prevailing weather conditions. Accidents that occur because a driver fails to use safety devices (such as chains) provided in City vehicles should be deemed preventable when it was reasonable to expect the driver to have used such devices.
14. Fixed Objects -- Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements, inclined entrances, and marquees projecting over traveled sections of the road are not valid reasons for excusing a driver. A driver must constantly look for such conditions and make needed allowances.
15. Parking -- Unconventional parking actions, including double parking and failure to put out warning devices, generally make an accident preventable. Accidents normally are preventable if they are caused by parked vehicles that roll-away because wheels were improperly blocked or turned toward curb to prevent vehicle movement.
16. Mechanical Failure -- Any accident caused by a mechanical failure that could have reasonably been detected by a driver should be judged preventable. It is a driver's responsibility to report unsafe vehicle conditions and to obtain immediate repairs when continued operation might result in an accident. In this way an accident that results from unexpected mechanical difficulties is preventable.
17. Non-Collision -- Many accidents, such as overturning, jack-knifing or running off the road result from emergency action by a driver trying to avoid involvement in a collision. Examination of the driving procedures prior to an incident may reveal speeds too fast for conditions or other factors. A driver's action prior to involvement should be examined for possible errors or lack of defensive practices.
18. Miscellaneous -- Projecting loads, loose objects falling from the vehicle, loose tarpaulins or chains, doors swinging open and other hazardous driving situations that result in damage or injury to persons are preventable if a driver fails to secure them. Cargo damage resulting from unsafe vehicle operations is preventable.

CITY EMPLOYEE DRIVING ROSTER

Only employees who are included on this City roster of drivers will be permitted to drive a City vehicle or their own vehicle for purposes of conducting City business. It is the responsibility of the Department Director or their designee to insure that an accurate list of employees who drive is maintained. Any change to this list must be communicated to the Legal Department and Safety Coordinator.

Department: _____
 Revision: _____

Date of Latest

(Should be revised every 6-months)

To be Completed by Department Director								
Employee	AL Drivers License #	Birth Date	Exp. Date	Driver Type*	MVR Review Date	# At-Fault Accidents Last 3-Yrs.	Tickets Past 3-Yrs.	Major Citations

* Driver Type:
 A = Person drives or may occasionally drive a City Vehicle during the course of their employment
 B = Person may be required to drive their own personal vehicle during the course of their employment

 1 = Person is assigned a City vehicle that is taken home at night.
 2 = Person has a Commercial Drivers License (CDL) and drives a City Commercial motor vehicle

*****Use Additional Sheets As Necessary*****

(Insert City Name) **Fire & Rescue**
Engine Inspection Checklist

Below are items that are required to be inspected daily by the shift on duty. If all items are found to be satisfactory then the individual completing the inspection along with the supervisor will initial the calendar under the respective date the inspection was completed. If problems are noted, they are to be reported to the Operations Chief who will then determine if the engine should not be taken out on shift until the problem is corrected. All maintenance requests **MUST** go through proper chain of command. **At the end of each month, the checklist is to be turned into Department Operations for filing.**

Truck Number:	Station Number:
---------------	-----------------

Checklist must be retained by Operations for a period of

Inspection Points		Under Hood Inspection	
Items		Items	
Aerial Ladder Operation	Oil Pressure	Battery Condition	Hydraulic Oil Level
Ammeter	Pump Controls & Gauges	Belts / Hoses	Oil Quantity
Back Up Alarm	Proof of Insurance	Brake Fluid	Power Steering Fluid Level
Bleed Air Tanks (Brake System)	Radio Mounts	Coolant Quantity	Primer Oil Level
Engine Temp Gauge	Rearview Mirror	Exhaust System	Windshield Washer Fluid Level
Fire Extinguisher	Seats		
Foot / Hand Brake	Seatbelts		
Fuel Gauge	Seat Latching	Exterior Inspection	
Horn / Sirens	Shoulder Harness	(Previously Unreported Body Damage)	
Lights	Side Mirror(s)	Items	
Back Up Light	Speedometer	Body Condition	Tire Wear (Min 4/32")
Brake Lights	Tachometer	Bumper Condition	Tire Inflation
Emergency Flashers		Door Operation	Windows Cond/Oper
Emergency Lights		Leaks (around/under)[Fluid / Air]	Windshield Condition
License Plate Light		Tire Condition	Wiper Blades / Operation
Low / Hi Beam Headlights			
Tail Lights			
Turn Signals			
Equipment Inspection		Driving Check	
(Take Vehicle to Highway Speed and Check for Safe and Satisfactory Operation)			
Items		Items	
Air Packs	Ladders	Alignment	Steering
Emergency Box Key	Power Tools (Oil & Fuel levels)	Braking	Suspension
Equipment (Missing or Present)	Power Unit (Oil & Fuel levels)	Drive Train	
Equipment Problems	Radios		
Hoses	Tools		
Comments:			

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User of this form should prepare a calendar for each month. Take page 1 (checklist) and monthly calendar and copy front and back so they make one form. Operator initials the calendar that daily safety check has been completed

Inspection Procedure

<u>Leaks, General</u> -	Walk around & inspect for leakage of water, fuel or lubricants under vehicle.
<u>Windshield / Windows</u> -	Check for cracks, abrasions. Check windows for proper operation and seal.
<u>Windshield Wipers</u> -	Check motor, arms, blades, and controls. Do they properly clean windshield?
<u>Exterior</u> -	As you approach vehicle note general condition of vehicle. Look for scratches and dents or missing parts (mirrors, mud flaps etc.). Doors close properly.
<u>Interior</u> -	Loose objects, seats, holes, etc.
<u>Exhaust</u> -	Check for any loose or hanging parts.
<u>Tires</u> -	What do the tires look like? Inspect for cuts/wear. Is there any tread or sidewall separation? Check pressure daily.
<u>Battery Check</u> -	Check for loose battery cables and corrosion.
<u>Hydraulic Fluid</u> -	Check level? (If applicable to unit being inspected.)
<u>Gauges</u> -	Are they all properly working?
<u>Steering</u> -	Is there excessive free play, jerks, pulls? If unit has power steering, is it operating correctly?
<u>Brakes</u> -	Test before leaving station. If pedal goes all the way to the floor when applied, that is the first indicator that the brakes are bad. Check for sponginess in pedal.
<u>Lights</u> -	Check daily (head lights, high & low beam, tail, brake, flashers, turn signals back-up). This also includes all emergency response lights.
<u>Horn / Siren</u> -	Does it work?
<u>Belts / Hoses</u> -	Check for cracks, splits or worn spots?
<u>Suspension</u> -	Step back and see if the vehicle is sitting lower on one side than the other or in the back or front.
<u>Engine Oil</u> -	Check levels.
<u>Engine Coolant</u> -	Visually check the level. Note: Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect hands.
<u>Transmission Fluid</u> -	Check levels
<u>Seat Belts</u> -	Are they present and do they work?
<u>Wheel Lugs</u> -	Loose, broken missing. Stud or bolt holes on the wheels should not be elongated.
<u>Unusual Noises</u> -	Report any heard.
<u>Vehicle Documents</u> -	Registration, proof of insurance etc.
<u>Emergency Equipment</u> -	Fire extinguisher secured and charged? Warning devices for stopped vehicle?

Insert City Name

INSURANCE/MAINTENANCE REQUIREMENTS FOR PERSONAL VEHICLES

I, the undersigned, agree, as a requirement for using my personal vehicle during the course of my employment with the (Insert City Name), will retain automobile liability insurance for bodily injury and property damage on the vehicle that I am driving for at least the minimums required by the State of Alabama.

I further agree to maintain my vehicle in a safe operating condition.

NAME: _____

SIGNATURE: _____

DATE: _____

Insert City Name

REQUEST FOR MOTOR VEHICLE RECORD CHECK Effective (INSERT DATE)

In connection with my employment with (Insert City Name), I understand that investigative background inquiries may be made annually of my motor vehicle reports. Further, I understand the (Insert City Name) and its vendor (INSERT VENDOR) and/or its authorized agent may be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, which may include information but not limited to files of insurance companies.

I hereby authorize and release, without reservation, any party or agency contracted by the (Insert City Name), (INSERT VENDOR), and their employees or assigns from any and all claims, actions, suits, agreements, or liabilities arising from the release of said information to the (Insert City Name) or any authorized agent thereof.

I am entitled to receive a free copy of my report before any adverse decision with regard to my driving privileges or employment is made in connection with the information obtained from these reports.

Note: Before signing this document, read it thoroughly and complete all requested information. If not applicable, indicate by drawing a line through the section.

I have read and understand the above notice.

Signature _____ Date _____

To: (INSERT VENDOR)

The following employee or prospective employee may operate vehicles, including commercial motor vehicles for the (Insert City Name). In accordance with section 391.23 of the Federal Department of Transportation regulations, please furnish the undersigned with the employees driving for the past three years.

Name _____

Address: (Street) _____ (City/State) _____ Zip _____

Date of Birth: _____ Social Security Number _____-____-_____

Driver License Number and State _____ State _____

Requested by:

(Insert City Name)

Attn: Safety Coordinator

PO Box 488

(Insert City Name), AL 35601

In accordance with the provisions of section 604 and section 607 of the fair credit reporting act, Public Law 91-508 I hereby certify that the information being requested will be used for a permissible purpose as defined in the act, and that the information received will be used for no other purpose.

Signature of Safety Coordinator _____ Date _____

Insert City Name

MOTOR VEHICLE RECORD REVIEW FORM

Name _____ Dept: _____ Date: _____

Does the individual have a valid driver's license? YES NO

INSTRUCTIONS

This form will be used to evaluate the driving record of prospective employees prior to hiring; and all other full and part-time employees whose job involves operating a City vehicle.

Employees with "BORDERLINE" or "POOR" ratings may be disqualified from driving as outlined in the Fleet Safety Manual.

Prospective employees with a "BORDERLINE" or "POOR" rating will not be hired.

GRADING

Using the attached MVR and grading requirements below, mark or highlight on the table the appropriate rating based on the the MVR.

Minor Violation:

ANY MINOR VIOLATION OTHER THAN A MAJOR EXCEPT:
 MOTOR VEHICLE EQUIPMENT, LOAD OR SIZE REQUIREMENT
 IMPROPER/FAILURE TO DISPLAY LICENSE PLATES
 FAILURE TO SIGN OR DISPLAY REGISTRATION
 FAILURE TO HAVE DRIVER'S LICENSE IN POSSESSION (IF A VALID LICENSE EXISTS)

Major Violations

DRIVING UDER INFLUENCE OF ALCOHOL/DRUGS
 FAILURE TO STOP/REPORT ACCIDENT
 RECKLESS DRIVING/SPEEDING CONTEST
 DRIVING WHILE IMPAIRED
 MAKING A FALSE ACCIDENT REPORT
 HOMICIDE, MANSLAUGHTER OR ASSAULT ARISING
 OUT OF THE USE OF A VEHICLE
 DRIVING WHILE LICENSE IS SUSPENDED/REVOKED
 CARELESS DRIVING
 ATTEMPTING TO ELUDE A POLICE OFFICER

Number of Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

___ I have reviewed the attached motor vehicle record and **APPROVE** the named employee operating City vehicles.

___ I have reviewed the attached motor vehicle record and **DISAPPROVE** the named employee operating City vehicles.

Signature of Safety Coordinator _____ Date _____

Daily Vehicle Inspection Checklist

Below are items that are required to be inspected daily by the operator. If all items are found to be satisfactory then the individual completing the inspection along with the supervisor will initial the calendar under the respective date the inspection was completed. If problems are noted, they are to be reported to the VMO or Supervisor who will then determine if the vehicle should not be taken out on shift until the problem is corrected. All maintenance requests **MUST** go through proper chain of command. **At the end of each month, the checklist is to be turned into VMO or Supervisor for filing.**

Vehicle Number:	Department:
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Inspection Points		Under Hood Inspection	
Items		Items	
Back Up Alarm	Oil Pressure	Battery Condition	Exhaust System
Bleed Air Tanks (Brake System)	Radio Mounts	Belts / Hoses	Oil Quantity
Emergency Triangles	Radio Mounts	Brake Fluid	Power Steering Fluid Level
Engine Temp Gauge	Rearview Mirror	Coolant Quantity	Windshield Washer Fluid Level
First Aid Kit	Seats		
Fire Extinguisher	Seatbelts		
Foot / Hand Brake	Seat Latching		
Fuel Gauge	Shoulder Harness	Exterior Inspection	
Horn / Sirens	Side Mirror(s)	(Previously Unreported Body Damage)	
Lights	Speedometer	Items	
Back Up Light	Tire Tools	Body Condition	Tire Wear (Min 1/16")
Brake Lights	Tools	Bumper Condition	Tire Inflation
Emergency Flashers	Tools	Door Operation	Windows Cond/Oper
License Plate Light	Vehicle Registration	Leaks (around/under) [Fluid / Air]	Windshield Condition
Low / Hi Beam Headlights		Tire Condition	Wiper Blades / Operation
Strobe Lights			
Tail Lights			
Turn Signals			
Equipment Inspection		Driving Check	
		(Take Vehicle to Highway Speed and Check for Safe and Satisfactory Operation)	
Items		Items	
Brakes	License	Alignment	Steering
Brake Lights	Running Lights	Braking	Suspension
Door Latches	Safety Chain	Drive Train	
Hitch Condition	Tire Condition		
Comments:			

Checklist must be retained by Department for a period of three years and is subject to audit by Safety Department or its designee.

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User of this form should prepare a calendar for each month. Take page 1 (checklist) and monthly calendar and copy front and back so they make one form. Operator initials the calendar that daily safety check has been completed

Inspection Procedure

<u>Leaks, General</u> -	Walk around & inspect for leakage of water, fuel or lubricants under vehicle.
<u>Windshield / Windows</u> -	Check for cracks, abrasions. Check windows for proper operation and seal.
<u>Windshield Wipers</u> -	Check motor, arms, blades, and controls. Do they properly clean windshield?
<u>Exterior</u> -	As you approach vehicle note general condition of vehicle. Look for scratches and dents or missing parts (mirrors, mud flaps etc.). Doors close properly.
<u>Interior</u> -	Loose objects, seats, holes, etc.
<u>Exhaust</u> -	Check for any loose or hanging parts.
<u>Tires</u> -	What do the tires look like? Inspect for cuts/wear. Is there any tread or sidewall separation? Check pressure daily.
<u>Battery Check</u> -	Check for loose battery cables and corrosion.
<u>Hydraulic Fluid</u> -	Check level? (If applicable to unit being inspected.)
<u>Gauges</u> -	Are they all properly working?
<u>Steering</u> -	Is there excessive free play, jerks, pulls? If unit has power steering, is it operating correctly?
<u>Brakes</u> -	Test before leaving station. If pedal goes all the way to the floor when applied, that is the first indicator that the brakes are bad. Check for sponginess in pedal.
<u>Lights</u> -	Check daily (head lights, high & low beam, tail, brake, flashers, turn signals back-up). This also includes all emergency response lights.
<u>Horn / Siren</u> -	Does it work?
<u>Belts / Hoses</u> -	Check for cracks, splits or worn spots?
<u>Suspension</u> - in the back or front.	Step back and see if the vehicle is sitting lower on one side than the other or
<u>Engine Oil</u> -	Check levels.
<u>Engine Coolant</u> -	Visually check the level. Note: Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect hands.
<u>Transmission Fluid</u> -	Check levels
<u>Seat Belts</u> -	Are they present and do they work?
<u>Wheel Lugs</u> - elongated.	Loose, broken missing. Stud or bolt holes on the wheels should not be
<u>Unusual Noises</u> -	Report any heard.
<u>Vehicle Documents</u> -	Registration, proof of insurance etc.
<u>Emergency Equipment</u> - vehicle?	Fire extinguisher secured and charged? Warning devices for stopped
<u>Wheel Lugs</u> - elongated.	Loose, broken missing. Stud or bolt holes on the wheels should not be
<u>Unusual Noises</u> -	Report any heard.
<u>Vehicle Documents</u> -	Registration, proof of insurance etc.
<u>Emergency Equipment</u> -	Fire extinguisher secured and charged? Warning devices for stopped vehicle?

VEHICLE SERVICE REQUEST FORM

NAME:	DATE:	VEHICLE #:	DEPARTMENT:
FAULT CHARACTERISTICS / SYMPTOMS / DESCRIPTION OF PROBLEMS (Check All That Apply)			

STARTING PROBLEMS	ENGINE PROBLEMS /POOR IDLING CONDITIONS	POOR RUNNING CONDITIONS	TRANSMISSION PROBLEMS	HANDLING PROBLEMS	NOISE / ODOR PROBLEMS	
<input type="checkbox"/> Will Not Turn Over <input type="checkbox"/> Turns Over but Won't Start <input type="checkbox"/> Won't Start When Engine is Warm	<input type="checkbox"/> Quits Right After Starting <input type="checkbox"/> Quits Running When Put in Gear <input type="checkbox"/> Quits Running When Coming to a Stop <input type="checkbox"/> Quits Running During Steady Speed Driving <input type="checkbox"/> Quits Running When in Park	<input type="checkbox"/> Idle Speed Too Slow at All Times <input type="checkbox"/> Idle Speed Too Slow When A/C is On <input type="checkbox"/> Idle Speed is Rough or uneven <input type="checkbox"/> Idle Speed Fluctuates <input type="checkbox"/> Quits Running While Idling <input type="checkbox"/> Quits Running During Acceleration	<input type="checkbox"/> Runs Rough <input type="checkbox"/> Lacks Power <input type="checkbox"/> Hesitates or Stumbles on Acceleration <input type="checkbox"/> Bucks and Jerks <input type="checkbox"/> Engine Knocks, Pings, Rattles <input type="checkbox"/> Backfires <input type="checkbox"/> Poor Fuel Economy <input type="checkbox"/> Misfires or Cuts Out	<input type="checkbox"/> Improper Shifting (Early/Late) <input type="checkbox"/> Changes Gears Randomly <input type="checkbox"/> Vehicle Does Not Move When in Gear	<input type="checkbox"/> Pulls to One Side <input type="checkbox"/> Hard to Steer <input type="checkbox"/> Poor Braking <input type="checkbox"/> Vehicle Shakes and/or Vibrates While Moving	<input type="checkbox"/> Gas Smell <input type="checkbox"/> Other: _____ _____ _____ _____ _____

CONDITIONS ENCOUNTERED WHEN PROBLEM OCCURS (Check All That Apply)

PROBLEM FREQUENCY: <input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Rarely
LENGTH OF CONDITION: <input type="checkbox"/> Recent <input type="checkbox"/> Sporadic <input type="checkbox"/> Since New
USUALLY OCCURS: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Anytime
ENGINE TEMPERATURE: <input type="checkbox"/> Cold <input type="checkbox"/> Hot
VEHICLE SPEED: <input type="checkbox"/> Low Speed <input type="checkbox"/> Cruise Speed <input type="checkbox"/> High Speed
OUTSIDE WEATHER: <input type="checkbox"/> Cold <input type="checkbox"/> Warm <input type="checkbox"/> Hot <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Snow <input type="checkbox"/> Dusty/Dirt

COMMENTS:
