

Marshall Municipal Utilities
VEHICLE OPERATIONS POLICY
Effective July 1, 2022

Purpose

To establish a program that will provide guidelines to encourage good driving practices while operating vehicles on behalf of Marshall Municipal Utilities and increase driver safety awareness, as well as reduce incidents involving MMU vehicles and other property.

Objective

1. Reduce the possibility and probability of vehicle incidents and property damage reports.
2. Encourage employees to practice safe driving habits
3. Increase driver safety awareness.

Definitions

1. **Commercial Motor Vehicle (CMV)** – The Federal Motor Carrier Safety Administration (FMCSA) defines this as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle is a:
 - (1) Combination Vehicle (Group A)—having a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or
 - (2) Heavy Straight Vehicle (Group B)—having a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), whichever is greater; or
 - (3) Small Vehicle (Group C) that does not meet Group A or B requirements but that either—
 - (i) Is designed to transport 16 or more passengers, including the driver; or
 - (ii) Is of any size and is used in the transportation of hazardous materials as defined in this section.

Procedures

Hazard Assessment:

A pre-trip vehicle inspection shall be performed for each MMU vehicle, using an inspection checklist before the vehicle is driven, at least once a day. If any vehicles are found with any defects or damage that may impact the safe operation of the vehicle, it is

to be taken out of service immediately and repaired. Confirm that all cargo (if applicable) is secured.

Electronic Devices:

Employees shall not let electronic devices deter their attention from the safe performance of their driving responsibilities. While operating a motor vehicle, employees must either refrain from cellular telephone use altogether, use hands-free equipment that allows both hands to stay on the wheel, or park in a safe and proper area before making or accepting a call. If possible, employees should decline incoming calls, allowing cellular phone features to identify the caller, and return the call when it is safe to do so.

Hands-free conversations shall be suspended during heavy vehicular and pedestrian traffic, severe weather or any other condition that may compromise safety. Emotional or stressful conversations shall be avoided.

Electronic device safety also involves non-driving situations such as work sites where equipment, overhead, or fall hazards are present to employees. Safety must come before all other concerns.

Safe Vehicle Operation:

Employees shall operate MMU vehicles at speeds which are appropriate to road, traffic and weather conditions, as well as have a seatbelt fastened at all time when vehicles are in motion.

Whenever possible, the vehicle shall be positioned to avoid the necessity of backing. If backing is necessary, extreme caution shall be used by taking the following precautions to avoid injury to persons and to prevent property damage:

- Perform a 360-degree walk around circle check of the vehicle before moving.
- Repeatedly check all mirrors when backing.
- Always use a spotter when two or more persons are in the immediate area.

Utilize pull-through parking if available at or near the location. Back into the space if pull-through parking is not available. When arriving at a job site, vehicles should be parked in a forward-facing manner when possible so the vehicle can later exit the site without the need for backing.

Driver Requirements and Qualifications:

Employees are prohibited from driving a vehicle on MMU business unless they possess, and have on their person, a valid driver's license for the type of vehicle being operated.

Employees shall not operate a commercial motor vehicle (CMV) requiring a CDL unless they participate in MMU's DOT/FMCSA Alcohol Misuse and Controlled Substance Abuse and Testing Policy.

The requirements of this policy shall be followed in conjunction with MMU's Personnel Policies regarding vehicle/automobile usage including, but not limited to:

- No employee is permitted, under any circumstances, to operate a vehicle for MMU business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
- Employees must report to their supervisor any accident, regardless of the extent of damage or the lack of injuries, involving MMU vehicles or a personal vehicle used on MMU business. Such reports must be made as soon as possible after the accident.
- Operators of vehicles are responsible for the safety and conduct of their passengers. Nonemployees and non-business passengers (i.e., family and friends) are prohibited from riding in MMU vehicles.