

## **D. FLEET LOSS PREVENTION**

Each employee driving a personal or company vehicle must meet established fleet safety guidelines. Preventative maintenance guidelines are also established to help insure the safety of both employees and the general public.

This program applies to all employees of the Greater Lafourche Port Commission who drive a vehicle in the performance of their assigned duties. It also applies to those persons responsible for vehicle maintenance and for program implementation and follow-through.

The Safety Coordinator will be responsible for implementation and periodic review of all fleet policies and procedures. The Safety Coordinator has the authority to delegate various fleet duties to other personnel.

Each employee operating a company or personal vehicle in the performance of their assigned job duties will be required to:

1. Be familiar with the Fleet Safety Program
2. Responsible for the safe operation and proper upkeep of any assigned vehicle.
3. Provide management with any information required to qualify as a driver.
4. Must REPORT ALL ACCIDENTS occurring in the course of company business as soon as possible.
5. Must HAVE LOCAL POLICE MAKE A WRITTEN ON-SIGHT ACCIDENT REPORT of any accident involving the employee driver and the driver of another vehicle.
6. Report any vehicle maintenance problems to the appropriate personnel immediately. A driver should refuse to operate any equipment they consider unsafe.

Report to management any medication being taken that is known to cause drowsiness, dizziness, or any impairment of normal functions.

## **DRIVER SAFETY RESPONSIBILITIES**

Employees operating company vehicles for the Greater Lafourche Port Commission are responsible for adhering to the Fleet Safety Program, specifically:

1. Driving in a safe, lawful and courteous manner at all times.

2. Conducting a daily pre-trip inspection of the vehicle prior to beginning the day's travel.
3. Refraining from using handheld cellular telephones, pagers, radios, personal computers or any other communication device while the vehicle is in motion.
4. Knowing what to do in the event of an accident and immediately contacting your supervisor.
5. Reporting all moving violations and citations to supervisors immediately.
6. Locking the vehicle when it is unattended.
7. When putting a vehicle in reverse, the last thing to do prior to putting the vehicle in reverse gear is to check all around (360 degrees) the vehicle for obstacles or possible danger.
8. Signaling intentions when making lane changes, turning, pulling away from a parked spot, or whenever others should be advised of intended movements.
9. Maintaining a safe following distance with the vehicle ahead. In ideal conditions maintain a 3 second interval between your vehicle and the vehicle ahead of you. In less than ideal conditions, increase the intervals to at least one additional second for each adverse condition confronted with.
10. Reducing speed when approaching and entering an intersection.
11. Watching out for pedestrians, especially for persons stepping from between parked vehicles. Pedestrians include roller-bladers, bicyclists, etc.
12. Understanding that the company's Substance Abuse and Drug Free Policy and not operating a vehicle when impaired by any substance, legal or illegal.
13. Wearing seat belts and requiring any passengers to wear their seat belts.
14. Following the agency's policy on personal use of port vehicles.

## **DRIVING REQUIREMENTS**

Anyone operating vehicles, including light duty trucks under 26,000 pounds gross weight must have a valid, current Class C driver's license. Persons operating heavy duty trucks, over 26 000 pounds gross weight must have the appropriate Class A or B driver's license and must have met all CDL requirements and must meet all D.O. T. requirements.

Employees who do not meet the agency's vehicle insurance carrier' s driving record standards will not be permitted to drive company vehicles.

Employees who cannot be covered under the GLPC vehicle insurance policy, for whatever reason, will not be permitted to drive company vehicles.

### **PREVENTATIVE MAINTENANCE GUIDELINES**

Each company owned vehicle will be maintained in a manner that will result in safety for both the driver and for the general public. Preventative maintenance guidelines will be established for each class of vehicle owned and operated by the Port Commission.