

DEPARTMENT OF PUBLIC WORKS
BUILDINGS & FLEET DIVISION

FLEET VEHICLE USAGE
AND SAFETY MANUAL

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INTRODUCTION

It is the intent of this manual to set forth a comprehensive set of guidelines to be followed by Department of Public Works managers in making decisions relating to fleet safety issues. Included in this manual are reference materials, policies and procedures, and work rules that are necessary for handling fleet safety matters.

If at any time the policies and procedures are inconsistent with the City Service Commission rules or with the provisions of a collective bargaining agreement, those City Service Commission rules or the Agreement will prevail.

According to data provided by the National Highway Traffic Safety Administration (NHTSA), motor vehicle accidents kill 41,000 and injure 5.4 million people each year. Direct and indirect costs total \$693,836 per fatality and \$151,387 per injury per accident.

Effectively managing accidents through implementation of an effective safety program and the proper reporting of accidents can significantly reduce these expenses.

This manual attempts to outline a comprehensive accident management program with easy steps DPW and front line managers can follow to improve accident prevention. These include step-by-step procedures to follow when accidents occur, accident record keeping procedures, accident review, retraining/reevaluation and the disciplinary process, and the safe driver recognition program. Also included is information on field service assistance, fueling information, rules regarding the use and storage of city owned equipment and basic safety information and operating rules.

We are committed to the concept of a safe work place. The ultimate safety objective is to provide a safe and healthy work environment, as well as to encourage a safety conscious attitude among all employees. We believe the information provided herein will help our managers to promote this attitude throughout all City of Milwaukee Departments.

POLICIES AND PROCEDURES
DEPARTMENT OF PUBLIC WORKS

VEHICLE SAFETY

Vehicle accidents result not only in the basic costs due to physical damage, personal liability, and third party claims, but an injured employee and damaged DPW vehicle equals lost wages, vehicle repairs, medical expenses, legal fees, administrative expenses, disruption of service, lost revenues, and overtime paid for fill-in drivers. The following sections are part of a comprehensive effort to reduce fleet accidents.

I. FLEET SAFETY RESPONSIBILITY

- A. The mission of the Department of Public Works (DPW) Fleet Services Section is to acquire and make available to City agencies, a diverse fleet of light and heavy duty vehicles and equipment that are:
 - 1. Suitable to the needs of the users
 - 2. Available when users need them
 - 3. Reliable when being operated
 - 4. Safe to operate, and
 - 5. Economical to own, operate and maintain

- B. Fleet Services will maintain a short term use pool of vehicles at:
 - 1. The Ziedler Municipal Building. This will be a pool of light vehicles that will be available to city employees working in the City Hall Complex, but who need to visit field locations in the performance of their duties.

 - 2. The Central Repair Garage. This will be a pool of light and medium duty vehicles available primarily as but not limited to replacements for vehicles placed out-of-service by the repairs section.

- C. Fueling for City of Milwaukee vehicles is provided at several locations as indicated on Appendix A at the back of this manual.

- D. The Fleet Services Section also performs repair, maintenance, and other fleet services for City agencies which own their own vehicles.
- E. In addition to providing vehicles and equipment, the Fleet Services Section - Operations Unit provides trained equipment operators to agencies that need them.
 - 6. Fleet Services - Operations also provides training services for its operators and, upon request, for operators from other City agencies on various types of heavy equipment.
 - 7. New hires and operators from other City agencies are provided truck driver evaluation, CDL pre-trip classroom and CDL pre-trip and road skills test, and snow plow training.
 - 8. Remedial training/reevaluation and defensive driver training is also provided when warranted by an employee's accident record or requested by his or her supervisor.
- F. The Fleet Services Section has prepared a standard set of rules for reporting fleet vehicle accidents, and provides on-site investigation of fleet accidents whenever possible as explained in this manual under Section VI: Fleet Vehicle Accidents.

II. GENERAL SAFETY RULES

- A. Proper protective safety gear is required for all employees of construction, laboring, and maintenance crews while performing their usual work duties.

- B. The Department of Public Works - General Safety Rule - Safety/Protective Gear (revised 4/96) and Department of Public Works (DPW) Major Departmental Work Rules (revised 4/96) regarding the use of protective and safety gear state:
 - 1. Safety Shoes. All employees will wear appropriate footgear in satisfactory condition to provide necessary protection.

 - 2. Hardhats. Approved head protection (hardhat) is to be worn whenever working in or visiting areas where there is danger of being struck by falling objects, or of striking the head against objects or obstructions. Employees, except those assigned to boulevard maintenance, asphalt and crack-filling crews, and sanitation collection personnel including drivers and laborers, will wear hardhats outdoors at the work site and in buildings whenever hazards exist as determined by management.

 - 3. Safety Glasses. All employees will wear safety glasses or goggles when performing their regular work assignment. This applies to shops, storekeeping, and inside maintenance personnel except custodial personnel.

 - 4. Safety Vests. Employees working in roadways and alleys will wear safety vests or T-shirts with high visibility reflective striping to increase their visibility to general traffic as well as to City vehicles on the job site. Employees working above or below ground, and on or below bridges, are exempt.

5. Safety (Seat) Belts. All DPW employees who drive or ride in vehicles, including their own personal automobiles, in the performance of their work are required to use their safety (seat and/or shoulder) belts. An employee assigned to an activity or crew who is required to get in and out of the vehicle a number of times in a given block, such as an Operation Driver Worker, is exempt while moving the vehicle on that block.

- C. Stereo/radio headphones are not allowed. For reasons of safety, productivity and public image, DPW employees are not allowed to wear stereo/radio headphones during work hours.

- D. Any reimbursement for safety gear will be made in accordance with the labor contracts. Whether an employee is reimbursed or not, the employee must wear the appropriate safety gear. Violators of these departmental safety rules will be subject to disciplinary action.

- E. Further general safety procedures can be found in the Safe Work Procedure (SWP) booklet located in the pocket at the rear of this manual.

- F. Failure to follow these and other guidelines contained in this manual may result in disciplinary action up to and including discharge.

III. MANAGEMENT/SUPERVISOR RESPONSIBILITIES

- A. Selection or promotion of employees into City jobs which involve driving or operating equipment shall require compliance with additional guidelines as stated under Section V: Driving Skills and Required Drivers' Licenses.
- B. Observe the driving habits of employees and reinforce safe driving techniques.
- C. Enforce safety rules concerning the use of seat belts.
 - 1. According to Wisconsin State Motor Vehicle Laws 347.48(2m)(a) "'Properly restrained' means wearing a safety belt approved by the department (of transportation).. and fastened in a manner prescribed by the manufacturer.. (b) ...no person may operate that motor vehicle unless the person is properly restrained in a safety belt.
 - 2. Common Council Resolution "File Number 36-1585" directs all city departments to establish rules requiring all employees to wear safety belts for all on-the-job driving.
 - 3. ALWAYS SET A GOOD EXAMPLE BY BUCKLING YOUR SAFETY BELT.
- D. Enforce Department of Public Works (DPW) Major Departmental Work Rules (revised 4/96) and Wisconsin State Motor Vehicle Laws 346.63 concerning drinking and possession of alcoholic beverages, use or possession of controlled substances, and operating under the influence of intoxicant or other drug.
 - 1. Employees shall not report to work under the influence of alcoholic beverages or controlled substances.
 - 2. Employees are prohibited from drinking alcoholic beverages or using non-prescribed controlled substances during working hours, including any lunch period or break, paid or unpaid.

3. Possession of alcoholic beverages or non-prescription controlled substances in city vehicles or at work sites is prohibited.
 4. These rules reflect the department's concern for a safe work place and a productive work force. Violation of these rules will result in disciplinary action up to and including discharge.
- E. Operators and drivers having a Commercial Driver's License are covered by additional rules and regulations with regard to the use or possession of alcohol and/or controlled substances, and are subject to the City of Milwaukee's Drug and Alcohol Testing Policy.
- F. All employees hired or promoted into positions requiring a Commercial Driver's License (CDL) must be given a copy of and sign a receipt for the City of Milwaukee Drug and Alcohol Testing Policy and Driver Post-Accident Information Kit.
- G. Questions regarding the City's drug and alcohol testing policy can be referred to the City of Milwaukee Designated Representative or your Division Drug and Alcohol Testing Coordinator.

IV. THE USE AND STORAGE OF CITY VEHICLES AND EQUIPMENT

- A. City and departmental policies and procedures governing the use and storage of city owned vehicles and equipment are as follows:
1. Rules of the Commissioner of Public Works Regarding the Use and Storage of City Owned Vehicles (revised March 1996) state:
 - a. Employees using city owned vehicles shall:
 - (1) have in their possession the appropriate, valid operators license.
 - (2) obey all state and local ordinances pertaining to vehicle operation, including but not limited to safety belt use and rules of the road.
 - (3) follow all city rules pertaining to vehicle operation.
 - (4) be personally responsible for any penalties or fines incurred while operating city vehicles.
 - b. Employees' use of city vehicles shall be limited only to official city business as provided by Milwaukee City Charter 3.30(2).
 - (1) Use of city vehicles for personal travel or business, including lunch and break periods shall not be permitted, except as expressly authorized by the department and/or division head.
 - (2) Passengers shall be limited to city employees or others only as authorized by the department and/or division head.

- c. Drivers must report accidents and/or damage to any city vehicle to Fleet Services Dispatch Office at 286-5561.
 - (1) Reports must be made immediately when possible, or within 24 hours, unless extended by the Director of the Buildings and Fleet Division.
 - (2) Vehicles in need of repair must be turned in as directed.
- d. Regularly assigned drivers shall be issued an employee fuel card and shall be responsible for fueling the vehicle, checking the oil, washing, and taking the vehicle in to the Buildings & Fleet Division garage for regularly scheduled maintenance.
- e. All city-owned vehicles, except authorized take-home vehicles, shall be parked overnight at city owned indoor or outdoor facilities at the principal work location of the assigned driver.
- f. Authorized take home vehicles shall be parked overnight with ignition key removed and the vehicle securely locked.
- g. The Fleet Services Section shall maintain a current list of all vehicles, including the primary user, driver/operator, overnight parking location, and repair facility location.
- h. Changes in the driver/operator or overnight parking location of any vehicle should be reported to the Fleet Services Manager in a timely manner by the head of the using division.

- i. Department/Division heads shall be responsible for monitoring drivers under their jurisdiction to assure compliance with these and other equipment use rules.
 - j. Violations of these rules and other equipment use rules shall be considered cause for disciplinary action up to and including discharge. Violations shall be referred to the department/division head for investigation and follow-up.
2. Rules of the Commissioner of Public Works Regarding Short and Long Term and Seasonal Assignment of Passenger Vehicles from the Buildings & Fleet Division Motor Pool (revised 4/96) state:
- a. City owned passenger vehicles marked as required by Sections 309-10 Milwaukee Code of Ordinances may be requisitioned from the Fleet Services Section by a city department for day or short term use provided the driver agrees to abide by these rules.
 - b. If available, city owned passenger vehicles may be permanently assigned to an employee upon certification by the requisitioning department that three or more of the following criteria have been met:
 - (1) Employee is a department or division head or deputy.
 - (2) Employee is an elected official authorized auto allowance or vehicle by order of the Common Council.
 - (3) Employee is an appointed official, and vehicle is essential to carry out charter duties of office.

- (4) Employee requires vehicle of special construction and equipment for exclusive use and assignment.
 - (5) Vehicle rental cost is funded in the budget of the user department/division.
 - (6) Vehicle is a condition of recruitment or labor negotiations.
- c. The Commissioner of Public Works may authorize Fleet Services to permit seasonal assignment of vehicles during period of demonstrated need.
 - d. In certain instances the Commissioner of Public Works may authorize the Fleet Services Section to substitute an unmarked vehicle bearing municipal license, where in his judgement special consideration warrants.
 - e. Out-of-town vehicles may be assigned when an employee is authorized to make a business trip within the state not to exceed 300 miles round trip. Trips to Chicago shall be permitted under this rule subject to prior notice and approval of the Fleet Services Section.
 - f. Authorized business trips in excess of 300 miles round trip, or those requiring special capacity vehicles shall be arranged through private leasing by Fleet Services in cooperation with and at the expense of the using department.
 - g. The Commissioner of Public Works will designate employees eligible to take vehicles home.

- h. All employees of the City having use of City vehicles, either with take home privilege or for job duties only, whether permanently assigned or pool, shall routinely travel various routes and report any problems observed to the proper department in a timely manner.
- (1) Any problem may be reported from any city mobile phone by dialing *DPW
Or dial the following city extensions: 286-xxxx
 - (2) Accident: city vehicle 5561
 - (3) Alley entrance not shoveled 8282
 - (4) Alley light out 8282
 - (5) Barricades: down, damaged, inadequate
 - (a) Bridges 3450
 - (b) Streets or sidewalks 8282
 - (6) Bridges
 - (a) Expansion plates unsafe 3450
 - (b) Gate/railing missing or damaged 3450
 - (c) Graffiti 3450
 - (d) Impact devices tipped or damaged 3450
 - (e) Potholes in bridge deck 3450
 - (f) Road settled at abutment 3450
 - (g) Traffic gate problems 3450
 - (h) Walk not shoveled 3450
 - (7) Catch basins clogged, damaged, etc. 8282
 - (8) Crosswalks not shoveled 8282
 - (9) Dead animals 8282
 - (10) Drainage problems 8282
 - (11) Dumping, unlawful 8282
 - (12) Flooding in roadways 8282
 - (13) Hydrant, leaking 3710
 - (14) Icy road conditions 8282
 - (15) Leaks, valve, water 3710
 - (16) Light poles damaged 8282
 - (17) Litter, branches, debris, branches 8282
 - (18) Overgrowth obstructing alley or walk 8282
 - (19) Parking meter, malfunction, damage 3486

(20)	Pavement, broken, undermined	8282
(21)	Permit, street, violations	3329
(22)	Protruding iron in roadway	8282
(23)	Pushing snow into roadway	8282
(24)	Railroad, grade crossing problems	2451
(25)	Sidewalks dangerous, broken, not level	8282
(26)	Sidewalks unshoveled	8282
(27)	Signs missing, upside-down, wrong way	8282
(28)	Signs obstructed by tree foliage	8282
(29)	Snow islands	8282
(30)	Street light outages	8282
(31)	Telephone, City, Repairs	4850
(32)	Traffic signals, outage or knockdown	8282
(33)	Tree damage or vandalism	8282
(34)	Waste containers full	8282
(35)	Water main breaks	3710
(36)	Weeds noxious: lots, private property	8282
(37)	Weeds unsightly: boulevards, islands	8282

3. Fleet Services Section - Rules for Operators and Drivers - (revised 4/96) state:
- a. All operators of city vehicles or equipment must have the appropriate valid Wisconsin driver's license in his or her possession at all times.
 - b. Equipment must be inspected by the operator daily; before, during, and after operation. Malfunctions shall be reported to the Fleet Services - Repair Unit as soon as possible to avoid serious damage, equipment failure, or accident.
 - c. At the beginning of his or her work shift, every operator will be responsible for performing a thorough pre-trip inspection and completing a Pre-trip Inspection Form, which must be submitted to his or her supervisor each day.
 - d. This form shall cover all inspection areas of a thorough pre-trip inspection including, but not limited to the following:
 - (1) Walk around the vehicle to check for flat tires, fluid leaks, clean windshield, clearance, hazardous conditions, and damage. Report any damage immediately.
 - (2) Check oil, all lights, windshield wipers, horn, steering, and brakes.
 - (3) Adjust mirrors for visibility and adjust seat for access to controls. **Fasten your seat belt** and adjust for a snug fit.
 - (4) Start the engine and check all instruments and gauges. Shut engine off immediately if gauges give any indication of low or no oil pressure.

- (5) **Check brakes** before leaving the parking area. Drivers must know the type of braking system on their vehicles, and understand the proper operation of each type.
- (a) Pump hydraulic brakes to avoid skidding during stops on slippery roads.
 - (b) Firmly apply Anti-lock Braking System (ABS) brakes: they will pump themselves.
 - (c) Air brakes are provided on vehicles where heavy braking capacity is required. You must possess a Commercial Drivers License without an air brake restriction prior to operating a vehicle equipped with air brakes.
 - i) The best braking can be obtained by gradually applying the brakes until the required amount of stopping power is achieved.
 - ii) Do not pump the brake pedal during normal stopping conditions.
 - iii) Do not move a vehicle with less than 90 psi of air pressure, the minimum for safe operation. Normal pressure range is 90 and 120 psi.

- iv) A low air buzzer will sound any time air pressure falls below 60 psi. If the buzzer turns on during driving, pull to the curb as soon as it is safe to do so. Call Fleet Services for a Field Service Technician to assess and repair the problem.
 - v) When descending steep hills **USE LOW GEAR** and **DO NOT** "ride the brakes." Apply brakes to maintain a speed between the speed limit and 5 miles per hour below the speed limit. (The maximum safe speed may be less than the posted speed limit when driving under certain conditions.)
 - vi) Drain condensation from the reservoir tank by opening the drain cock on the bottom of the tank daily.
- e. Operators are responsible for the safe operation of the equipment to which they are assigned. Follow these safe driving guidelines:
- (1) Know and strictly observe all Wisconsin State Motor Vehicle Laws.
 - (2) Drive defensively. Remain alert and be ready to respond to the actions of other drivers around you.
 - (3) Maintain a firm grip on the steering wheel.
 - (4) Slow down in rain, sleet, snow, and fog, or when loaded.

- (5) Do not overdrive the range of your headlights.
- f. Operate your vehicle in a fuel-efficient manner.
 - (1) Plan and schedule trips to minimize travel distances.
 - (2) Avoid prolonged engine warm-up and eliminate engine idling while waiting.
 - (3) Never leave your vehicle running and unattended for a prolonged period of time.
 - (4) Accelerate slowly and drive at a steady speed.
- g. Certain operating situations require that specific procedures be followed to ensure safety.
 - (1) When backing equipment these practices should be followed:
 - (a) Have a spotter stand in a safe location near the rear, and direct you with hand and/or verbal signals whenever possible.
 - (b) If you do not have a spotter and are unsure of the conditions to the rear, GET OUT AND LOOK!
 - (c) **There is no excuse for a backing accident.**
 - (2) Rules regarding the fueling of equipment are as follows:
 - (a) Observe all safety precautions while fueling, such as: "STOP ENGINE" and "NO SMOKING."

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- (b) Never walk away from the fueling hose while it is pumping fuel.
 - (c) Never overfill "top-off" fuel tanks: leave room for fuel expansion.
 - (d) Blue vehicle fuel cards must be kept in the vehicle at all times. Lost cards should be reported to the Fleet Services Dispatch Office (5561) immediately.
 - (e) Other than vehicles, fuel can only be dispensed into properly labeled gas cans.
- (3) Safety chains must be used when towing anything behind a truck.
 - (4) It is preferred that no person shall ride in the bed of a pickup truck or the dump body of a larger truck.
 - (5) Clearances should be checked prior to driving under any bridge or overpass.
 - (6) Weight restrictions should be obeyed where appropriate on bridges and restricted streets.
- h. Vehicles will be kept clean and free of rubbish.
Every operator will remove all unnecessary materials.
 - i. Operators of radio equipped vehicles will follow all Federal Communications Commission (FCC) Rules and observe broadcast etiquette when operating their radios. *(See Appendix i [FCC Code] SUBPART N - OPERATING REQUIREMENTS, Copyright 1995, Pike & Fischer, Inc.*
 - j. When parking equipment, do so with the least obstruction to the flow of traffic.

- k. The use of traffic control cones and/or barricades must safeguard vehicles stopped for more than a few minutes in a lane regularly used by traffic. Always use 4- way flashers when stopped in a traffic lane regardless of the amount of time the vehicle is stationary.
 4. DPW supervisors shall enforce these rules, and take necessary actions when violations occur.
- B. Damage found on City vehicles shall be reported to the Fleet Services Section prior to moving the vehicle or it will be charged as follows.
1. Damage noted upon return of a pool vehicle shall be recorded as preventable equipment damage against the individual who signed out the vehicle unless it was reported at the time the vehicle was signed out.
 2. Damage noted on a permanently assigned vehicle which cannot be specifically attributed to a previous fleet accident or where the responsible individual cannot be found will be charged against the Department to which the vehicle was assigned.

V. DRIVING SKILLS AND REQUIRED DRIVERS' LICENSES

- A. All employees selected or promoted into City jobs which involve driving or operating equipment shall be evaluated and trained by Fleet Services and meet minimum standard guidelines of the training program.

- B. Excerpts from Department of Employee Relations memorandum dated September 19, 1995 regarding Standards for the Evaluation of Applicants' State of Wisconsin, Department of Motor Vehicles driving records state:
 - 1. All applicants must have a valid Commercial Drivers License (CDL) without air brake restriction at time of application.
 - 2. The last 5 years of the driving record are subject to review, with emphasis on the last 3 years.
 - 3. Nature and number of offenses and number of accidents shall be considered.
 - 4. Any conviction for driving while under the influence ("not-a-drop" or 0.01% or greater while driving a Commercial Motor Vehicle) within the last 3 years is reason for automatic rejection.
 - 5. The following conditions on a driver's record may also be considered reason for rejection.
 - a. 6 or more demerit points on the current driving record
 - b. 3 or more moving traffic violations (including defective speedometer) within the last 3 years
 - c. involvement in 3 or more property damage or personal injury accidents in the last 3 years

- d. any combination of moving traffic violations, accidents, and/or other violations in the last 5 years which constitute a pattern of poor driving performance
6. Applicants with several violations or accidents within the last 5 years, but with clean records for the last 2 years will not necessarily be subject to automatic rejection.
 7. Applicants will not be automatically rejected for non-moving violations such as parking tickets, unregistered vehicle, etc.
- C. An annual check of drivers' licenses shall be implemented by each department/division for all employees who are required to drive city equipment.
1. Include employees for which Commercial Drivers' Licenses (CDL) with proper endorsements are required.
 2. Monitor the license status of employees who have previously lost their licenses or had them suspended or revoked.
- D. Remind employees that they must carry their driver's licenses on their persons at all times while operating city equipment including automobiles and pickup trucks.
1. According to Wisconsin State Motor Vehicle Laws 343.18(1) "Every licensee shall have his or her license... in his or her possession at all times when operating a motor vehicle..."
 2. A valid Wisconsin driver's license must be presented when pool vehicles are signed out.
 3. If the employee cannot present a valid license or Commercial Drivers License with required endorsements, the pool vehicle or equipment will not be released.

- E. When an employee who is required to drive as a part of his or her regular job duties loses his or her driver's license, the procedure set forth in Department of Public Works Guidelines Regarding Employees Who have Lost Their Drivers' Licenses (revised 4/96) should be followed:
1. When the employee, whether required to drive everyday or only occasionally, informs his or her division that his or her driver's license has been lost:
 - a. Issue a Written Warning notice which:
 - (1) Reminds the employee that maintaining valid State of Wisconsin regular drivers' license or Commercial Driver's License (CDL) if required, is required for his or her job.
 - (2) Informs the employee that he/she has 30 days to regain his/her driver's license or be subject to demotion. Employees in positions requiring CDLs have up to one year to regain their license.
 - b. Reassign the employee non-driving duties for up to 30 calendar days. Employees in positions requiring CDLs may be reassigned to non-driving assignments for a period of up to one year, if non-driving assignments are available.
 - c. If the employee does not regain his/her driver's license within 30 calendar days, demote or reassign the employee to a non-driving title. Employees in positions requiring CDLs who do not or will not regain their license within one year will be discharged.
 - d. An employee who does not inform his or her division of the loss of their driver's license and continues to drive a city vehicle should be disciplined as soon as the offense becomes known.

2. When an employee hired as a laborer in 1983 or later (1982 in the Sanitation Division), including one subsequently promoted, loses his or her Commercial Driver's License (CDL) Class "B" minimum without air brake restriction, which is required to drive during snow and ice control operations, the division should take the following steps:
 - a. Issue a Written Warning notice that covers the following:
 - (1) Reminds the employee that a valid CDL is required for his or her job.
 - (2) Informs the employee that he or she has up to one year to regain his or her CDL or be subject to discharge.
 - b. Employees in positions requiring CDLs may be reassigned non-driving assignments for a period of up to one year if non-driving assignments are available.
 - c. If the employee does not regain his or her CDL within one year, he or she will be discharged.
 - b. An employee who does not inform his or her division of the loss of their driver's license and continues to drive a city vehicle should be disciplined as soon as the offense becomes known.
3. In all cases the union should be notified and provided with a copy of the Written Warning notice.
4. In any case an employee cannot be granted reinstatement or promotion to a driving position more than twice following resignation, voluntary demotion or disciplinary demotion due to the loss of his or her drivers license. Reinstatement will only be granted once for employees who loose a CDL.

5. Any employee who loses his or her Class D license for a third time shall remain at the reduced level or be discharged depending on his or her seniority status. An Employee who loses his or her CDL for a second time will be discharged.

VI. FLEET VEHICLE ACCIDENTS

- A. Periodically remind employees that they are required to report any vehicle accident involving city equipment to Fleet Services as soon as possible.

- B. If involved in an accident with a City-owned vehicle, follow these steps for Driver Responsibilities at the Accident Site (revised 4/96):
 - 1. Stop the vehicle. Do not move the vehicles unless they pose an extreme safety hazard.

 - 2. Identify yourself and render assistance:
 - a. If someone is injured, call an ambulance.

 - b. Do not move any injured person unless his or her position exposes him or her to additional injury.

 - 3. As soon as practical, call for a Fleet Services dispatcher to make out a Fleet Accident Report at the scene. Have the following information available when you call:
 - a. Your vehicle number

 - b. Accident location

 - c. Brief description of accident

 - d. Condition of anyone injured

 - e. The drivability of the vehicles

 - 4. Do not discuss the accident with the other driver. Do not apologize or admit guilt.

5. Fleet Services will contact police and medical authorities and tow your vehicle if necessary. This includes towing your vehicle off Milwaukee County freeways.
 6. Exchange the following information with the parties involved:
 - a. Names
 - b. Driver's license numbers
 - c. Telephone numbers
 - d. Vehicle plate numbers
 - e. Vehicle owners' names
 - f. Insurance information (The City is self-insured.)
 7. Await the arrival of authorities or a Fleet Services representative. If required, the Fleet Services representative will take you for drug and alcohol testing. If no Fleet Services representative is available and such testing is necessary, instructions will be given. Refusal to submit to required tests has the same consequences as testing positive.
- C. Fleet Services will keep records of all motor vehicle fleet accidents.
1. An index of all fleet accident records will be kept and organized by accident date.
 2. A City of Milwaukee - Fleet Accident Report (Form ME-4) shall be prepared by a supervisor or staff employee from Fleet. A state accident report may be prepared by personnel from the Milwaukee Police Department if they determine that such a report is necessary or required.

- a. The fleet accident report should be filled out completely and include the signatures of both investigator and operator.
 - b. Fleet accident reports will be filed by date of accident.
 - c. Copies of the reports, both preventable and non-preventable, may be filed in employees' personnel folders.
3. Fleet Services shall prepare quarterly summary reports of all motor vehicle fleet accidents.
 4. Where such classification is appropriate, a report may be classified as:
 - a. Investigative: evidence points to involvement of a City vehicle, but location, vehicle number, driver, or other pertinent information cannot be established.
 - b. Equipment damage only: damage to a City vehicle not resulting from a Motor Vehicle Fleet Accident as defined in American National Standards
 - c. Property damage only: damage to private property not resulting from a Motor Vehicle Fleet Accident as defined in American National Standards
 - d. Equipment abuse: equipment damage resulting from gross negligence and/or a deliberate act (e.g. misuse of equipment) whereby a reasonable person would expect said consequences of such act
 - e. Vandalism or theft
 5. Copies of Driving Record Abstracts (State of Wisconsin, DOT -DMV form MV3104) shall be filed in employees' personnel folders.

- D. All Motor Vehicle Fleet Accident Reports will be reviewed and a determination as to whether a fleet accident is to be classified as preventable or non-preventable shall be made as follows.
1. The guidelines used to make the determination are based on information from the American National Standards Institute, Inc. in American National Standards - method of recording and measuring motor vehicle fleet accident experience and passenger accident experience (ANSI 15.1-1976) and "Was the Accident Preventable or Not?" (2nd Revised Edition, 1995), the product of an alliance between the Commercial Carrier Journal and the National Safety Council.
 - a. Simply stated, an accident will be judged preventable if the driver "failed to exercise every reasonable precaution" to avert the incident.
 - b. Thorough investigation of the scene and statements of facts by parties involved and witnesses shall be determining factors.
 - c. Admission of "fault" by either driver, "blame placing" by another, mechanical failure, cost of repairs and damages, or other such factors are not definitive considerations in determining whether an accident is preventable.
 2. The determination shall be made by the Operations and Dispatch Manager or his or her designee, and will be subject to review and consensus by the Safety Specialists - Senior who shall meet weekly for such purpose.
 3. The employee shall be given written notification of the determination.
 - a. The notification shall include the employee's accident history for the previous two years.

- b. A copy shall be sent to the employee, his or her department head and safety specialist, and a copy shall be retained in Fleet Services files.
 4. The Fleet Services Manager or his or her designee will review all Fleet Accident Reports.
- E. A disagreement concerning the determination as to whether or not an accident should be classified as preventable shall be resolved as follows.
1. The department or employee shall file a "Request for Review" in the form of a letter addressed to the Chairperson of the Department of Public Works Fleet Accident Review Committee which currently consists of the Public Works Personnel Administrator, the Director to whom Fleet Services reports, and the DER - Employee Safety Section, Safety Supervisor.
 2. The committee asks that requests for accident reviews be limited to cases that have occurred within the last six months.
 3. The Committee shall conduct a review of the accident and give a final determination in writing to both the driver and the driver's department or division head.

RETRAINING/REEVALUATION AND THE DISCIPLINARY PROCESS

- A. Retraining and disciplinary action shall be used to address frequent vehicle accidents, accident patterns, or cases of driver error which result in personal injury and/or equipment or property damage.

- B. The following disciplinary guidelines including Written Warning, one and three day suspensions, and demotion or discharge shall be followed for common preventable accidents.
 - 1. A Written Warning may be issued for a second preventable accident within 24 months, and/or whenever retraining/ reevaluation is required: Any recommended remedial training or reevaluation shall be referenced on the Written Warning notice.
 - 2. Backing accidents will result in a written warning.
 - 3. A suspension may be issued for a third preventable accident within 24 months.
 - 4. Additional preventable accidents may result in more severe disciplinary action including demotion or discharge.
 - 5. Misconduct, gross negligence, operating under the influence, causing excessive property damage or injury, or incurring extreme repair costs may result in severe disciplinary action.

- C. In all cases fleet accidents will be evaluated on an individual basis, and disciplinary action will take into account the severity of injury and/or extent and amount of damage.

- D. Remedial training and reevaluation shall be incorporated into the progressive disciplinary process as follows:
1. A one-day remedial training/reevaluation session will be required for any employee involved in a second preventable accident within 24 months for which a Written Warning is issued.
 - a. Fleet Services Retraining/Reevaluation will be required and scheduled on city time for employees involved in preventable fleet accidents while driving trucks or operating heavy equipment.
 - b. Remedial training/reevaluation shall be provided employees at this step to assist them in improving driving skills in an attempt to eliminate further accidents and/or driver errors which may result in further disciplinary action in the future.
 2. Remedial training/reevaluation may also be offered in conjunction with or in lieu of subsequent disciplinary action, depending on the nature and severity of the accidents.
 3. A major accident, defined as "one resulting in either significant equipment or property damage, excessive repair costs, or personal injury," may necessitate remedial training/reevaluation and disciplinary action for that accident.

VII. SAFE DRIVER RECOGNITION

- A. A program for the annual recognition of drivers who operate without a preventable accident during the year may be established at any time by department head as long as no additional funds are requested to support the program.
- B. Such a program has been adopted by several divisions within the Department of Public Works. To qualify a driver must meet the following qualifications:
 - 1. The drivers primary responsibility must involve the operation of equipment larger than "passenger vehicle" size.
 - 2. Eligible drivers must have been assigned to or have been available for assignment to appropriate equipment for at least 6 months of the year for which an award is granted.
 - 3. Eligible drivers must not have had a preventable accident involving equipment damage, property damage, or personal injury during the calendar year for which an award is granted.
 - 4. Eligible drivers must not have received a warning notice or suspension for a safety violation while operating equipment.
- C. The program is designed to reward successive years of safe operation.
 - 1. Whenever possible the awards to be given will be inscribed with the City of Milwaukee emblem and the words "Safe Driver".
 - 2. In addition to the actual award, each recipient will receive a favorable occurrence letter issued by the Department of Public Works.

- D. A management coordinator selected from each division who will coordinate his or her division's participation will administer the programs.
 - 1. The "Safe Driver Award Selection Committee" which is comprised of the management coordinators will hold a meeting by March 1st of each year to determine:
 - a. The award for the next successive step in the program.
 - b. The total number of awards in each category to be given by the Division.
 - c. The names and addresses of award winners for issuance of the favorable occurrence letter.
 - 2. The D.P.W. Administration Office will be responsible for letting a bid and securing a vendor for purchase of the awards.
 - 3. The awards will be distributed at the Division level in a manner deemed suitable.