

## XII. SAFETY REGULATIONS

### A. Vehicle Safety Belts

The "Driver" and ALL OCCUPANTS are required to wear safety belts when operating or riding in a "Motor Vehicle". The "Driver" is responsible to ensure all passengers are wearing their safety belts.

### B. Impaired Driving

A "Driver" may not operate a "Motor Vehicle" at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

### C. Traffic Laws

All "Drivers" are required to abide by all federal, state, and local motor vehicle regulations, laws and ordinances.

### D. Vehicle Condition

Each "Driver" is responsible for ensuring that the "Motor Vehicle" is maintained in safe driving condition. At least daily, a walk-around safety inspection by the "Driver" is required.

"Drivers" of daily rental cars should check for obvious safety defects before leaving the rental lot and request another vehicle if the first vehicle is not safe to drive. "Drivers" are encouraged to utilize daily rental cars which have air bags and/or ABS brakes when available in authorized rental class.

### E. Headlights On Requirement

"Drivers" are required to drive with vehicle headlights on at all times.

### F. Additional Safety Rules

"Drivers" may not:

1. pick-up hitchhikers;
2. accept payment for carrying passengers or materials (this does not apply to company endorsed car pools);
3. use any radar detector, laser detector, or similar devices;
4. push or pull another vehicle, or tow a trailer without authorization;
5. transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary;
6. use ignition or burning flares. The preferred method is the use of reflective triangles; or
7. Assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.

8. Drive while talking/texting on a Cell Phone

## GLOSSARY OF TERMS

ACCIDENT: Any incident involving a "Motor Vehicle" that results in bodily injury or property damage.

DRIVER: An employee assigned a "Company Vehicle" or who operates a "Motor Vehicle".

AT FAULT ACCIDENT: An "Accident" where the "Driver" received a moving violation ticket issued by a police officer.

COMPANY VEHICLE: A motor vehicle owned by or leased to the company, including a temporary replacement vehicle.

HIGH RISK DRIVER: Any driver on probation or whose driving history meets the criteria outlined in Section VII - "Identification of High Risk Drivers."

MOTOR VEHICLE: A "Company Vehicle"; or any other motor vehicle while being operated on company business.

MOTOR VEHICLE RECORD (MVR): A document supplied by the appropriate State Department of Motor Vehicles providing information on motor vehicle violations and license status of a specific driver.

NON-COMPANY VEHICLE: Any motor vehicle used on company business not provided by the company, including privately owned, leased, or rented vehicles. This definition does not include motorcycles.

PREVENTABLE ACCIDENT: Any "Accident" where the "Driver" could have avoided the accident.

SERIOUS ACCIDENT: Any "Accident" where there is a fatality, or an injury requiring the transportation of the injured party from the accident site to a medical treatment facility.

---

## ACCIDENT

DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM

LOCATION (STREET, CITY, COUNTY,  
STATE) \_\_\_\_\_

### Weather

☐ CLEAR

☐ RAIN

☐ FOG

☐ SNOW

☐ SLEET

☐ OTHER: \_\_\_\_\_

### Lighting

☐ DAYLIGHT

☐ DUSK

☐ DAWN

### Road Surface

☐ DRY

☐ SNOW

☐ WET

☐ ICE

## YOUR VEHICLE

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DRIVER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME # \_\_\_\_\_

WORK # \_\_\_\_\_

DRIVER'S LICENSE# \_\_\_\_\_

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_

MODEL \_\_\_\_\_

VIN# \_\_\_\_\_

TYPE OF DAMAGE \_\_\_\_\_

DRIVABLE - YES OR NO \_\_\_\_\_

IF NO, WHERE CAN VEHICLE BE SEEN? \_\_\_\_\_

## OTHER VEHICLE INVOLVED OR PROPERTY DAMAGE

#1 OWNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME # \_\_\_\_\_

WORK # \_\_\_\_\_

DRIVER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME # \_\_\_\_\_

WORK # \_\_\_\_\_

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_

INSURANCE CO. \_\_\_\_\_

POLICY # \_\_\_\_\_

TYPE OF DAMAGE \_\_\_\_\_

#2. OWNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME # \_\_\_\_\_

WORK # \_\_\_\_\_

DRIVER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME # \_\_\_\_\_

WORK # \_\_\_\_\_

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_

INSURANCE CO. \_\_\_\_\_

POLICY # \_\_\_\_\_

TYPE OF DAMAGE \_\_\_\_\_

## DESCRIPTION OF ACCIDENT

POLICE DEPT. \_\_\_\_\_

OFFICER'S NAME \_\_\_\_\_

POLICE REPORT# \_\_\_\_\_

PHONE# \_\_\_\_\_

ANY CITATIONS ISSUED? \_\_\_\_\_

TO WHOM? \_\_\_\_\_

## WITNESSES

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_

## INJURIES

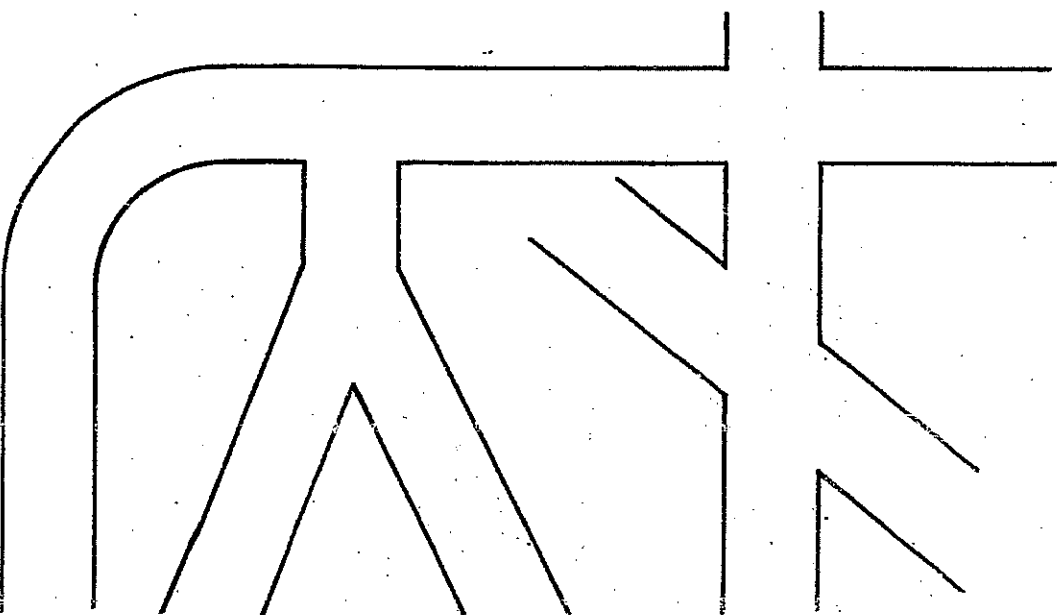
1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_  
Type of Injury \_\_\_\_\_  
Insured Veh. or Other Veh.  
If Other (specify) \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_  
Type of Injury \_\_\_\_\_  
Insured Veh. or Other Veh.  
If Other (specify) \_\_\_\_\_




3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone# \_\_\_\_\_  
Type of Injury \_\_\_\_\_  
Insured Veh. or Other Veh.  
If Other (specify) \_\_\_\_\_

## DIAGRAM

1. Show all vehicles and direction of travel.
2. Use solid line to show path of vehicle before accident; dotted line to show path after accident.
3. Indicate traffic signals or signs.



### SYMBOLS

1. Your Vehicle 
2. Other Vehicle 
3. Other Vehicle 

### WHAT TO DO IN CASE OF AN ACCIDENT?

1. When conditions and/or regulations permit move onto shoulder or side of roadway to prevent further damage or hazards. Place warning signals promptly.
2. Ask someone to summon Police, and Medical assistance if anyone is injured.
3. Keep calm. Be courteous. Don't argue. Make no statement concerning the accident to anyone except a Police Officer. Get his name and badge number. **MAKE NO SETTLEMENT.**
4. Complete this report on the scene. Fill in all information.
5. Obtain the names and addresses of witnesses.

6. Obtain the names and addresses of all persons injured regardless of how minor the injury.
7. If an employee—report as soon as possible to your supervisor and/or EHD.
8. Before leaving the accident scene check to see that you have all the facts.

### 9. FOR PROMPT CLAIMS HELP CALL:

EHD

P.O. Box 11600

1857 William Penn Way  
Lancaster, PA 17605-1160

Phone: 1-717-394-5681

Toll Free: 1-800-544-7292

Fax: 1-717-390-4339

### AFTER HOURS:

Susan L. Hummelbaugh  
Cell: 1-717-648-0024

## SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

## Motor Vehicle

(Please Print - use back of form as needed for additional information)

Driver's Name:		Accident Date:	
Safety Belts Used? Driver: Yes No		Passengers: Yes No	
Did You:			
Yes No View accident scene?		Yes No Review the driver's completed accident report?	
Yes No Observe damaged vehicles?		Yes No Review the "Guide to Accident Preventability"?	
Yes No Interview witnesses?			
Yes No Obtain the police report?			
Preventable* Accident? (*see back of form)		Non Preventable* Accident?	
Backing Speed too fast for conditions Turning Failure to signal intentions Parking Disregard of traffic signal Passing Assuming right of way Following distance Driving in wrong lane Diverted attention Starting and stopping Misjudging clearance Failure to maintain vehicle Driving under influence of drugs and/or alcohol		Hit by other car Hit while legally parked Hit in rear Struck by debris Vandalism Windshield Stolen while locked Fire While being towed by tow truck	
Incident Description	Describe clearly and in detail how the accident occurred (What, Where, When, Who, and How)		
Analysis	What act, failure to act and/or conditions contributed most directly to this accident?  What are the root or fundamental causes of the accident?		
Controls	What action have you taken or recommended to prevent a reoccurrence by this driver or other district drivers?		
Investigated By:		Date:	
Routing: Safety Committee Personnel File		Attachments: Police Report Driver's Accident Report	

(Back of form)

Definition of An Accident

Any incident involving a "Motor Vehicle" as defined in the Fleet Safety Program that results in bodily injury or property damage.

Definition of a Preventable Accident

Any "Accident" where the employee could have avoided the accident.

---

## Guide For Determining Motor Vehicle Accident Preventability

### Introduction

This guide will assist you, when investigating an accident, in determining whether the accident was preventable or not on the part of our driver.

As the accident investigator, you are expected to obtain as many facts as possible and to consider all conceivable conditions in arriving at your decision. You may want to contact the National Safety Council to assist you in arriving at your decision, if you are uncertain as to whether the accident was preventable or not.

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability. If there was anything our driver could have done to avoid the collision, then the accident was preventable.

An accident is non preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign, or traffic condition.

### General Questions To Consider

When judging accident preventability, here are some general questions to consider. Further on in this guide are some specific situations for consideration.

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits which need to be changed?
2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical handicap which could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?
4. Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.
5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
6. Could the driver have done anything to avoid the accident?
7. Was the driver's speed safe for conditions?
8. Did the driver obey all traffic signals?
9. Was the driver's vehicle under control?

## Specific Types Of Accidents

### Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle.

Regardless of stop signs, stop lights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes.
4. Did the driver look both ways before proceeding through the intersection?

"U" turns disrupt the normal smooth flow of traffic. Accidents which occur while this maneuver is being attempted by our driver is considered preventable.

### Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or vice versus. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this mean a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane.

A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or a pedestrian, such an accident may be preventable.

However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses in to the driver's lane.

Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled access highways.

Sideswipes to doors of a vehicle that are opened when the vehicle is in motion are considered preventable.

Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.



Questions to consider:

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

### Head-On Collision

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

### Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall.

Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions or choosing to drive whether or not driving is the most common reasons why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, in gutter, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc.
6. Did the driver keep out of other vehicle tracks or cross them at wide angles?

If a driver goes off the road or strikes another vehicle because of skidding the accident is preventable.

### Pedestrian Collision

All types of pedestrian accidents, including collision with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested sections expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

### Animal Collisions

Collisions with animals are normally preventable, unless the movement on the part of an animal was unusual and unexpected. Usually, these type of accident occurs after dark in sparsely populated areas, which are well known to have deer and other animals present. Hence, often the inability to avoid collision is the result of overdriving the headlights, i.e. driving too fast for conditions.

### Backing A Vehicle

Backing a vehicle into another vehicle, an overhead obstruction, or a stationary object are normally preventable. The fact that someone was directing the driver in backing does not relieve the driver of the responsibility to back safely.

Questions to consider:

1. Was it necessary to back?:
  - a. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of backing?
  - b. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed?

2. If the driver could not see where he or she was backing:
  - a. Did the driver try to get someone to guide him or her?
  - b. Did the driver look all around the vehicle before backing?
  - c. Did the driver back immediately after looking?
  - d. Did the driver use the horn while backing?
  - e. Were the back-up lights working?
  - f. Did the driver look to the rear without relying totally on the rear-view mirror?
  - h. If the distance was long, did the driver stop, get out, and look around occasionally?
3. Did the driver back slowly?
4. Did the driver judge clearances accurately?

### Parked Or Stopped Vehicle

Doors on our driver's parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore, be prepared to stop, should move closer to the center line or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type of accident is preventable and blaming such a collision on effective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection, and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non preventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
  2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
  3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
  4. When required, did the driver warn traffic by emergency warning devices?
  5. Did the driver park parallel to the curb?
  6. Was it necessary to park so close to an alley or directly across from a driveway?
-

### Maneuvers

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

### Shifting Cargo And Cargo Damage

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent damage to the cargo. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.

---