



UNION PARISH

FLEET

SAFETY

PROGRAM

Program adopted and effective this 15th day of July, 2025

s/ Glenn Hutto

Glenn Hutto

President

Union Parish Police Jury

s/ Paula H. Strickland

Paula Strickland

Secretary-Treasurer

Union Parish Police Jury

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PARISH FLEET SAFETY PROGRAM

1) MANAGEMENT STATEMENT OF POLICY

We have developed this Fleet Safety Program to prevent accidents. The following Policy Statement is an important part of this program. Specifically, we want to:

- Eliminate human suffering resulting from accidents.
- Reduce uninsured costs of accidents.
- Lower insurance costs.

Our goal is to reduce to a minimum the injuries employees and members of the public suffer from vehicle accidents.

We must also recognize that accidents have a negative effect on uninsured costs of accidents, combined with insurance costs, and are a serious concern and we intend to reduce them by keeping the number of accidents to a minimum.

Eliminating accidents is an important responsibility of management. We will assume this responsibility. We consider accident prevention to be of equal importance with our other Parish procedures that relate to quality, volume, and cost of operation. We fully intend to provide, in administering this program, the leadership and direction to which supervisors and employees will respond.

However, for this loss control program to be effective, each employee must take an active interest in accident prevention. We earnestly request that everyone devote his or her serious attention to making this loss control program an integral part of day-to-day business operations.

s/ Glenn Hutto

Glenn Hutto, President
Union Parish Police Jury

2) PROGRAM RESPONSIBILITIES:

Everyone shares in the responsibility to make this Fleet Safety Program a success. To avoid confusion or misunderstanding, specific program responsibilities are outlined as follows:

Parish Management will:

1. Implement the Fleet Safety Program and ensure accountability for program requirements;
2. Ensure the *Driver History Forms* (Application) is completed by each Driver.
3. Obtain and review Motor Vehicle Reports (MVR) and accident information to ensure that High Risk Drivers are identified.
4. Ensure the *Fleet Safety Program Acknowledgment Form* is signed by each driver.
5. Be responsible for taking appropriate action to manage High Risk Drivers as defined by this program;
6. Ensure that all Drivers participate in Parish safe driving training programs;
7. Conduct regular safety training/meetings with all drivers.
8. Investigate all Accidents and ensure that Accident Reports are completed.

Driver/employees will be required to:

1. Read, understand and follow the requirements contained in this program;
2. Participate in Parish-sponsored activities designed to improve driver safety;
3. Maintain a valid driver's license and adhere to license restrictions;
4. Complete the *Driver History Form*, application.
5. Sign the *Fleet Safety Program Acknowledgment Form*.

3) Employee Consent Form For MVR's

To: Union Parish Police Jury
Secretary/Treasurer

I am aware that consumer and motor vehicle reports may be obtained as part of the Union Parish Police Jury's evaluation of my job application and/or employment. The reports will be procured by the Union Parish Police Jury's Secretary/Treasurer or its insurance company representative(s), and may include personal information obtained from state motor vehicle departments, my driving record, an assessment of my insurability for the insurance program, or other consumer reports.

By signing this letter, I hereby provide my authorization for the Union Parish Police Jury's Secretary/Treasurer or their insurance company representative(s) to procure such information and reports, as well as additional reports about me from time-to-time as deemed appropriate, to evaluate my insurability or for other permissible purposes.

Signature Applicant/Employee

Name as it appears on Driver License

Driver License Number/State of Issuance

Date of Birth

Today's Date

4) MVR POLICY – CRITERIA

THE FOLLOWING IS OUR PARISH MVR POLICY AND WILL BE USED AS A TOOL FOR THE SELECTION – MAINTAINING OF OUR EMPLOYEE DRIVERS, OPERATING PARISH VEHICLES.

Written permission will be obtained by signing the employee consent form for MVR's.

MVR's (motor vehicle records) will be ordered for new applicants (positions) involving driving task and for employee drivers. MVR's will also be ordered annually on all employees that operate a Parish vehicle.

The ordering of MVR's will be handled by the Secretary/Treasurer. This includes new applicants and annually for all employee/drivers. The employee/driver list of names will be supplied by our office to the agency that obtains the MVR's.

Drivers with accidents and violations are more likely to be involved in accidents than drivers with clear driving records. Therefore, we will check past driving records to determine if prospective employees have valid driver's licenses and review their driving record during the application process.

MOTOR VEHICLE RECORD(S) CRITERIA FOR ACCEPTABLE DRIVERS

Motor vehicle records can provide valuable data when hiring new employees and when reviewing performance of current driver employees. First, they will verify that applicants have a current and valid operators' license, and most importantly they provide us with documented evidence of a driver's habits, attitudes, and capabilities. Therefore, we shall obtain and review motor vehicle records:

- Prior to hiring an employee that will operate a Parish vehicle.
- Annually on all drivers that operate Parish vehicles.

Guidelines and recommendations are included in this policy for MVR review during the application process, and annually when MVR's are obtained.

MVR REVIEW PROGRAM GUIDELINES

Evaluating Motor Vehicle Report - Minimal Selection Standards For New Hires **(Based on the most recent three years MVR)**

An applicant must have a valid license to operate the type and class of vehicle they will be permitted to drive, e.g. CDL with proper endorsement.

- Must have no restrictions that would prevent them from legally or safely operating the assigned vehicle.
- Where applicable, present a current DOT Physical Examination Card and a Certification of Road Test.
- Must have no convictions of major or capital offenses. (e.g. DWI, vehicular homicide, reckless driving, hit and run, or other flagrant infractions)
- No more than two at-fault or chargeable accidents.
- No more than three ordinary traffic violations.
- No more than two violations in the past twelve month period.

Minimal Standards for Continuation of Employee Driving Privileges:

Annually when MVR's are run: the past three years of the employees driving record shall be used to determine the employee's driving habits and attitudes about safe driving.

- The employee must continue to maintain a valid license to operate the type and class of vehicle they drive, e.g. CDL with proper endorsements.
- Any employee who had been convicted of DWI in the last three years, and whose license has been reinstated (case cleared), may continue to operate a vehicle or heavy piece of equipment on a probationary basis with their currently assigned license classification, provided they have successfully completed a driver improvement program, a chemical dependency assessment, and, if indicated, a chemical dependency rehabilitation program.
- An employee who has had his/her driver's license revoked due to a DWI shall have his/her vehicle driving privileges revoked for three years.

• ***Within the last three years, any of the following will result in the loss of vehicle driving privileges, and suspension or reassignment to a non-driving position.***

1. Conviction for death by vehicle, hit and run, racing, careless and reckless driving or other major offenses in the past three years.
2. Conviction of more than three ordinary traffic violations or two chargeable accidents in the last three years, or more than two violations in the past twelve month period.
3. Suspension or revocation of the state driver's license within the past 3 years.
4. When an employee's overall driving record reveals a pattern of convictions for traffic offenses and raises questions about the employee's capacity to safely operate a vehicle or heavy piece of equipment.
5. In addition to the before mentioned, the employee must meet the insurance company guidelines when MVR's are run or upon renewal of insurance coverage.

NOTE: The employee may re-apply for organization vehicle driving privileges when the three year MVR history no longer shows the conditions listed above.

5) VEHICLE MAINTENANCE AND INSPECTION PROCEDURES:

A regular, systematic preventative maintenance program reduces the likelihood of unsafe vehicle conditions that may contribute to an accident. Drivers are responsible for ensuring the vehicles they drive are properly maintained. Do not depend upon company managers or maintenance personnel to detect problems with the vehicles you drive on a day-to-day basis.

Driver's Vehicle Inspection Report

Check any defective Item and Give Details Under "Remarks."

DATE COMPLETED: _____

NAME: _____ VEHICLE NUMBER _____

- | | | |
|--|--|---|
| ☐ Air Compressor | ☐ Fuel Tanks | ☐ Safety Equipment (Fire Extinguisher, Flares, Fuses, Flags) |
| ☐ Air Lines | ☐ Heaters | ☐ Springs |
| ☐ Battery | ☐ Horn | ☐ Starter |
| ☐ Brake Accessories | ☐ Lights (Head, Stop, Tail, Dash and Turn Indicators) | ☐ Steering |
| ☐ Brakes | ☐ Mirrors | ☐ Tires |
| ☐ Carburetor | ☐ Muffler | ☐ Transmission |
| ☐ Clutch | ☐ Oil Pressure | ☐ Wheels |
| ☐ Defroster | ☐ On-Board Recorder | ☐ Windows |
| ☐ Drive Line | ☐ Radiator | ☐ Windshield Wipers |
| ☐ Engine | ☐ Rear End | ☐ Other |
| ☐ Fifth Wheel | ☐ Reflectors | |
| ☐ Front Axle | | |

Trailer (s) No. (s) _____

- | | | |
|--|---------------------------------------|------------------------------------|
| ☐ Brake Connections | ☐ Hitch | ☐ Tarpaulin |
| ☐ Brakes | ☐ Landing Gear | ☐ Tires |
| ☐ Coupling Chains | ☐ Lights - All | ☐ Wheels |
| ☐ Coupling (King) Pin | ☐ Roof | ☐ Other |
| ☐ Door | ☐ Springs | |

Remarks:

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE: _____

ABOVE DEFECTS CORRECTED

- ☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

Mechanic's Signature: _____ Date: _____

In Addition:

Employees who drive pick-up trucks and passenger vehicles should also perform preventive inspection/maintenance tasks. Report all unsafe mechanical conditions immediately. If your vehicle is unsafe to drive, you should refuse to drive it until repairs have been completed.

Vehicle condition reports should be used for reporting the results of the driver's inspection. A report form will help the driver make a systematic and complete inspection. The written report may help reduce maintenance time needed for trouble-shooting the problem.

Key check areas might include:

General Condition	
Body, doors, windows	Headlights, tail lights
Leaks	Signal, brake lights
Exhaust	Tires, wheels, spare
Suspension	Emergency equipment
Engine	
Fluid levels	Battery
Belts	
Behind the Wheel	
Clutch	Service brake
Heater/defroster	Parking, emergency brake
Steering wheel	Seat Belts
Windshield wiper, washer	Gauges
Horn	

A vehicle condition report should identify the unit, provide a date, mileage and name of the driver. The form can have a remarks section for indicating specific repairs needed and a section to document when the repairs were completed.

Specific priority items include the following:

- A. Brakes, suspension and steering mechanisms should be inspected.
- B. Engine oil level should be checked weekly and oil should be changed routinely. Other fluid levels (transmission, radiator, etc..) should be checked weekly.
- C. Belts and hoses should be checked.
- D. Tire pressure should be checked weekly and tires should be rotated.

- E. Routinely check turn signals, taillights, headlights, mirrors, windshield and other safety related items. Although these items may be considered minor, any needed repairs should be completed as soon as possible. Don't ignore a badly cracked windshield, broken headlight, etc.
- F. Never drive on bald or worn tires.
- G. Be sure you have emergency flares and/or reflectors, and a fire extinguisher in the vehicle.
- H. When you are changing a tire or performing other maintenance tasks, make sure you chock or block the wheels of the vehicle.
- I. The interior of your vehicle must be kept clean and free of all bottles, cans, and other litter.
- J. Keep your windows and mirrors clean. Have broken or cracked glass replaced immediately.

6) USE OF PARISH VEHICLES:

- A. Parish vehicles will not be used for personal business.
- B. Only authorized drivers are allowed to drive Parish vehicles. NO EXCEPTIONS.
- C. Drivers are NOT to leave designated routes for any reason unless Parish management has been notified in advance.
- D. No passengers other than employees are allowed in Parish vehicles unless authorized by management.
- E. Never push or pull another vehicle with a Parish vehicle.
- F. Seat belts must be worn at all times. No exceptions, it's the law.

7) EMPLOYEE USE OF PERSONAL OR RENTAL VEHICLES:

All trips made in your personal vehicle during your shift must be approved by a supervisor. During the use of a personal vehicle for the completion of Parish tasks, you must comply with the following:

- A. You must possess a valid driver's license
- B. You must also only drive a vehicle that has been registered with the appropriate governmental motor vehicle oversight board

- C. You must maintain appropriate insurance that is up to date at all times
- D. You must observe all federal, state, and local traffic, safety, and vehicular laws
- E. You must not drive your vehicle under the influence of any substances, including the influence of prescription medications which may cause drowsiness, or the influence of alcohol at or under the legal blood alcohol content limit
- F. You must not use any electronic communication devices while operating your vehicle
- G. You must notify the Parish immediately if you believe you may be out of compliance with any of the above requirements.

8) EMERGENCY PROCEDURES:

- A. In the event of a mechanical failure, all effort should be made to clear the road. Move the Parish vehicle off the roadway as far as possible.
- B. If the vehicle cannot be moved off the road, place flares or reflectors behind the vehicle to a distance of 200 feet from the vehicle. Emergency flashers should be activated immediately.
- C. After placing emergency markers, driver should call the office or designated manager to report the problem and request immediate assistance. Under no circumstances should driver delay in reporting the accident/emergency.
- D. Upon receiving the call for assistance, Parish management or supervisor should immediately dispatch a vehicle to the scene or call a wrecker service to move the vehicle. It is important to get the disabled vehicle out of the road as soon as possible.
- E. If vehicle must be towed to a service center, make sure to remove all valuable cargo and equipment from the disabled vehicle.
- F. In the event of a serious accident (injuries, heavy physical damage, etc.) management shall contact the insurance agency / insuring company to ensure proper accident scene activities are conducted as soon as possible.

9) DRIVER RULES FOR THE ROAD:

All Parish drivers are expected to always drive in a safe professional manner. Drivers should follow the following basic or fundamental safe driving procedures:

1. SPEED AND FOLLOWING DISTANCE:

- A. Most rear-end accidents occur when the trailing vehicle is following too close and/or going too fast. Make sure to maintain a four to five second spacing (plus additional

spacing for vehicle length and speed) or adverse weather between your vehicle and the vehicle in front of yours.

- B. Always drive at or below the posted speed limit. No faster. There may be times where speed should be adjusted due to the prevailing traffic flow. Safety should always be the primary consideration.

Always comply with “advisory” speed limit warnings posted along construction sites, at congested intersections, etc. Although these speed limits are not enforced by authorities, drivers are expected to fully comply with advisory speed limits.

- C. When driving in inclement weather or when towing a heavy load, additional spacing should be allowed between your vehicle and the vehicle in front of yours. Speed should also be reduced.

2. PROPER LANE CHANGING TECHNIQUES:

- A. Numerous accidents occur when drivers fail to use proper lane changing techniques. When making a lane change, always check for vehicles approaching the intended lane or in the intended lane.
- B. Always signal before making a lane change. ALWAYS signal.
- C. Do not depend on mirrors to detect vehicles traveling in your blind spot. Take a quick glance over your shoulder to check all blind spots before making a lane change. Not doing so is the primary cause of lane change accidents.
- D. Make sure all rear view and side view mirrors are properly adjusted before beginning your trip.

3. PROPER PASSING TECHNIQUES:

- A. Always allow sufficient space in which to pass. Serious head-on collisions have occurred when the driver “thought” he/she had enough space to pass. When in doubt, DO NOT pass.
- B. Always use your turn signals to let drivers behind and in front know you are about to attempt a pass. Also use your signal before pulling back into the right hand lane.
- C. Pass only where it is legal to pass. Do NOT pass on hills, curves, at intersections, on bridges, in no passing zones, or where double yellow lines are present.
- D. After passing a vehicle, do not depend on rear view or side view mirrors to judge ample space to return to the right lane. Glance over your shoulder to confirm the

position of other vehicles and to confirm there is adequate space to pull back into the right lane.

- E. Do not pass unless it is absolutely necessary. If the vehicle in front of you is going the legal speed limit, what reason is there to pass?

4. PRECAUTIONS AT INTERSECTIONS:

- A. Always reduce speed when approaching an intersection even if you have the green light or crossing traffic has a stop sign. Many accidents have occurred when the “other person” proceeded through a red light or ran a stop sign. Drive for yourself and the other person.
- B. When your light turns green, do not immediately proceed into the intersection. Look both ways before entering the intersection even if you have the right-of-way. Confirm that all crossing traffic has come to a complete stop.
- C. When two vehicles approach a four way stop sign at the same time, the automobile to your right has the right-of-way. If there is confusion, always use hand signals and to be safe yield to the other driver. Do not be impatient.
- D. If you observe a vehicle following closely behind you as you approach an intersection, tap your brake three or four times to make the other person is aware you are about to stop. This could prevent a rear-end collision.
- E. If you are at an intersection waiting to make a left or right hand turn and the vehicle approaching you from the left has its turn signal on to turn right at the intersection, do not assume the other person will actually turn. Many times they don’t.

5. DRIVING ON INTERSTATE HIGHWAYS AND FREEWAYS:

- A. Always drive at or below the posted speed limit.
- B. When merging onto a multi-lane interstate, signal prior to merging and use the entrance ramp to pick up speed allowing you to enter traffic at the same speed as the traffic flow. Do NOT stop at the end of the entrance ramp and wait for traffic to clear.
- C. Do not assume vehicles traveling in the right lane will move over, allowing you to merge into traffic. Many times they will not move over. This causes accidents on a regular basis.
- D. If there is a vehicle in front of you on an entrance ramp, continuously move your eyes from the side view mirror to the vehicle in front. Do NOT disregard the vehicle directly in front of you. Many times vehicles being driven by elderly individuals will

slow down and sometimes come to a complete stop on the entrance ramp. Rear-end collisions associated with this situation are common.

- E. When exiting an interstate, use your turn signal and exit at the same speed as the traffic flow. Many drivers will slow down as they approach the exit ramp. This is a serious hazard.
- F. If you happen to drive past your intended exit, do not backup along the shoulder of the interstate. Instead, continue on to the next exit.

6. PROPER BACKING PROCEDURES:

- A. Avoid backing whenever possible. Before backing your vehicle, walk around the vehicle to check for any objects in your path. Never assume your path is clear. Do not depend entirely on rear view and side view mirrors to detect objects in the path of your vehicle.

7. PROPER TURNING TECHNIQUES:

- A. Make every effort to be in the turning lane 200 to 300 feet prior to the intersection. Many accidents occur when drivers make a last second decision to make a turn.
- B. Drivers should signal well in advance of the turn. Most state laws require a driver to signal at least 100 feet before making a turn.
- C. Be extremely careful not to signal for your turn if, before reaching your intended turn, there is another street or driveway where you can turn. There have been numerous accidents when drivers thought the vehicle was going to turn before reaching them, but instead proceeded into or through the intersection.

8. DRIVING IN POOR WEATHER CONDITIONS:

- A. During heavy rain storms, driver should increase following distance an additional (3) seconds. When pulling heavy loads or driving a heavy class vehicle, increase your following distance up to (8) seconds.
- B. During or after heavy rain storms, reduce speed well in advance of intersections, interstate ramps and other areas where vehicles merge.
- C. During inclement weather (rain, fog, etc.) reduce overall speed to compensate for poor road conditions and visual impairment. Numerous accidents have occurred due to hydroplaning. The police reports state, "driving too fast for existing road conditions". You, the driver, are liable for the accident. Standing water WILL cause a vehicle to hydroplane.

9. PROTECTING AGAINST VEHICLE THEFT:

- A. Always lock your vehicle and take the keys with you. Make sure all windows are closed securely.
- B. Do not leave valuables visible in your vehicle. Put them where they cannot be observed, but do so before you park so you will not be observed storing the valuables.
- C. Park in well lighted and fenced areas when possible. Avoid parking on the street. (Trucks) Park in secured truckstops when possible.
- D. If your vehicle is equipped with an anti-theft device, use it. Visible devices may discourage thieves.
- F. Do not leave your drivers license or vehicle registration card in your vehicle. If the vehicle is stolen, a thief may use these documents to impersonate you.
- G. Do not leave anything in the vehicle with your address on it. It may invite home burglary.

10) DRIVER CONDUCT AT AN ACCIDENT SCENE & PROPER ACCIDENT INVESTIGATION:

- A. In the event of an accident: 1) move your vehicle off the road if it is creating an imminent hazard. Clear the roadway of all debris to prevent additional accidents. 2) tend to any injured individuals. 3) place triangles, and/or flares as required by law. 4) call for emergency vehicles and local law enforcement .
- B. It is very important to watch your attitude at the scene of an accident. Even if you think you were not at fault, do not be arrogant, show anger or resentment, place blame, or use threatening language. Be a little on the positive side of completely neutral. Choose your words carefully. **Do NOT admit fault or admit distraction.**
- C. Write down everything at the accident scene. Do not trust your memory. Your emotions will erase big parts of the scene and scramble other parts.
- D. Draw a diagram of the accident scene. Record road names, placement of vehicles, access points, mile markers, number of lanes, paths of vehicles involved in the accident, tire marks, signs, physical obstructions, and other data you judge important. Always confirm the accurate number of passengers in the vehicles involved in the accident.
- E. If you have a camera, take photographs of the vehicles, persons involved in the accident that are walking around after the accident, physical damage to vehicles, skid marks, obstructions, vehicles passing through the accident scene, witnesses, any

passengers and their position in the vehicles, pavement conditions (wet, icy, etc.), and other items you think may be important. Look for damage that may have resulted from a previous accident.

- F. Look around and be observant at the scene. Watch for things being tossed away from any vehicles. Watch for things tucked out of site by other persons. Do you see anyone placing items in their trunk? Do you smell gasoline? Do you smell alcohol? Listen to what the other parties are saying to each other and to the police. Is anyone acting in a way that seems strange or out of place?
- G. Get important driver information including name, address, home and work phone numbers, and other similar information that would help the insurance carrier make immediate contact. When law enforcement officials arrive, get the name of the other person's insurance carrier, policy number, and coverage period. Do NOT depend on law enforcement officers to get witness statements. Take the initiative to talk to those individuals who may have seen the accident. Do not "demand" information, but politely press for needed information. Get witness phone numbers, addresses, etc.
- H. Obtain information on the police officer/patrolman such as name, badge number, rank, and precinct/district. Obtain telephone number and address to get a copy of the accident report.

11) ACCIDENT INVESTIGATION REPORT

(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 Observe damaged vehicles? Yes No Interview witnesses? Yes No Obtain the police report? Yes No Review the driver's completed accident report? Yes No Obtain insurance information from other parties? Yes No Review the Guide to Accident Preventability?			
Preventable Accident?		Non Preventable Accident?	
Backing	Speed too fast for Conditions	Hit by other car	
Turning	Failure to signal intentions	Hit while legally parked	
Parking	Disregard of traffic signal	Hit in rear	
Passing	Assuming right of way	Struck by debris	
Following distance	Driving in wrong lane	Vandalism	
Diverted attention	Starting and stopping	Windshield	
Misjudging clearance	Failure to maintain Vehicle	Stolen while locked	
DUI or DWI		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 of this type accident? 		
Investigated By:		Date:	

Attachments: Police Report, Driver's Accident Report

12) SAFETY REGULATIONS:

Vehicle Safety Belt

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.

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.

Traffic Laws

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

Vehicle Maintenance

Each driver is responsible for ensuring that the Motor Vehicle he/she is driving is maintained in safe driving condition.

Addition Safety Rules

Drivers may not pick-up hitchhikers.

Use any radar detector, laser detector, or similar device;

Push or pull another vehicle, or tow a trailer without authorization;

Transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary;

Used approved reflective triangles

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.

13) CELL PHONES & DISTRACTED DRIVING

Cell phones, in-vehicle electronics and radio-CD systems represent the leading cause of inattention in crashes that kill drivers each day. Other causes include eating, smoking, children, pets, reading and personal hygiene. However, based on statistics from several states, cell phone incidents are becoming the number one cause of inattention.

Therefore, it is our policy that employees operating Parish vehicles should adhere to the following guidelines.

Our goal is to keep our drivers as productive as possible while operating in a safe and legal manner at all times. The Parish also realizes there will be times when our drivers will be required to maintain communications for their job duties and will need to use away from premises communication devices. With that in mind, the following procedures are recommended:

General Operating Procedures

These following procedures have been established to achieve the goals of this policy. These goals are to provide general guidelines and requirements for drivers who wish to use communication devices i.e. cellular phones, CB radios, hand held radios, hand held devices, etc.

As society changes and adapts to new technology, the use of cellular phones has grown at a phenomenal rate over the past five years; this growth shows no likelihood of slowing down. Mobile phones permit their users to conduct business while traveling, allow families to check in with each other, and provide a measure of heretofore unheard-of safety—since help is literally a phone call away when needed, no matter where you are. But despite the positive aspects of both cellular phones used in vehicles there also is the potential for new safety hazards.

Using a phone or a CB radio while driving is a distraction, just as changing tapes or CDs, or adjusting the radio, or lighting up a cigarette. Anything that takes your attention away from the full time task of driving can be *hazardous to your health*. The more tasks a driver tries to perform simultaneously, the more likely it is that one of the tasks will suffer. New drivers and the elderly are most likely to be affected by the distraction, but no one is immune.

When you dial a cell phone you must take your eyes off the road for several seconds to punch in the numbers, yet some people perform this function while they are driving, even when they are traveling at 50 mph or while in heavy bumper-to-bumper traffic. Under the same conditions—driving in fast or heavy traffic—would you feel safe if you *closed your eyes* for the same period of time—several seconds—that it takes to dial the phone?

Safe driving often requires the accurate use of *both* your hands on the steering wheel; however, while you are using a cellular phone, you are necessarily engaged in “one hand operation.”

If a child darted out in front of you, or if you had a blowout at 55 mph, do you *really* think you could effectively control your vehicle with only one hand on the steering wheel? Tests show that this is not likely.

A study by the Rochester Institute of Technology showed that drivers who have cellular phones in their cars have a *34 percent greater risk* of being involved in accidents. To reduce this exposure,

- Pull over off the road to a safe place and use the phone.
- Use hands free devices if possible
- Avoid using *cell* phones for long durations.
- Switch to conventional phones for longer conversations.
- There's standard advice on car *phone* use from *safety* experts - which few people follow.
- Don't use it while driving. Park.
- In heavy traffic, let a voice messaging service pick up the call.
- Don't engage in emotional, frustrating or stressful calls while driving.
- If you use a portable *phone*, secure it so you won't be grabbing at it during sudden stops.
- When talking on the *phone*, end the call when driving conditions deteriorate so you can put all your attention on the road.

Other concerns about cellular *phone* use include muscle fatigue and other ailments aroused during extended speaking time.

An estimated 85 million Americans now subscribe to wireless *phone* service, and 90 million users are predicted by next year. Surveys indicate that 90 percent of them are used in vehicles. The National *Safety* Council reports that drivers using cellular phones in their vehicles run a 50 percent higher risk of having a collision.

Other driving matters to consider;

Common distractions cited in recent studies were adjusting a radio or CD player, talking with other occupants in the car, adjusting temperature controls, eating or drinking, talking on cell phones and smoking. Disciplining children, rummaging through purses, searching on the floorboard for a dropped item, studying a map or reading also are common distractions. The Bureau of Traffic Safety offers these tips to discourage distracted driving:

- When possible, pull over to use a cell phone. If you must talk on a cell phone while driving, consider purchasing a hands-free system.
- Driving with your stereo cranked to a high volume can prevent a driver from hearing sirens or the honks of other drivers. Play your stereo at a moderate volume, and memorize your stereo controls so you don't have to look at it when changing stations.
- Before you drive, make sure there are no loose items under the seats – such as cans or bottles -- that could roll out and possibly get lodged under the brake pedal if you come to a quick stop.
- If you must eat while you drive, get something that's not messy and that you can hold in one hand. Set your food up next to you before you take off and make sure you use a cup holder for your drink.

Drowsy Driving-Every year, falling asleep while driving is responsible for at least 100,000 automobile crashes, 40,000 injuries, and 1550 fatalities. These crashes happen between the hours of midnight and 6am, involve a single vehicle and a sober driver traveling alone, with the car leaving the roadway without any attempt to avoid the crash. These figures underestimate the true level of involvement of drowsiness because they do not include crashes involving daytime hours, multiple vehicles, alcohol, passengers, or evasive maneuvers.

14) TELEMATICS AND DATA ANALYTICS

Best Practices for Implementing Telematics and Data Analytics in Fleet Management

To maximize the benefits of telematics and data analytics, follow these best practices:

- A. **Data Privacy and Security:** Ensure that telematics data is securely stored and accessed only by authorized personnel. Communicate clearly with drivers about how their data will be used and protected.
- B. **Train Your Team:** Ensure that drivers and fleet managers are properly trained on how to use telematics systems and understand the value of the data being collected.
- C. **Monitor and Review Data Regularly:** Regularly review the data collected to identify trends, assess performance, and make necessary adjustments.
- D. **Take Action Based on Insights:** Use the insights gained from data analytics to implement changes that will enhance safety, reduce costs, and improve overall fleet performance. This includes taking action on any alerts received from the telematics system, such as speeding, hard braking, evasive maneuvers, etc. and document coaching sessions with the drivers.

15) ACKNOWLEDGE FORM – FLEET SAFETY PROGRAM

UNION PARISH POLICE JURY

To: All Employees Driving Parish Vehicles

From: Glenn Hutto, President – Union Parish Police Jury

Ref.: Parish Fleet Safety Program

The safety of our employees and the general public has always been a primary concern of this Parish. Safety responsibilities are to be placed on the same level of importance as customer service, product quality control, and other critical Parish objectives. Safety is **not** to be considered a secondary issue.

In keeping with this philosophy, we are distributing a copy of our Fleet Safety Program to each employee who may drive a Parish vehicle. The purpose of this document is to help ensure the protection of our employees and the general public from injuries which may result from our fleet operations. Safe driving is a top priority with Morehouse Parish.

Please take time to read the program, then sign and date the Statement of Acknowledgment found at the bottom of this memo.

I have read the new Fleet Safety Program and understand the information contained in the document. I acknowledge the fact I will be held accountable for complying with all rules and regulations listed in the program.

Signature _____ Date _____

Name (please print) _____

Department _____

Job Title _____