



The INGAA Foundation, Inc.

Document	Revision	Date
CS-S-13	1	9/4/2019

1.0 ACTIVITY DESCRIPTION

- 1.1 This document provides basic safety guidelines related to vehicle safety. The purpose of these guidelines is to encourage good driving practices while operating vehicles on behalf of the Company and increase driver safety awareness. The exclusive use of the non-mandatory verb “should” is intended to reflect the consensus status of the guidance and should not be interpreted to diminish or minimize the importance of any statement.
- 1.2 This document is intended to assist personnel in identifying, assessing, and controlling hazards related to operating personnel transport vehicles associated with construction operations.
- 1.3 The guidelines in this document are not meant to supersede or replace regulatory requirements, nor are they intended to be all inclusive of the applicable regulatory requirements. Instead, they are meant to be supportive and complimentary to such requirements.

2.0 HAZARD ASSESSMENT

- 2.1 Hazard assessments are performed to identify vehicle or traffic-related hazards.
- 2.2 A pre-trip hazard assessment should be performed to include an evaluation of the route, weather conditions, traffic density, work zones, and other hazards that may be present during the commute and it should prescribe the appropriate remedy or mitigation. Documented pre-trip hazard assessments may be appropriate.
- 2.3 A pre-operation vehicle check should be performed for each vehicle. Vehicles should be removed from service and immediately repaired if any defects or damage are found that may impact the safe operation of the vehicle.
- 2.4 A vehicle safety inspection, using an inspection checklist, should be done at least monthly. An example checklist is included in this guideline.
- 2.5 A formal maintenance plan should be implemented in accordance with the vehicle manufacturer’s recommendations.

3.0 ROLES AND RESPONSIBILITIES

3.1 Management Responsibilities

- 3.1.1 Assist in development, approval, implementation, and revision of a formal safety policy statement that affirms the organization’s commitment to driver safety and the vehicle safety policy. Senior/Executive Management should sign the policy statement and notify all personnel of its location.
- 3.1.2 Ensure that appropriate resources (personnel, equipment, budget, etc.) are in place and sufficient for a successful and efficient vehicle safety program.
- 3.1.3 Enforce policies governing the safe operation of vehicles and mobile equipment.



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- 3.1.4 Advocate safe driving behavior and encourage personnel to demonstrate safe driving behaviors by recognizing their performance.
- 3.1.5 Communicate, monitor, and enforce the internal vehicle safety policy.
- 3.1.6 The management team should serve as role-models for all policies, including the electronic device policy (however named). They are also encouraged to regularly remind personnel of their responsibilities in complying with this policy. For more information, see Section 5.2.
- 3.1.7 Members of management should participate in the incident investigation, root cause analysis, and corrective/preventive actions process for all major vehicle incidents and in decisions regarding disciplinary action.
- 3.1.8 At regular intervals, members of management should review key performance indicators and incident trends to evaluate the effectiveness of the vehicle safety policy. This may include driver scorecards (if available), incident count and classification, data provided by the auto insurance provider, general industry data, and other internal, company-specific metrics.

3.2 Health and Safety (H&S) Responsibilities

- 3.2.1 Develop, administer, and continuously work to improve the Company’s Vehicle Safety Program.
- 3.2.2 Assist supervision with establishing and publishing schedules, monitoring, and maintaining a prescribed training program(s) for drivers.
- 3.2.3 Observe, audit, and report on personnel driving performance and driving telematics data if available.
- 3.2.4 Track and regularly provide management key performance indicators related to the driver safety policy and driver performance.

3.3 Driver Responsibilities

- 3.3.1 Abide by all traffic regulations, all federal, state and local laws, ordinances, and Company safety regulations while operating a vehicle on Company business or a Company vehicle at any time.
- 3.3.2 Driver responsibilities should include reporting all vehicle collisions or property damage incidents to their supervisor immediately.
- 3.3.3 Report notices of license restriction, suspension or revocation action from any federal, state, county or local authority to the immediate supervisor, at or before the beginning of the next scheduled work period and prior to driving any vehicle on Company business.
- 3.3.4 Submit citations involving non-driver-related technical violations received while driving a Company vehicle to the organization unit management.
- 3.3.5 Driver responsibilities should include reporting all traffic citations incurred while in the course of Company business to the immediate supervisor at or before the beginning of the next scheduled work period.
- 3.3.6 DOT-regulated drivers should comply with the DOT Federal Motor Carrier Safety Regulations.



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4.0 EQUIPMENT AND SUPPLIES

Each company vehicle should be equipped with:

- A first aid kit
- A flashlight
- A fire extinguisher
- An incident data collection form and camera
- An emergency roadside kit
- A spill kit

5.0 HAZARD MITIGATION

5.1 Driver Qualification

- 5.1.1 Management should confirm that every driver (whether or not a designated driver) has a valid driver's license and is otherwise qualified before authorizing them to operate a vehicle on Company business.
- 5.1.2 Companies should have a documented process in place for the evaluation and assessment of personnel Motor Vehicle Records (MVR) as well as an established process for determining which drivers (if any) are not authorized to operate a vehicle on Company business.
- 5.1.3 Drivers should be appropriately assessed, licensed, and trained to operate the type of vehicle they are responsible for driving.
- 5.1.4 As a condition of assignment and continued use of a Company Vehicle, drivers should be required to grant the Company authorization to initiate a Motor Vehicle Record check. Failure to do so should result in denial/revocation of driving privileges of a Company Vehicle. To be considered an Authorized Driver, all eligible drivers should complete a Motor Vehicle Release Form.
- 5.1.5 Conduct an annual review of driver qualifications and Motor Vehicle Driver records to verify DOT and CDL drivers hold current licenses and certifications applicable for all classes of vehicles that the driver operates.
- 5.1.6 At regular intervals, the Company should monitor each drivers' MVR to ensure continued compliance with the MVR evaluation and assessment process.
- 5.1.7 Management should coordinate corrective action plans for personnel who demonstrate high-risk driving behaviors (motor vehicle violation fines, vehicle incidents, public complaints, etc.). Corrective action plans may consist of a suspension of driving privileges for a defined period, mandatory retraining of the personnel, more frequent monitoring of the personnel's MVR and increased scrutiny of the personnel's driving telematics, among others.



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5.2 Guidelines for Electronic Devices

- 5.2.1 Company-specific policies should prohibit the use of any communications device (cellular telephones, radios, hands-free systems, etc.) while the vehicle is in motion other than for emergency purposes. At a minimum, the use of such devices should be strongly discouraged when operating Company Vehicles and Private Vehicles while conducting company business.
- 5.2.2 Company-specific Vehicle Safety Policies should address distracted driving, including the use of electronic devices while operating vehicles
- 5.2.3 A communication device includes any device utilized to relay communications in either an auditory or text format. This includes cellular telephones, satellite telephones, two-way radios, pagers, computers, and text messaging systems (e.g., smartphones).
- 5.2.4 Cellular phones play a vital role in our day-to-day operations. All personnel who drive a company vehicle, rental vehicle, or use a personal vehicle while on company business are expected to demonstrate their commitment to the safe usage of cellular phones (and other electronic devices) in conjunction with the safe operation of the motor vehicle.
- 5.2.5 Company personnel should not let electronic devices divert their attention from the safe performance of their driving responsibilities.
- 5.2.6 If it is necessary to make or receive a call when driving, personnel should pull to a safe place off the road and only after coming to a stop in a safe location, initiate or engage in the conversation.

5.3 Safe Vehicle Operation

Safe Driving

- 5.3.1 Only authorized personnel should drive a Company-owned or leased motor vehicle in the course and scope of their work.
- 5.3.2 Driving a vehicle while under the influence of alcohol or drugs should be strictly prohibited and clearly communicated in the Company's Substance Abuse Testing policy. Operating a vehicle (Company or personal) on Company business or operating a Company vehicle at any time while under the influence of drugs and/or alcohol should result in disciplinary action, up to and including termination of employment for the first offense.
- 5.3.3 Drivers must operate a company vehicle at speeds appropriate to road, traffic, and weather conditions.
- 5.3.4 Be aware of the need to adjust driving speed and increase stopping distances based on the size and type of vehicle, additional loads being transported, and the weather conditions (e.g., rain, sleet, snow, or ice) and the potential to use seasonal equipment (addition of snow tires, chains, etc.).
- 5.3.5 The use of radar detectors, or similar devices, should be prohibited in Company-owned or leased vehicles.
- 5.3.6 When traveling at the worksite, or on any local, county, state, or federal roadway, seatbelts should always be worn by all passengers, regardless of seating position. There should be no more passengers in the vehicle than there are seatbelts.
- 5.3.7 Backing should be avoided when at all possible.



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- 5.3.8 Extreme caution should be used when backing is necessary, including:
- Perform a Circle Check – a 360-degree walk around or similar look up and down and all around.
 - Repeatedly check all mirrors when backing. Do not rely on cameras or sensors.
 - Use a spotter when two or more persons are in the immediate area.
- 5.3.9 As part of the driver training process, personnel should be trained and encouraged to drive defensively.
- 5.3.10 When using a GPS, personnel should be familiar with the function and operational controls prior to use.
- 5.3.11 Personnel should not program a GPS while driving. They should pull over if there is a need to do so.
- 5.3.12 Distractions such as eating, playing with the radio, intense conversations, etc. should be avoided while operating a vehicle. The safe operation of the vehicle is the primary responsibility of the driver.
- 5.3.13 The use of cruise control should be prohibited when driving on roads with uncontrolled access (county roads, secondary streets, etc.), or when there is a potential to encounter slippery road conditions such as rain, ice, and snow.
- 5.3.14 Transportation of Hazardous Materials may require special handling, permits, or licensing. Personnel are not to transport any hazardous materials or waste in a Company vehicle without proper permits and/or signage
- 5.3.15 Loads that protrude beyond the length of the vehicle shall be properly flagged or lighted as required to comply with federal, state, provincial, and local laws.
- 5.3.16 Obey all signals at controlled crossings. If lights are flashing, barriers are down and/or flagman are signaling, come to a complete stop and do not proceed until lights stop flashing, barriers are raised and/or the flagman indicates it is safe to do so.

Parking

- 5.3.17 Utilize pull-through parking if available at or near the location. Back into the space if pull-through parking is not available. When arriving at a job site, vehicles should be parked in a forward-facing manner when possible so the vehicle can later exit the site without the need for backing.
- 5.3.18 Forward-approach parking is only allowed when the above options are not available or in situations when they present a more serious hazard (i.e., traffic congestion or parking against the direction of flow).

Pre-Trip Inspections

- 5.3.19 At a minimum a visual inspection of the vehicle should be completed each day to verify the vehicle is in proper driving condition and should include the following:
- Confirm all lights are working
 - Confirm that mirrors, seats, seatbelts, steering wheel, and headrests are adjusted.



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- A review of potential hazards near the vehicle. This can be accomplished by circling the vehicle (360-degree safety walk) or by scanning all directions around the vehicle as it's approached.
- Confirm the vehicle contains valid registration, insurance, and license plates.
- Confirm that all cargo (if applicable) is properly secured.
- Confirm that the vehicle is designed and properly equipped to transport the cargo/load (as applicable).
- Verify that any unnecessary items are removed from the passenger compartment of the vehicle.

5.3.20 Drivers should focus on the departure route to identify potential hazards such as other vehicles, equipment, and fixed objects and take appropriate precautions.

Vehicle Towing / Pulling

- 5.3.21 Ensure personnel are not placed in hazardous locations when towing or winching.
- 5.3.22 Winching or other recovery of vehicles from stuck positions should only be performed by personnel trained for the task.
- 5.3.23 Check both vehicle weights and add the weight of any loads either vehicle is carrying. The weight of the vehicle doing the pulling must be of equal or greater than the weight of the vehicle being pulled.
- 5.3.24 Chains should never be used to tow another vehicle or recover another vehicle that has become stuck. A recovery strap or tow strap of an appropriate size and rating should be used for this purpose.
- 5.3.25 Confirm that all trailers are coupled with safety chains to the towing vehicle to prevent separation.
- 5.3.26 Check that the proper size ball is being used for the trailer hitch being towed.
- 5.3.27 All electrical connections should be made so that the trailer's signal and brake lights will be operational.
- 5.3.28 No personnel should be allowed to ride on trailers for any reason.
- 5.3.29 When using Company vehicles to tow trailers, both manufacturers' and safety recommendations must be observed.
- 5.3.30 Loads should be properly secured in compliance with Federal Motor Carrier Safety Administration (FMCSA) standards and shall not exceed the manufacturer's specifications and legal limits for the vehicle or trailer.
- 5.3.31 The vehicle shall be fit for its purpose, of the correct size, and designed for the intended use. Never overload your vehicle.
- 5.3.32 Inspect all towropes or straps, clevises, and hitches or tow hooks prior to towing or being towed to ensure they are undamaged and have the necessary weight rating.

All-Terrain Vehicles (ATV) and Utility All-Terrain Vehicles (UATV)

- 5.3.33 Only authorized and trained personnel should be allowed to operate ATVs and/or UATVs.



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5.3.34 No one should be allowed on the vehicle other than the authorized operator except for those vehicles designed to carry more than one person and equipped with the necessary safety features (i.e., seat belts, roll bars, etc.).

5.3.35 Personnel involved in the operation of an ATV/UATV should use a DOT-approved safety helmet that meets impact resistance requirements and fits securely.

5.3.36 Eye protection should be required for ATV/UATV operators.

5.4 Vehicle Incidents

5.4.1 When there are injuries to persons and/or damage to other vehicles or property, if possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.

5.4.2 Post-accident drug or alcohol testing may be required for any personnel involved in a vehicle accident causing damage to any vehicle owned, leased, or rented by the Company. Any personnel whose actions cause the damage should be subject to a drug and/or alcohol test.

5.4.3 When there are injuries to persons and/or damage to other vehicles or property, secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Do not discuss fault with, or sign anything for anyone except an authorized representative of the Company. Take photos before moving vehicles if safe to do so.

5.4.4 The Company should initiate an investigation to determine the underlying causes of the accident, as well as to identify measures to prevent similar occurrences.

6.0 DRIVER TRAINING

6.1 Refer to Section 5.1 for guidelines on driver qualifications.

6.2 Drivers should complete company-defined driver training as stipulated in the company-specific policy.

6.3 Before operating an ATV/UATV, operators should be trained to safely operate the vehicle according to the manufacturer's operating manual recommendations.

6.4 Retrain drivers if:

- they demonstrate through direct observation or driver monitoring programs that they have not retained the requisite knowledge of the requirements of the Vehicle Safety Policy;
- they are involved in an incident determined and determined to be At Fault,
- training programs are updated to the extent that previous training is no longer valid, or
- there is a significant change to the type of vehicle being operated that would render previous training obsolete



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7.0 REFERENCES

The content of the standards and regulations listed below are hereby incorporated by reference. Current versions of the references automatically supersede any dated references listed below.

7.1 American Society of Safety Professionals

ANSI/ASSP Z15.1-2017 Safe Practices for Motor Vehicle Operations

8.0 HISTORY OF REVISIONS

Revision	Date	Description
0	January 2016	Initial publication.
1	Sept. 2019	General Revision/Update



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Example Non-Regulated Vehicle Safety Inspection Checklist

MONTH	LOCATION/AREA	VEHICLE UNIT NO.	MILEAGE: START END TOTAL MILES DRIVEN:
CODE: 1 = OK, 2 = NEEDS REPAIR OR ATTENTION, 3 = NOT APPLICABLE			
GENERAL		CRANES	OIL
CURRENT PROOF OF INSURANCE		HOOKS: SAFETY LATCH, CRACKS, SPREAD, DAMAGE	PROPER LEVEL
BRAKE AND CLUTCH PEDALS		BLOCK: LIMIT SWITCH, OPERATE PROPERLY, DAMAGE	OIL AND FILTER CHANGED PER MANUFACTURER'S GUIDELINES
JACKS		CHAINS: WORN/DAMAGED LINKS, STRETCHED	STEERING
PARKING BRAKES		CABLES: BROKEN WIRES, KINKED, CRUSHED, STRETCHED	EXCESSIVE PLAY, ETC.
REAR AND SIDE VIEW MIRRORS		PENDANT: BUTTONS LABELED CLEARLY AND PROTECTED, NO DAMAGE, ELECTRICAL SHOCK	PROPER FLUID LEVEL
SEATBELTS		POWER SYSTEM: HOSES, ELECTRIC LINES, LIQUID/AIR PROPER LEVEL, DETERIORATION	TRANSMISSION
SHOCK ABSORBERS (check for excessive bouncing)		VEHICLE: TIRES REC. PRESSURE AND GOOD, STABILIZERS, LOAD CHART OK, DAMAGE	FLUID LEVEL
STARTER SAFETY SWITCH (check to ensure starting only in "Park" or "Neutral")		HOIST/ARM: LOOSE PARTS, LOCK DEVICES, EQUIPMENT PROPERLY SECURED, PINS SECURED, PROPER GREASED/OILED	PARK MECHANISM
TOOLS AND EQUIPMENT		HEATING AND COOLING SYSTEM	SHIFT INDICATOR
DEFROSTER		PROPER FLUID LEVEL	WINDSHIELD AND WINDOWS
DOOR LATCHES		HOSES (WEAR OR CUTS)	CRACKS OR PITS
HORN AND SAFETY BACKUP SYSTEM		LIGHTS	WASHER WIPERS
FAN BELTS		HIGH AND LOW BEAMS	WINDOWS/MIRRORS CLEAN
FIRE EXTINGUISHER		DASH INDICATOR FOR HIGH BEAM	ENGINE COMPARTMENT
FLASHLIGHT		BRAKING LAMPS	HOSES: CRACKS, WEAR, LEAKS
VEHICLE INTERIOR – CLEAN & ORDERLY		TURN SIGNALS AND 4-WAY FLASHERS	BELTS: TIGHTNESS, WEAR, CRACKS
VEHICLE EXTERIOR – CLEAN, CURRENT DECALS, NO EXCESS RUST		DASH INDICATOR SIGNALING LAMPS	BREAK FLUID RESERVOIR: DEBRIS, LEAKS, LEVEL
TIRES (including spares) CHECK PRESSURE		BACK UP LIGHTS	AIR FILTER
FIRST AID KIT			
TRAILER			
TRAILER NUMBER			
BRAKES		EXCESS RUST	SAFETY CHAINS AND PINS
TOOLS AND EQUIPMENT		BRAKING LAMPS	JACK STAND
TIRES (including spares) CHECK PRESSURE AND AGE		TURN SIGNALS AND 4-WAY FLASHERS	