

University of Waterloo

Vehicle Use Safety Guidelines

Safety Office Oct. 2008

Purpose

Provide guidelines to be followed by members of the UW community for safe vehicle use during any activity undertaken by the University.

Departmental Responsibilities

Departments shall maintain vehicle safety programs based on vehicle(s) used and travel conducted that includes the following:

- ensure only those individuals, who have been determined eligible and are authorized, operate a university vehicle
- employ a key control system for issuing ignition keys in such a manner so as to prevent unauthorized use of university motor vehicles
- retain a current list of all persons within the department who have been determined eligible and are authorized to operate a university motor vehicle
- have sign-in and -out log and procedures that include at least the name of eligible driver requesting authorization to use vehicle, destination and estimated duration, activity or destination, and date and time signed in and out
- maintain each motor vehicle according to the motor vehicle manufacturer's recommendation and Plant Operations Vehicle Shop maintenance schedules.
- require persons using personal vehicles older than 5 years or with more than 100,000 kms to provide a Safety Standard Certificate (Ontario) or equivalent government approved inspection report.

Departments are encouraged to establish vehicle fleet coordinators for monitoring activities and serving as a liaison with Investment and Insurance in Finance, UW Police and Parking, Plant Operations and Safety Office.

Procedures

1. All persons riding in a vehicle must be in a seat equipped with a seat belt.
2. No smoking is permitted in vehicles.
3. Riding in the bed of a vehicle, such as a pickup truck, utility vehicle, dump truck, box truck, van, or stake body truck is not permitted.
4. All cargo must be properly secured.
5. If cargo is being hauled, and the length of the cargo extends beyond the door of the box truck, the doors may remain open. Follow the flagging guidelines for extended cargo.
 - a. If cargo extends 1 meter (3 feet) or more than it must be red flagged.
 - b. The cargo may not extend more than 2 meters (six feet) beyond the body of the vehicle.
 - c. If transporting cargo at night, a red light must be attached in place of the red flag.
6. No vehicle shall be overcrowded such as to obstruct the view of the driver.
7. When backing up with obstructed view:
 - a. check area is clear prior to backing up
 - b. have a passenger direct the driver from a position visible to the driver

Driver Obligations

All drivers are expected to safeguard and maintain vehicles. Improper attention to vehicle maintenance, safe operations, or violations of the university policy, may result in suspension of driving privileges. In addition to restrictions and requirements placed upon university drivers by individual departments, drivers must also:

- have a valid driver's license
- provide drivers' abstract as requested
- comply with all traffic laws
- use university vehicles for authorized business only
- not permit any unauthorized person to drive the vehicle
- Notify their supervisor of any traffic violations during vehicle use or if their driver's license is restricted, suspended or revoked for any reason
- assume all responsibility for any and all fines or traffic violations and penalties associated with his/her use of a university vehicle
- Do not drive under influence or consume alcohol, drugs, medications or other substances that may affect driving.
- Do not use cellular phones or other devices if at all possible (including hands free devices).
- Do not transport unauthorized passengers such as public, hitchhikers, family members, or friends
- require all occupants to use seat belts.
- operate vehicles in accordance with applicable laws and university regulations.
- turn off the vehicle, remove the keys, and lock the vehicle when vehicle is left unattended
- drive the vehicle at posted speed limits or less depending on road conditions
- not drive the vehicle "off road" unless it is made for that use
- immediately report any violations or change in license status (i.e. if your license has been suspended or revoked) to the supervisor and risk management office within five (5) working days of any such change (if the license is revoked, operating privileges will be temporarily suspended or terminated)
- ensure vehicle has copy of vehicle registration, insurance permit and first aid kit.
- Conduct circle check of vehicle before leaving the parking area or garage. Inspect the vehicle for safety concerns, checking the tires, wipers, lights, and other equipment for observable defects, and report any defects immediately.

Driver Training

Departments and supervisors shall determine driver training requirements based on vehicle(s) used and travel conducted.

Drivers should receive an orientation of the vehicle(s) they will be using. The vehicle orientation should include:

- location of safety equipment such as flashers and first aid kits
- familiarization of the equipment
- vehicle operation
- pre-trip inspection procedures
- location of insurance

Travel Planning

- Set a realistic goal for the distance you can safely drive and arrange for overnight accommodations
- Be well rested Refer to webpage: <http://www.mto.gov.on.ca/english/safety/topics/drowsy.htm>
- Ensure appropriate maps, etc are available are review route/directions prior to departure
- Before driving select radio station, have CD in the player and/or the MP3 set up.
- After about each two hours of driving take at least a fifteen minute rest break, allowing time to walk around the vehicle and visually inspect the vehicle, including tires and lights. Have light meals and snacks.
- No driver should drive more than 10 hours during a 24 hour period.
- During longer distance trips ensure there is more than one driver, rotating drivers every two hours.

- Assign a navigator who stays awake while on duty to assist driver
- Keep the temperatures in your vehicle cool; this helps to keep you awake.
- Do not use cruise control. Keep your body involved with driving.
- If there are not enough drivers to rotate, an overnight stay should be planned.
- Avoid driving past midnight.

Defensive Driving Techniques

- Check instruments and gauges of the vehicle before leaving.
- Scan parked cars carefully as you back up.
- Make a positive glance over your shoulder when changing lanes or backing up to avoid blind spots. Have a passenger get out and help.
- Look "**Left--Right--Left**" before proceeding through intersections.
- Do not go through intersections on a yellow light; pick a point of decision and do not get caught in the middle of the intersection.
- Check wheel-to-lane reference of vehicles next to you--anticipate their movement into your lane--next to or in front of you.
- Following time should be 3 seconds from the vehicle in front of you, depending upon the speed and whether in city or highway driving.
- Stop far enough behind the vehicle in front of you at intersections to see the tires of that vehicle touching the pavement.
- Count a 2 second delay at intersections to allow appropriate following time from the car in front of you.
- Know the stopping distance requirements for the vehicle you are driving, including effects of inclement weather conditions.
- Check the road 12 - 15 seconds ahead on the highway; 4 - 6 seconds in city driving (about two blocks).
- Check mirrors every 3 - 5 seconds in the city, 5 - 8 on the highway.
- Tune out passengers, concentrate on driving and focus on the driving of those around you.
- Avoid eating while driving; both hands should be on the wheel.
- Be prepared for construction hazards, including narrow roads.
- **AVOID ROAD RAGE -- BE PATIENT, ALLOWING A CAR IN FRONT OF YOU TAKES MUCH LESS TIME THAN A COLLISION.**

Emergency Kit

For your vehicle contents should include:

- flashlight, extra batteries, flares, first aid kit
- jumper cables
- blanket(s)
- extra clothes and gloves
- non-perishable food
- wet naps and paper towels
- water
- basic tools (wrenches, ratchet/socket set, screwdrivers, pliers etc)

Incidents, Collisions, Injuries or Breakdowns:

1. Move to safe location. Refer to website: <http://www.mto.gov.on.ca/english/safety/topics/reporting.htm>
2. Report to Police:
 - On campus – UW Police Ext. 22222 or 519 888 4911
 - Off campus – Local Police 911 and then UW Police 519 888 4911
3. Record:
 - Names, addresses, and telephone numbers of all other parties and witnesses.
 - Vehicle makes, license numbers, insurance company name and policy number

- Description of damage. Take photos.
- 4. Do not admit liability while at the scene of the incident. Liability will be determined after an investigation of the facts in accordance with applicable laws and regulations. Drivers should speak freely and accurately to law enforcement personnel and University insurance adjusters.
- 5. Report matter immediately to your supervisor.
- 6. Vehicle or equipment incidents, collisions and injuries shall be reported immediately on the UW Report form. This includes reporting when another party is involved, even if injury or damage does not occur. This protects both the driver and the University in the event that the other party later claims damage had occurred.

If vehicle needs to be towed

- University vehicle - use towing company as directed by University
- Rental vehicle – use towing company as per rental agreement

Reference: Ontario Ministry of Transportation

<http://www.mto.gov.on.ca/english/index.html>