

Policy Statement

It is the policy of the City of Tulsa to provide our employees with a safe working environment. This policy provides a framework for the safe operation and recovery of City of Tulsa vehicles and equipment and is intended to reinforce compliance with State and Federal motor vehicle regulations.

Scope

This policy applies to all non-sworn employees who operate vehicles and equipment used for city business.

.1 Definitions

Equipment – heavy-duty vehicles specially designed to execute construction tasks, earth-moving operations, agriculture, vegetation maintenance, and industrial operations.

Headphones – a personal electronic device worn on, in, or around the ear that emits sounds for a single user to listen to privately. For this policy, headphones can also be known as earbuds, earpieces, headsets, earphones, etc.

Emergency - A situation that poses an immediate danger to life and health or has a high probability of escalating to cause immediate danger to life and health.

Safety Equipment – Include but not limited to: seat belts, backup warning systems, lights, mirrors, bumpers, guards, shields, and rollover protective structures.

.2 Licensing

.21 Operators of City vehicles and equipment must hold valid State and City driver's licenses of the appropriate classification.

.22 The criteria for obtaining a City of Tulsa driver's license and for the revocation or suspension of a City of Tulsa driver's license is located in PPPM Section 961 – Driver's Licensing and Collision and Incident Policy.

.3 Inspection & Care

.31 Operators of City vehicles or equipment shall be held accountable for the housekeeping, care, and safe operation of the vehicle or equipment they are assigned.

.32 Drivers and operators shall ensure appropriate pre-trip inspections are conducted as specified in PPPM Section 964 - Fleet Pre-Trip Pre-Operation Inspection and in accordance with their department's pre-trip inspection program.

.4 Safe Operation

.41 Operators and passengers of City owned and rented vehicles shall be required to wear seat belts according to PPPM Section 965 - Seat Belt Usage.

.42 City employees shall not provide transportation to non-City employees unless approved by the employee's department head or their designee. In emergency

situations, a supervisor can authorize the transportation of individuals from a dangerous environment to a safe location.

- .43 Employees shall not operate a vehicle or equipment that is not in safe mechanical operating condition and shall report any unsafe operating conditions to their supervisor as specified in PPPM Section 964.
- .44 No employee shall ride in or on a vehicle or equipment unless they are in a permanent seat. Employees shall not ride on the sides, bumpers, tailgates, beds, etc. of any moving vehicle.
- .45 When any type of trailer is being pulled behind a vehicle, appropriate safety chains, coupling systems, electrical connections, lights, etc. shall be used per 49 CFR 393.70. and Oklahoma statute 47-12-405.1.
- .46 Headphones and similar audio devices shall not be worn while operating a vehicle or equipment for City business if the audio device limits the employee's ability to hear hazard warnings or communicate with others. Department Heads have the discretion to prohibit staff from using headphones and similar audio devices.
- .47 The personal use of any City of Tulsa vehicle or equipment shall be prohibited except as approved by specific policy and/or the employee's department head or their designee.
- .48 Operators of City of Tulsa vehicles or equipment shall comply with all state and federal traffic laws, including but not limited to speed, weight limits, height and width of loads, and securing and covering loads.
- .49 Orange safety cones shall be placed in front of and behind vehicles one (1) ton or more and any vehicle pulling a trailer when parked at any location other than the equipment storage site or fueling station. Immediately before departing, the operator shall pick up the cone at the front of the vehicle, proceed to walk around the passenger side, and then pick up the cone at the rear of the vehicle. After securing the cones, the operator is to proceed to the driver's seat and prepare for departure, knowing the area around the vehicle is clear.

.5 Backing

Backing collisions are the most frequent cause of damage to City of Tulsa vehicles. This policy section shall be utilized (in all non-emergency situations) to reduce the occurrence of vehicle backing collisions.

- .51 Backing Procedure
 - .511 Drivers shall avoid backing whenever and wherever possible. Drivers shall use "pull-through" parking when available.
 - .512 When "pull-through" parking is not available, drivers are to back in when they first arrive and to the driver's side when possible.
 - .513 Before backing, drivers are to scan the area for any hazards and to ensure adequate clearance.
 - .514 Drivers should not back vehicles or equipment any farther than necessary.
 - .515 Backing shall occur at speeds less than 1 mph.

.516 If drivers are unsure of remaining clearance, they are to exit the vehicle to perform a visual walkaround before proceeding.

.52 Backing Guides

.521 Drivers of Vehicles 3/4-ton and larger shall utilize a backing guide when one is available.

.522 No employee shall refuse to be a backing guide unless authorized by their department management or extenuating circumstances pose a threat to employee safety.

.523 Drivers and backing guides shall agree on hand signals to be used prior to backing.

.524 Guides shall stand in an area free from hazards and maintain visual contact with the driver.

.525 If at any time, a guide can no longer be seen, the driver shall stop immediately until visual contact is regained.

.53 Collisions While Backing

.531 If a collision occurs while backing, the driver shall follow the collision reporting steps in PPPM Section 961.

.532 If a backing guide was available but not utilized, the collision review committee may determine the driver to be in violation of City of Tulsa policies and procedures..

.533 If a backing guide was utilized when the collision occurred, a department collision review meeting shall be conducted to determine the root cause of the collision.

.5331 The department review meeting shall consist of:

- The driver of the vehicle
- The backing guide
- The employee's exempt supervisor
- The employee's section manager
- Representative from the Safety and Health section of Human Resources (HR)

.5332 The findings of the review meeting shall be forwarded via email to the Safety Section of HR for reporting accuracy prior to the next Collision Review Committee meeting.

.5333 If, through the review process, the backing guide is found at fault for the collision disciplinary guidelines per Personnel Policies and Procedures Manual 411 shall be followed.

.6 Recovery & Towing

To aid in the reduction and severity of injury and property damage, all departments are required to follow these best management practice guidelines when recovering vehicles and equipment due to work and weather-related situations. Recovery may include pulling the vehicle or equipment from a stuck position as well as towing it to another location, based on need.

.61 Recovery Process

- .611 Departments will determine how vehicles and equipment are recovered using the City of Tulsa's contracted tow service, or by utilizing the City's equipment and staff.
- .612 Department staff shall use recovery guidelines, training, and experience in determining the appropriate recovery technique in the safest, most efficient manner.
- .613 The appropriate Operator III, Lead, Foremen, or Supervisor must be consulted, and the recovery method approved before attempting any recovery.
- .614 Recoveries using city equipment will only be made on equipment with factory-installed recovery points. Vehicles and equipment without recovery points will be handled by the contracted towing company.

.62 Safety Precautions

- .621 Winches permanently mounted on heavy trucks, wreckers, or dozers may be used during recovery.
- .622 Dozer-to-dozer pulls are acceptable when using dozer winches and cables.
- .623 Tow trucks and low-boy trailers, along with their winches may be used for recovery and towing efforts as appropriate.
- .624 Only chains, tow straps, or cables with adequate ratings shall be used.

.7 Safety Equipment

- .71 All operators of vehicles and equipment for the City of Tulsa are required to utilize factory-installed safety equipment in each vehicle. No safety equipment shall be tampered with or changed.
- .72 Trucks one (1) ton or more and forklifts shall be equipped with a fully charged and properly rated fire extinguisher with an up-to-date inspection/service tag.
- .73 Commercial Motor Vehicles must be equipped with a 5bc or larger fire extinguisher, fuses, and warning triangles.
- .74 Equipment should be equipped with an audible backup warning alarm.

.8 Training and Responsibilities

- .81 It is a coordinated effort between departments and Safety and Training to ensure training and/or a competency assessment are conducted before an employee is authorized to operate commercial motor vehicles and/or heavy equipment.
- .82 It is the responsibility of Safety & Training to conduct initial Commercial Motor Vehicle (CMV) Entry Level Driver Training (ELDT) and assist departments in facilitating and/or conducting initial heavy equipment training and/or assessments.

.821 Upon successful completion of equipment training, a post training assessment will be administered by the instructor to ensure the employee is competent in safe equipment operation.

.822 Upon successful completion of CMV ELDT Safety & Training will schedule the employee for Department of Public Safety CMV skills testing.

.83 Upon receiving a Commercial Driver's License and/or successful heavy equipment training assessment, additional departmental training shall occur, as needed, to ensure safe equipment operation, transport of equipment, and the safe use of auxiliary equipment on commercial vehicles.

.84 Departments shall be responsible for developing internal procedures to ensure compliance and clarification of this City Vehicle and Equipment Operations policy.

.85 Supervisors shall ensure that full-time and seasonal employees are appropriately licensed and trained to operate the vehicle or piece of equipment they are assigned to drive or operate.

.86 When an employee is involved in a City of Tulsa vehicle or equipment collision or incident, the supervisor and employee shall ensure Safety and Health are contacted through the collision hotline in accordance with the requirements of PPPM Section 961 – Driver's Licensing and Collision and Incident Policy.

.87 It is the responsibility of the department and driver to ensure the coupling system on the towing vehicle and the trailer are the appropriate size and type.

.88 Vehicles and equipment recovery training shall occur before an employee engages in recovery efforts.

.881 Departments will be responsible for conducting recovery training specific to department recovery equipment and procedures.

.882 Recovery training shall include but is not limited to technical pulling and safety precautions outlined in section .6 of this policy.

.89 It is Safety's responsibility to assist departments in their efforts to implement this policy.

.9 Record keeping

.91 All driver and operator training shall be recorded in the City's Learning Management System and shall be included on employee transcripts for the length of employment plus three years.

.92 Commercial Motor Vehicle training and testing documents shall be kept on file by the Safety and Health Section of Human Resources for the length of employment plus three years.

.93 Operator and driver assessments shall be kept on file by the Safety and Health Section of Human Resources for the length of employment.

.10 Disciplinary Action

.101 Violation of this policy may be grounds for disciplinary action up to, and including, termination.

.102 Safety coaching may be utilized by management to address unsafe behaviors as defined in PPM Section 903.5.