

# Fleet Safety Program

## 1. Fleet Safety Manager (FSM)

The Construction and Maintenance Manager shall serve as the Fleet Safety Manager. The FSM holds primary authority over the administration of this program and is responsible for:

- **Training Coordination:** Ensuring all drivers receive required safety certifications and specialized training.
- **Safety Meetings:** Scheduling and leading regular safety briefings, including quarterly fleet topics.
- **Maintenance Oversight:** Reviewing all vehicle maintenance logs and repair records to ensure fleet integrity.
- **Accident Investigation:** Leading the formal review of all vehicle-related incidents to determine preventability and future mitigation.

## 2. Driver Eligibility & MVR Review

To operate any District-owned vehicle, employees must possess a valid Nevada Driver's License of the appropriate class.

- **MVR Oversight:** The HR Manager is responsible for conducting the initial screening and the annual review of Motor Vehicle Records (MVRs) for all authorized drivers.
- **Reporting Requirements:** Drivers must immediately report any license suspensions, revocations, or major citations to the HR Manager.

## 3. Authorized Use of District Vehicles

District vehicles are provided for official District business only.

- **Non-Employee Prohibition:** Any use of a District vehicle by a non-employee is strictly prohibited.
- **Emergency Exception:** The only exception to this rule is in a bona fide emergency situation where the safety of life or property is at immediate risk and no other alternative is available.

## 4. Drug and Alcohol Testing

The Truckee-Carson Irrigation District maintains a drug-free workplace.

- **Policy Integration:** All policies, procedures, and requirements regarding drug and alcohol screening—including pre-employment, random, post-accident, and reasonable suspicion testing—are governed by the District’s Drug and Alcohol Policy.
- **Compliance:** All drivers are required to be familiar with and strictly adhere to the provisions of that policy.

## 5. Operation on Canal and Ditch Easements

Operating on District easements presents unique hazards that require heightened situational awareness.

- **Speed & Surface Conditions:** Drivers must maintain reduced speeds on all canal banks and ditch easements. Be alert for soft shoulders, "sloughing" banks, and animal burrows that can cause bank failure.
- **Encroachments & Obstructions:** Watch for unauthorized fences, trees, or equipment placed within the easement that may restrict clearance.
- **Public Interaction:** Easements often intersect with public paths or private property. Drivers must yield to pedestrians and maintain a professional demeanor when interacting with the public.

## 6. Use of Overhead Warning Lights

Many TCID vehicles are equipped with amber overhead lights to increase visibility.

- **Operational Use:** Lights should be activated when the vehicle is:
  - Stationary or moving slowly on or near a public roadway for District business.
  - Operating within or alongside a canal or ditch where visibility may be limited.
  - Engaged in maintenance, construction, or emergency response activities.
- **Non-Emergency/Transit:** Overhead lights must be turned off when traveling at normal speeds on public roads or highways where no immediate hazard is present.
- **Law Compliance:** Use of warning lights does not exempt the driver from following all traffic laws; they are for visibility, not for requesting the right-of-way.

## 7. Driver Training & Evaluation

- **Annual Defensive Driving:** All authorized drivers must complete a defensive driving course annually to be provided by TCID.

- **Quarterly Training:** The Fleet Safety Manager will provide training or formal safety topics related to fleet operations at least once per quarter.
- **Heavy Vehicle Evaluation (>14,000 lbs GVWR):** Any new or existing employee assigned to drive a District vehicle with a GVWR of greater than 14,000 lbs must pass a basic behind-the-wheel operators test and evaluation conducted by a supervisor prior to operating the vehicle.

## 8. Distracted Driving & Cell Phone Policy

The use of handheld wireless devices while operating a District vehicle is strictly prohibited.

- **Consequences of Violations:** Any violation of this policy—specifically those evidenced by motor vehicle citations and/or accidents—is considered a major safety breach.
- **Disciplinary Action:** Such violations may result in the immediate loss of driving privileges, reassignment to a non-driving position, and/or disciplinary action up to and including termination of employment.

## 9. Vehicle Maintenance & Inspection

- **Pre-Trip Inspections:** Drivers must perform daily inspections (lights, tires, fluids, brakes).
- **Repair Review:** The Fleet Safety Manager will review all repair orders to identify recurring mechanical issues or patterns of vehicle abuse.
- **Red Tag Policy:** Any vehicle deemed unsafe must be pulled from service immediately until cleared by the Fleet Safety Manager or Shop Foreman.

## 10. Accident & Incident Review

Every accident involving a TCID vehicle will be investigated by the Fleet Safety Manager. Employees are required to cooperate fully with all internal investigations. Failure to report an accident, regardless of severity, is grounds for disciplinary action.

## Employee Acknowledgment

I, \_\_\_\_\_, acknowledge that I have received and read the TCID Fleet Safety Program. I understand the rules regarding easement driving, the proper use of overhead lights, and the requirements for heavy vehicle evaluation. I further

acknowledge that I am subject to the District's Drug and Alcohol Policy and the consequences of distracted driving.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_