



**City Employee
Traffic Safety Plan**

CITY OF LA VISTA

CITY OF LA VISTA

City Employee Traffic Safety Plan

City of La Vista
8116 Park View Blvd.
La Vista, NE 68128
Phone 402.331.4343 • Fax 402.331.4375

September 2006

Special thanks to the City of La Vista Safety Committee, the Nebraska Office of Highway Safety, and La Vista Police Officer Ray Harrod for development of the City Employee Traffic Safety Plan.

Table of Contents

Introduction	2
Employee Traffic Safety Program	3
Step One: Senior Management Commitment and Employee Involvement	4
Step Two: Written Policies and Procedures	5
Step Three: Driver Agreements	6
Step Four: Driver History Checks	7
Step Five: Crash Reporting and Investigation	8
Step Six: Vehicle Maintenance and Inspection	9
Step Seven: Disciplinary Action System	10
Step Eight: Reward/Incentive Program	11
Step Nine: Drivers Training	12
Step Ten: Regulatory Compliance	13
Conclusion	14

Introduction

Why does the city need a traffic safety plan for its employees?

Motor vehicle crashes are the leading cause of death and injury for all ages in the United States.

-Every 5 seconds a vehicular crash occurs.

-Every 10 seconds, an injury occurs during a crash.

-Every 12 minutes, someone dies from a motor vehicle crash.¹

Many of these collisions occur during the workday or during the commute to and from work.

Motor Vehicle crashes cost employers \$60 billion annually in medical care, legal expenses, property damage, and lost productivity. These crashes also inflate the costs of benefits such as workers' compensation, Social Security, and private health and disability insurance.²

The average crash costs an employer \$16,500. When an employee has an on-the – job crash that results in an injury, the average cost to the employer is \$74,000. When a fatality is involved, costs may and often exceed \$500,000. Off-the-job crashes also affect employers as well.³

Motor vehicle crashes, are for the most part, preventable. It should be noted that for this particular reason- these incidents are called crashes, not accidents. More often than not, some sort of negligence or fault is present.

No organization, to include public entities such as the City of La Vista, can afford to ignore such a major problem as traffic crashes that have such a detrimental impact of the city's personnel and overall budget.

¹ *Guidelines for Employers to Reduce Motor Vehicle Crashes (2005).*

² *NHTSA (2003). The economic burden of traffic crashes on employers: costs by state and industry and by alcohol and restraint use. Publication DOT HS 809 682.*

³ *Guidelines for Employers to Reduce Motor Vehicle Crashes (2005).*

Employee Traffic Safety Plan

Employee Traffic Safety Program

EMPLOYEE
TRAFFIC
SAFETY PLAN

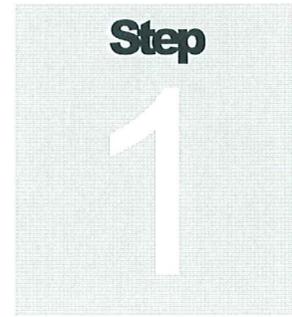
Employee Traffic Safety Plan

The City of La Vista, in conjunction with the city's Safety Committee, has established a City of La Vista Traffic Safety Plan which will focus on promoting safe driving practices.

The Network of Employers for Traffic Safety (NETS) has developed a 10 step program which was developed to minimize crash risks for employers. These steps are from the *NETS Traffic Safety Primer: A Guidebook for Employers*. The City of La Vista shall adopt these practices in its goal of reducing crash risk for its employees.

The ten steps identified in this plan have been adopted as standard practice within the city's various departments.

The City of La Vista's goal is to develop and instill a philosophy of safe driving practices among our employees – with that same philosophy carrying over to our employees' personal lives and driving habits while not at work.



Step One: Senior Management Commitment & Employee Involvement

COMMITMENT &
INVOLVEMENT

Commitment and Involvement

Involvement from senior management is crucial in order to effectively reduce crash risk within the city. Senior management shall include the Mayor, City Council, Department Heads, and Supervisors.

Senior management shall support crash risk reduction by performing the following functions: First, by providing leadership (through a positive example as well as direction); secondly, by developing, encouraging, and enforcing adherence to all city policies regarding safety while operating or while riding in a city owned vehicle; and lastly to allocate resources (staff and budgeting) to create a safety culture within our organization.

The Mayor, City Council, department heads, and departmental supervisors have effectively been supportive since the inception of the City Safety Committee. Each member has expressed great interest and pledged their support in the area of reducing vehicular crashes involving our employees.

As part of the City of La Vista's commitment to traffic safety, the city shall adopt the following goal statement in regards to Crash Risk Reduction for our Employees.

GOAL
STATEMENT

It shall be the ultimate goal of the City of La Vista to ensure that all of its employees, who, in accordance with their job duties operate a city owned vehicle, to do so in a safe and professional manner, and for all employees of the city to commit to adopting an organization-wide philosophy of reducing vehicular related crashes involving city personnel and vehicles.



Step Two: Written Policies and Procedures

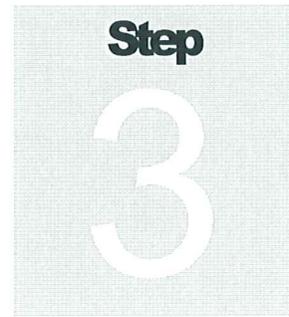
Policies and Procedures

Written policies are necessary to provide a clear, comprehensive, and enforceable set of rules and regulations which can be communicated effectively to all employees.

Each City Department shall have a written policy in regard to the safe operation of city owned vehicles. These policies, as well as related sections of the City of La Vista Personnel Manual, shall be applicable to all city employees.

If not already in place, each department shall devise a policy regarding the operation of city owned vehicles.

POLICIES &
PROCEDURES



Step Three: Driver Agreements

DRIVER
AGREEMENTS

Driver Agreements

A written "contract" shall be devised for all employees who operate city owned vehicles. By signing this agreement, the employee will have acknowledged awareness and understanding of the City's expectations from the employee in regard to the safe operation of city vehicles.

This agreement shall be completed by each newly hired employee, who will operate a city owned vehicle, during orientation/ initial training.

Department heads shall be responsible for providing existing employees with the contract and discussing it with each employee.

This contract shall be signed and maintained in the employee's personnel file.



Step Four: Driver History Checks

DRIVER
HISTORY
CHECKS

Driver History Checks

As part of initial hiring procedures, the City of La Vista conducts driver history checks on all employees who will operate city owned vehicles.

The city shall also conduct subsequent driving history checks on employees each year.

The purpose of the check is to ensure compliance with all applicable state laws regarding licensing as well as to ensure that the driver/employee has not exhibited any recent unsafe or reckless operation of a motor vehicle which could prove them to be a liability while operating a city owned vehicle.



Step Five: Crash Reporting & Investigation

CRASH
REPORTING AND
INVESTIGATION

Crash Reporting and Investigation

The City of La Vista requires that any motor vehicle crash within the city limits involving a city vehicle, be investigated by the La Vista Police Department. If a police vehicle is involved in a crash, an outside law enforcement agency may investigate.

Nebraska State Law requires that a State of Nebraska Motor Vehicle Accident Report be completed on any crash in which there is an injury or damage to any one vehicle exceeds \$1000.

A City of La Vista Incident Report shall also be completed by the involved employee regardless of damage. The incident form will be used by members of the Safety Committee for tracking and analysis of motor vehicle crashes involving city personnel in order to identify possible deficiencies in training and equipment.



Step Six: Vehicle Maintenance & Inspection

Vehicle Maintenance and Inspection

Routine maintenance and inspection is an important part of preventing motor vehicle crashes and related losses.

MAINTENANCE
& INSPECTION

All city owned vehicles and all equipment on each vehicle shall be kept in good, operable condition. All required maintenance is to be performed in a timely manner and to manufacturer specifications. A yearly inspection should also be conducted on each vehicle to document the condition of the vehicle.

A file will be kept for each city owned vehicle. In each file, any/all repairs and maintenance will be documented.

Vehicles which are not operable and require repair shall be placed out of service pending such repair. This is especially true for vehicles that if operated may put an employee or others at risk.

City personnel tasked with maintenance of city vehicles shall maintain current training in regard to the specifications of each vehicle he/she is tasked to work upon.



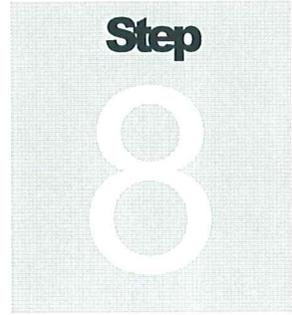
Step Seven: Disciplinary Action System

Disciplinary Action System

A course of action must be in place for violations of policy regarding the operation of motor vehicles. Disciplinary action must be progressive and shall be commensurate with the violation.

Determination of what type of disciplinary action is to be administered should be outlined in departmental policy as well as within the City of La Vista Personnel Manual.

DISCIPLINARY
ACTION
SYSTEM



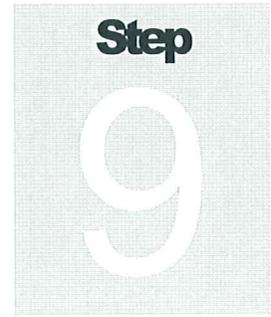
Step Eight: Reward/Incentive Program

Reward/Incentive Program

REWARD &
INCENTIVE
PROGRAM

Members of the Safety Committee shall be tasked with developing and maintaining a reward/incentive program to encourage safe driving practices by city personnel.

Reward and incentive programs generally involve recognition, rewards, and special privileges or involve the use of incentive programs to motivate the achievement of a predetermined goal (i.e. seat belt compliance).



Step Nine: Drivers Training

DRIVERS
TRAINING

Drivers Training

The City of La Vista shall provide driver training for all employees who operate a city owned vehicle.

The basic driver training will be conducted by City of La Vista instructors. The training shall include defensive driving, seat belt usage, distracted driving, securing loads for transport, alcohol and drug impaired driving, fatigued driving, the dangers of aggressive driving and the safe backing of vehicles. The training may be modified to include the operation of specialized vehicles (i.e. large trucks, cars, pickups, trailers, etc.)

Training should be conducted annually for all city personnel who operate city owned vehicles.



Step Ten: Regulatory Compliance

REGULATORY
COMPLINACE

Regulatory Compliance

All employees driving city owned vehicles shall adhere to all state and federal highways safety regulations. These regulations may include, but are not limited to:

- State of Nebraska Revised Statutes
- Federal Motor Carrier Safety Administration
- U. S. Department of Transportation
- National Highway Transportation Safety Administration
- Federal Highway Administration
- Employment Standards Administration
- Occupational Safety and Health Administration

Conclusion

Why Does the City Need a Traffic Safety Program?

A traffic safety program will save lives and minimize the risk of life-altering injuries within our workplace. Motor vehicle crashes are the leading cause of workplace fatalities in the United States.

We need a traffic safety program for protection – to protect our human and financial resources and to protect against the risk of catastrophic losses, actual and legal. The liabilities associated with employees driving on city business or operating a fleet of city vehicles are potentially staggering. The development, implementation, enforcement, and monitoring of a strong traffic safety program is the first and best defense against the potential city and personal liabilities associated with motor vehicle crashes involving employees driving on city business.

By utilizing this 10-Step Employee Traffic Safety Plan, the City of La Vista will be taking a positive and proactive approach to ensure the safety of the motoring public as well as the safety of our employees by promoting safe driving practices.

The City of La Vista is committed to the safe operation of motor vehicles by City of La Vista employees, both on and off the job.