



DuPage County Environmental, Safety, Health & Property Loss Control Program Driver Safety

Purpose: Establish Driver's safety rules that apply to all County employees that drive a County vehicle or any County employee that drives their personal vehicle to conduct County business.

Policy: It is expected that all management and employees will follow these basic safe driver rules to the best of their abilities. All employees that drive for the County are expected to be courteous to other drivers, other employees, contractors, and the general public. A driver's behavior is a reflection of the County. Foul, or abusive behavior and/or language will not be tolerated.

Rules:

- Drivers must only operate a vehicle for which they have received appropriate state licensing.
- No driver shall operate a vehicle while under the influence of alcohol or drugs.
- Never carry passengers unless authorized by a supervisor or department head.
- All drivers and authorized passengers must wear lap and shoulder belts while the vehicle is in operation.
- Drivers must obey posted speed limits at County facilities and on the road.
- Drivers must know and obey all traffic rules and regulations.
- Intentional damage, misuse, abuse, or improper handling of any vehicle driven during the conduct of County business will not be tolerated.
- Never operate or use any vehicle that has a "DO NOT OPERATE" tag on it.
- Horseplay, or the reckless operation of a motor vehicle, is a serious safety violation and is not tolerated.
- Never smoke while fueling vehicles or equipment and do not throw cigarette butts from a vehicle.
 - Mobile radio communications are intended to assist you in the conducting DuPage County business.

The transmission of each message shall be conducted as clearly and quickly as possible without unnecessary conversation.

- Texting while driving is strictly forbidden.



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- Any driver that develops serious medical symptoms that may affect their ability to safely drive must pull the vehicle safely off of the road and stop.
 - The driver should contact dispatch and request medical assistance.
 - Never resume driving unless directed to do so by trained rescue personnel.
- All vehicles shall be kept clean of trash and debris.
- Large items, such as tool boxes, fire extinguishers, lunch boxes, thermos, etc. should be secured to prevent them from becoming missiles during a collision.
 - Vehicles, which haul equipment or material, shall be carefully inspected and secured to prevent load shifting or vehicle overloading.

At the beginning of the shift drivers must conduct pre-trip inspections of the following items:

- Brakes
 - Steering
 - Head lights
 - Brake lights
 - Turn signals
 - Emergency signals
 - Fire extinguisher if provided
 - Tires
 - Rear view mirrors
 - Windshield wipers
 - Seat belts
 - Heater/defroster
 - Warning triangles if provided
 - Tarpaulin if provided
 - Backup alarm on all vehicles except passenger vehicles
 - Low air alarm if so equipped
 - Hook up if so equipped
 - Fuel Level
- Drivers must comply with all safety rules that apply to the jobsite or location where assigned.
 - Drivers are responsible for completely cleaning all loose material from truck parts and ledges before leaving the work site.
 - Drivers must be aware of all overhead obstructions such as power, telephone, and cable service, bridge clearings, light standards, etc., at the work site.



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- In no case shall a driver of a aerial lift / bucket / mobile crane come closer than 10' to any energized overhead power line.
- Drivers must request the assistance of a signalman if they are unable to clearly see the edge of an excavation, workers, or other obstructions located at the work site.
- Drivers must notify their supervisor or dispatch if their vehicle becomes damaged, or is defective.