



Liability & Property Pool Workers' Compensation Fund

RISK CONTROL SOLUTIONS

A Service of the Michigan Municipal League Liability and Property Pool and
the Michigan Municipal League Workers' Compensation Fund

VEHICLE FLEET MANAGEMENT AND

MODEL ADMINISTRATIVE POLICY FOR FLEET SAFETY

Operating motor vehicles is essential to delivering most municipal services and creates considerable exposure for your organization, the Michigan Municipal League Liability & Property Pool, and the Workers' Compensation Fund.

The Pool and the Fund believe that you should take appropriate actions, based on your exposures, to reduce the frequency and severity of motor vehicle losses. These actions may reduce your liability, property, and workers' compensation costs and benefit the Pool and Fund.

The Pool's renewal application asks you to answer several underwriting questions regarding your motor vehicle risk management practices. The Pool uses this information to help underwrite your account. Based on members' responses to these questions, the Pool has determined that many members have not yet begun to review their employees' motor vehicle records (MVRs). Therefore, the Pool may need to conduct spot checks and make specific recommendations to its members. You can help yourself and the Pool by implementing the critical management practices discussed below. We appreciate your cooperation.

ADDRESSING THE ISSUES – KEY MANAGEMENT PRACTICES

Develop and implement a written procedure for examining employees' motor vehicle records (MVR). Reviewing and tracking MVRs should be a consistent and ongoing practice that you follow for all individuals who drive your vehicles. You should also follow this procedure before you offer a candidate a job. You can obtain motor vehicle records from the Michigan Secretary of State at no cost. You can also subscribe to the Michigan Secretary of State service that automatically notifies you when there's been activity on an employee's driving record. However, if you obtain information about employees' motor vehicle records, you should be ready to act when a driver's record does not meet your established acceptability standards.

Take appropriate action when a driver's record does not meet your established standards. This may include training, the employee's assignment to a non-driving position, or other employment actions. As with all employment decisions, review the step you have decided to take with your attorney before acting.

Provide regular training to ensure all employees have the skills and knowledge necessary to operate motor vehicles safely and responsibly. Conduct training for all new employees and annual refresher

training for current employees. The Pool and Fund can supply several resources to assist your training efforts.

Establish and maintain a fleet inspection and maintenance program. Having such a program increases safety for your employees, reduces your liability to the public, and extends the life of your fleet. The Pool and Fund can assist you with guidelines on developing or updating your program.

Establish and follow a Vehicle Fleet Safety Policy. A model policy is attached.


For more detailed information on motor vehicle-related topics, please review the 4-part RCS series:

Vehicle Operations – Reducing the Risks

- *Vehicle Operations – A Management Brief*
- *Vehicle Operations – Developing a Vehicle Operations Policy*
- *Vehicle Operations – Hiring and Training*
- *Vehicle Operations – Vehicle Inspections & Maintenance*

This series is available online at: <https://mml.org/programs-services/risk-management/risk-management-resources/risk-control-solutions/>

***Contact MML Risk Management Services Staff
or your Loss Control Consultant for more information.***

	Important Phone Numbers	
MML Risk Management Services		734.662.3246 or 800.653.2483
Loss Control Services		800.482.0626

Note:

***This document is not intended to be legal advice.
It only identifies some of the issues surrounding this topic.
Public agencies are encouraged to review their procedures with an expert
or a competent attorney who is knowledgeable about the subject.***

MODEL ADMINISTRATIVE POLICY FOR VEHICLE FLEET SAFETY

I. INTRODUCTION

Many municipal operations require the operation of vehicles. How drivers handle vehicles and the municipality maintains them can affect worker safety.

Each year motor vehicle-related injury claims continue to increase. Insurance pays the most direct costs of these accidents; however, the municipality pays indirect costs. These indirect costs may include loss of vehicle use, replacement costs, loss of employee productivity, administrative time and paperwork, deductible payments, increased premiums, etc.

II. PURPOSE

This fleet safety policy and procedure aims to ensure that each employee who operates a vehicle on municipal business maintains acceptable standards of proficiency and safety.

III. POLICY AND PRACTICES

- A. Employees shall operate all vehicles that they use for municipal business safely and economically. To accomplish this, employees must comply with the following practices:
- 1) All drivers shall have a valid state driver's license for the vehicles they operate.
 - 2) Employees shall comply with all applicable motor vehicle laws. The vehicle operator is responsible for any traffic citations.
 - 3) **[Insert Name of Municipality]** prohibits unauthorized passengers or drivers from operating or riding in the vehicle.
 - 4) Employees shall always wear seat belts, whether operating or riding as a passenger in the vehicle.
 - 5) Employees shall employ a handsfree device at all times when using a mobile phone while operating a vehicle.
 - 6) Employees shall report and participate in the investigations of all vehicle collisions or property damage accidents according to policy.
 - 7) Employees shall use municipal vehicles for official use only.
 - 8) Employees may not take home municipal vehicles overnight except as follows:
 - a) Employees may take home a municipal vehicle for one night when job duties take place late at night after regular working hours or early in the morning before normal working hours with the consent of the department head or designee.

- b) Employees may take a vehicle home when their supervisors have assigned them to be “on 24-hour call” for department emergencies.
 - c) Employees may take home a vehicle for more than one night only if the department head authorizes it in writing.
- B. Municipal vehicles shall always be available for municipal business.
 - C. Employees may use municipal vehicles for travel to lunch if they are on business or in a location where driving to obtain their personal vehicles would result in an extra and unnecessary expenditure of time and money.
 - D. Employees shall operate vehicles only when the vehicle is in safe operating condition. Each employee driving a vehicle on business shall inspect the vehicle to ensure that the vehicle is in sound operating condition.
 - E. Each driver's privilege to operate a vehicle on official business continues only if the driver operates vehicles safely and efficiently. A record of "preventable" accidents shall result in appropriate corrective action.
 - F. Employees performing work that requires the operation of a municipal vehicle must notify their immediate supervisors if their license is expired, suspended, or revoked. Failure to report shall be a cause for corrective action.
 - G. The **[insert Job Title]** shall coordinate municipal Fleet Safety and Loss Control programs in cooperation with the Risk Manager (Safety Director) and Human Resources.
 - H. Supervisors and managers shall select employees who must drive full or part-time with care. No employee shall drive a municipal vehicle unless the employee’s supervisor has certified them to do so.
 - I. The Human Resources Department shall maintain a Vehicle Operator Record on each employee.
 - J. Employees shall report all vehicle accidents immediately, and the municipality shall investigate the accident following related policies and procedures.
 - K. Vehicles shall contain appropriate warning and safety devices.
 - L. Employees shall not use personal vehicles on official business unless there is no municipal vehicle available and they obtain specific authorization from their department manager.
 - M. Employees shall not operate a municipal vehicle if they have consumed alcohol, marijuana, or prescription drugs that impact their cognitive abilities.

IV. DRIVER SELECTION, TRAINING, PERFORMANCE EVALUATION, AND MONITORING

A. Driver Selection

Although driving may be incidental to the employee's primary job responsibilities, the considerations given to driver selection are often the most critical factor that will affect municipal vehicle accidents. Therefore, **[insert Name of Municipality]** expects managers and supervisors to comply with the following when hiring individuals who will drive vehicles:

- 1) Evaluate driver qualifications through the following:
 - a) Previous Employer's Reference. Check to verify employment and help determine the applicant's driving qualifications and history.
 - b) Motor Vehicle Records. Check through the Michigan Secretary of State.
 - c) Personnel File (if a current employee). Review to consider driver training received, a record of preventable accidents, driving history, driving certifications, vehicle operator record, etc.
- 2) Managers and supervisors may consider drivers of municipal vehicles as qualified to drive when they meet the following criteria:
 - a) Possess a valid driver's license of the proper class and a driving record that meets all performance and other standards specified in this administrative policy.
 - b) Capable of passing a physical examination when a question of fitness to drive arises because of illness or injury.
 - c) Capable of passing written tests on driving regulations whenever required.
 - d) Capable of passing driving tests.
 - e) Have demonstrated proficiency with the particular type of vehicle or equipment they will routinely operate.