

## E. MOTOR VEHICLE OPERATIONS

Organization name

Evaluation period

Completed by (name and title)

Date completed

Evaluate your operations against best practices by asking the questions below. A response of "No" to any question indicates an area that may require further evaluation and a plan for improvement or correction.

The entire set of RMGM Self-Assessments is available online here: <https://mml.org/programs-services/risk-management/risk-management-resources/risk-management-is-good-management-program/>

Yes	No	n/a	
			<b>A. Municipal Management</b>
			Have you completed the <i>Municipal Management Self-Assessment</i> ?
			<b>B. Facility Safety and Operations</b>
			Have you completed the <i>Facility Safety and Operations Self-Assessment</i> ?
			<b>C. Human Resources / Employment Practices</b>
			Have you completed the <i>Human Resources / Employment Practices Self-Assessment</i> ?
			<b>D. Fraud Prevention</b>
			Have you completed the <i>Fraud Prevention Self-Assessment</i> ?
			<b>F. Public Infrastructure</b>
			Have you completed the <i>Public Infrastructure Self-Assessment</i> ?
			<b>1. Do you have a Motor Vehicle Operations policy?</b>
			<b>2. Does your Motor Vehicle Operations Policy contain the following elements:</b>
			A Risk Management Committee to review vehicle policies, programs, and vehicle incidents/crashes?
			Procedures for the immediate reporting of vehicle incidents/crashes?
			A requirement that, unless immediate medical attention is required, all employees involved in a motor vehicle crash must remain on scene until a supervisor or other management has an opportunity to conduct an initial investigation/assessment of the events?
			Procedures for conducting immediate investigations of vehicle incidents?
			Record-keeping requirements for vehicle incidents?
			Requirements for department heads/managers to perform accident reviews that include root cause analyses and, within a designated period of time, submit reports identifying the cause(s) of incidents and recommended corrective action?
			Hiring qualifications and testing procedures that ensure only qualified persons are authorized to operate vehicles?
			Procedures to train employees who will be operating motor vehicles and equipment?
			Performance requirements that employees must follow?

Yes	No	n/a	
			Restrictions on the use of cell phones and other devices when operating vehicles or equipment?
			Mandatory seat belt use?
			Progressive discipline options if an employee is found to be violating motor vehicle policies?
			Progressive discipline options if an employee is found to be responsible for a vehicle crash?
			Inspection of vehicles, equipment, and safety equipment at regular intervals?
			Procedures for vehicle and equipment maintenance at regular intervals?
			Complete documentation of all vehicle and equipment inspections and maintenance?
			Rules covering personal vehicle use for organization purposes?
			<b>3. Periodic Analyses of Incidents/Crashes</b>
			Do you conduct periodic analyses of vehicular incidents/crashes to determine patterns or trends and then implement preventive action measures?
			<b>4. Driver qualification</b>
			Do you check driving records before hiring prospective employees whose job descriptions would include operating your organization's motor vehicles or equipment?
			Do you monitor the driving records of vehicle-operating employees on an ongoing basis through the Michigan Secretary of State subscription service?
			Do you require and confirm CDL licenses for employees whose job description requires a CDL license?
			Do you comply with CDL requirements for random driver drug and alcohol testing?
			Do you comply with CDL requirements for post-crash driver drug and alcohol testing?
			Are demonstrations of competency required prior to individual authorization to operate a motor vehicle or equipment?
			Are seasonal employees allowed to operate municipal motor vehicles?
			Are volunteers allowed to operate municipal motor vehicles?
			<b>5. Distracted Driving and Mobile Devices</b>
			Are drivers trained on distracted driving and the authorized & prohibited uses of cell phones and handheld devices while operating vehicles or equipment?
			<b>6. Training and Reinforcement</b>
			Do you provide initial and ongoing training to ensure responsible and safe motor vehicle operations?
			Do you provide equipment-specific training?
			Do you make sure your supervisors are enforcing policy directives?
			Do you encourage and reward good performance and safe driving?
			<b>7. Vehicle Inspection Program?</b>
			Do you have a written Vehicle Inspection Program?
			Does your inspection program include:
			following the Uniform Vehicle Code regarding the inspection of vehicles?
			a required pre-trip inspection of vehicles before each use?

Yes	No	n/a	
			a requirement for drivers to report damage and repairs needed before using vehicles or equipment?
			established criteria that render a vehicle out of service?
			a required post-trip inspection of vehicles after each use?
			<b>8. Vehicle Maintenance Program</b>
			Do you have a written vehicle maintenance program?
			Does your maintenance program include:
			routine vehicle maintenance?
			keeping extensive maintenance and repair records?
			adequate training for service personnel?
			a requirement that all major repairs must be completed by a qualified mechanic?
			If you assign a specific vehicle to an employee or allow an employee exclusive use of a vehicle, does that vehicle undergo maintenance? Do you keep documentation on the maintenance?

## CONCLUSIONS



If you can honestly answer “yes” to all applicable questions, your risk management program for Motor Vehicle Operations is on solid footing – congratulations! Following the recommended practices reduces your organization’s exposure to future claims in this area. Remain vigilant for new or changing risks and address them promptly.



If you answered “no” to one or more questions, your organization faces increased exposure to disability discrimination claims and the associated direct and indirect costs. Each “no” response indicates a possible deficiency in your risk management program. You should consider these carefully and take one or more of the actions below:

- Correct any deficiency that may exist;
- Contact MML Risk Management Services at the number below;
- Contact MML Loss Control Services at the number below.

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

	<b>Important Phone Numbers</b>
MML Risk Management Services	800.653.2483
Loss Control Services	800.482.2726

**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.*