

MAUNA KEA OBSERVATORIES
SUPPORT SERVICES MOTOR VEHICLE
SAFETY POLICY

September 6, 2011

1. Introduction

1.1 Purpose

Many MKSS employees and volunteers operate MKSS and Office of Mauna Kea Management (OMKM) owned vehicles as part of their jobs. Employees & volunteers are expected to operate vehicles safely to prevent accidents and the accompanying injuries and property loss. It is the policy of MKSS to provide and maintain a safe working environment to protect our employees, volunteers, and the citizens of the communities where we conduct business, from injury and property loss. MKSS considers the use of automobiles part of the working environment. This organization is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees and volunteers. Our efforts, and the commitment of employees and volunteers will prevent accidents. MKSS requires the full cooperation of each driver to meet the responsibilities outlined in our Motor Vehicle Safety Program. Elements of this program include:

- Assigning responsibilities.
- Vehicle use.
- Employee driver's license checks and identification of high risk drivers.
- Accident reporting and investigation.
- Accident Review Board.
- Vehicle selection and maintenance.
- Training standards.
- Safety regulations.

1.2 Responsibility

MKSS Department Managers (which include the Chief Ranger for the purpose of this policy) are responsible for successful implementation and on-going execution of this program. Managers, employees and volunteers are responsible for meeting and maintaining the standards set forth in this program.

1.3 Scope

This policy applies to MKSS employees and volunteers who operate MKSS and OMKM vehicles and will be reviewed by MKSS Managers to ensure full implementation and compliance.

2. Organization And Responsibilities

2.1 General Manager will:

The MKSS General Manager is responsible for directing an aggressive vehicle safety program.

2.2 MKSS Administrative, Utilities, Food & Lodging and Visitor Information Station Managers and the OMKM Chief Ranger will:

- A. Implement the Motor Vehicle Safety Program in their areas of responsibility.
- B. Establish objectives and maintain records to ensure compliance with the program.
- C. Provide assistance and the resources necessary to implement and maintain the program.
- D. Investigate and report all accidents, within required timelines, involving an MKSS/OMKM motor vehicle. Forward all accident reports to the Vehicle Safety Coordinator.
- E. Be responsible for taking appropriate action to manage high risk drivers as defined by this program.
- F. Provide driver training either internally or through external means for high risk drivers.
- G. Be responsible to ensure vehicles assigned to their department are properly serviced and safely maintained in accordance with specific vehicle service guides.

2.3 Vehicle Safety Coordinator: The MKSS Administrative Manager will be the Vehicle Safety Coordinator. Responsibilities include:

- A. Compile an annual report of all vehicle losses for the General Manager's review.
- B. Review motor vehicle accident reports as part of the MKSS Accident Review Board.
- C. Revise and distribute changes to the Motor Vehicle Safety Program to managers and drivers as necessary.
- D. Conduct periodic inspections to ensure all MKSS Managers follow this policy and maintain appropriate records.

2.4 Drivers will:

- A. Always operate a motor vehicle in a safe manner as explained in Chapter 10, "Driver Safety Regulations".
- B. Maintain a valid driver's license in the state of Hawaii.
- C. Inspect the vehicle prior to driving to ensure it is in safe operating condition and undamaged.
- D. Report all traffic violations received while operating an MKSS or OMKM vehicle.

3. Vehicle Use

3.1 MKSS Vehicles

A. Passenger Cars, SUVs, Vans

Only MKSS employees and volunteers authorized by their Managers will be permitted to operate these vehicles. These vehicles are not authorized for personal use. No one under the age of 18 will be permitted to operate an MKSS or OMKM vehicle.

B. Commercial Vehicles

Only employees and volunteers with appropriate commercial driver's license, authorization from their supervisor and qualified by state and Federal DOT when applicable, will be permitted to operate the vehicle.

C. Personal Vehicles on Company Business

Personal vehicles are not authorized for MKSS business.

D. Unauthorized Use of Vehicles

MKSS Managers and staff will not allow an unauthorized individual to operate an MKSS or OMKM vehicle.

4. Driver Selection

4.1 Driver Evaluation

Employees will be evaluated and selected based on their driving ability. To evaluate employees as drivers, MKSS Managers will:

- A. Ensure all new employees, current employees and volunteers complete the "MKSS Application For Driving" contained in the appendix.
- B. Request the prospective driver submit a "State of Hawai'i Abstract of Traffic Record" for review. The prospective driver will be reimbursed for the cost of the abstract.
- C. Ensure the employee has valid driver's license.
- D. Ensure the employee is qualified to operate the type of vehicle he/she will drive.

4.2 Driver Qualification

Effective driver qualification controls are important elements of a successful motor vehicle safety program. The standards below reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal, State and Hawaii County regulations. MKSS Managers will use the criteria below to qualify drivers:

- A. Ensure drivers have a valid driver's license in State of Hawaii. This can be done by the Vehicle Safety Coordinator upon request of the department Manager.
- B. Review the "State of Hawai'i Abstract of Traffic Record". This can be done by the Vehicle Safety Coordinator upon request from the Department Manager.
- C. Where applicable, drivers will comply with DOT Commercial Driver License (CDL) regulations.
- D. MKSS drivers (employees & volunteers) are subject to the MKSS Alcohol and Controlled Substance Testing Program. Under this program, prospective drivers will pass a substance abuse test prior to driving an MKSS or OMKM vehicle. The Vehicle Safety Coordinator will submit a test request to the MKSS General Manager upon request from the Department Manager.
- E. Complete the Driver Evaluation Checklist found on the Visitor Information Station "internal" website.

Qualification Review

Driver qualifications will be periodically reviewed. Upon expiration of an individual's driver's license, the MKSS Department Manager shall verify the driver has renewed their driver's license and request the driver provide an updated "State of Hawai'i Abstract of Traffic Record". This can be done by the Vehicle Safety Coordinator upon request from the Department Manager. In any event, it is the responsibility of the Department Manager to ensure this is completed.

4.3. High Risk Drivers

A driver is unacceptable if the driver's accident/violation history in the past year includes one or more of the following moving violation convictions:

- A. Driving under the influence of alcohol or drugs.
- B. Hit and run.
- C. Failure to report an accident.
- D. Negligent homicide arising out of the use of a motor vehicle.
- E. Operating during a period of license suspension or revocation.

- F. Using a motor vehicle for the commission of a felony.
- G. Operating a motor vehicle without the owner's authority.
- H. Permitting an unlicensed person to drive.
- I. Reckless driving.
- J. Speeding (2 or more speeding tickets within the past 2 years).
- K. To be judged by the Vehicle Safety Coordinator as unfit to drive an MKSS/OMKM vehicle. This is subjective and can be the result of many factors including having too many minor preventable accidents.

5. Accident Recordkeeping, Reporting And Analysis

5.1 Purpose

MKSS considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to management and be investigated, documented and reviewed by the MKSS Accident Review Board. The investigation will attempt to identify the cause and make practical recommendations for improvement.

5.2 Procedures

Motor vehicle accident recordkeeping procedures consist of the following components:

- A. Documentation of causes and corrective action if applicable.
- B. Analysis of accidents to determine trends, recurring problems and any need for further control measures.

5.3 Responsibility

Implementation of these procedures remains the responsibility of both the driver and the applicable MKSS Department Manager.

- A. Driver: Each licensed MKSS and OMKM vehicle driven by an MKSS employee or volunteer contains an MKSS Vehicle Information Packet. This packet contains the MKSS Accident Reporting Requirements list. The driver will follow the instructions on this list and complete the appropriate forms. It is the responsibility of each driver to ensure the forms contained are completed and given to their Department Manager within the required time frame.
- B. Management: The appropriate MKSS Department Manager will obtain accident data from the driver through the MKSS Accident Reporting Requirements list and/or by verbal communication and ensure reports are filed within the times required (24-hours in the case of the Industrial Injury and Work Related Illness forms). It is important for the Department Manager to determine the extent of the accident, especially if it involves injury or death to the driver, passengers, or other parties. The Department Manager will immediately proceed with an investigation to determine the underlying causes as well as what can be done to prevent similar occurrences. The completed accident report will be forwarded to the Vehicle Safety Coordinator within one week along with any additional support data (e.g., witness statements, photographs, police reports, etc.). The Vehicle Safety Coordinator will review the forms for completeness and forward them to the MKSS General Manager, RCUH, University of Hawaii and to appropriate insurance companies.

5.4 Preventable/Non-Preventable Accidents

The following definitions relate to motor vehicle accidents:

- A. A motor vehicle accident is defined as "any occurrence involving a motor vehicle which results in death, injury or property damage, unless such vehicle is properly parked. Who was injured, what property was damaged and to what extent, where the accident occurred, or who was responsible, are not relative factors".
- B. A preventable accident is defined as "any accident involving the vehicle, unless properly parked, which results in property damage or personal injury and in which the driver failed to do everything he/she reasonably could have done to prevent or avoid the accident".
- C. The determination of preventability of an accident is the function of the MKSS Accident

Review Board.

NOTE 1: A properly parked motor vehicle is one that is completely stopped and parked where it is legal and prudent to park such a vehicle or to stop to load/unload property. A vehicle stopped to load/unload passengers is not considered parked.

NOTE 2: Parking on private property will be governed by the same regulations that apply on public streets and highways. A vehicle stopped in traffic in response to a sign, traffic signal or the police is not considered parked.

6. Employee Accident Reporting Procedure

6.1 Reporting

MKSS employees and volunteers will follow the accident reporting procedures contained in the Vehicle Information Packets located in each MKSS/OMKM vehicle. If the vehicle was stolen or damaged while parked and you did not witness the damage, see below:

- A. If the vehicle was stolen, notify the police department immediately. Next, call your Department Manager. Department Managers will contact the Vehicle Safety Coordinator to determine the appropriate report.

- B. If your vehicle is damaged while parked and you did not witness the damage, contact your Department Manager and follow their directions. Department Managers will contact the Vehicle Safety Coordinator to determine the appropriate reporting requirements and actions needed to get the vehicle repaired. Depending on the circumstances, a police report may be required.

7. MKSS Accident Review Board

7.1 Purpose

All vehicle collisions will be analyzed, and a written report submitted to the MKSS General Manager for review. A determination of accident preventability should be made. Where the collision was preventable by the driver, the driver should be counseled, given additional training, given time off without pay, placed on probation, transferred to non-driving duties, disciplined in other ways, or employment terminated according to appropriate guidelines.

7.2 Accident Review Board

To determine preventability, an accident review board has been established. Members consists of the MKSS Department Manager whose vehicle was involved in the accident, the Vehicle Safety Coordinator and one staff member from appropriate department. The main charge of the board, is to determine whether the accident was preventable or nonpreventable and whether or not it is chargeable to the driver. The guide contained in the appendix should be used.

The accident review board will report to the MKSS General Manager within 7 working days the results of their review. The Vehicle Safety Coordinator will take the appropriate steps and communicate the results.

8. Vehicle Selection, Inspection And Maintenance

8.1 Introduction

Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well implemented maintenance policy.

8.2 Vehicle Selection

Selection of vehicles begins with understanding that the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. MKSS will purchase vehicles designed for their intended use.

8.3 Vehicle Inspection

MKSS Department Managers are responsible for their vehicles and will inspect the vehicle every even numbered month using the Vehicle Inspection Report form (see appendix) and forward the to the Vehicle Safety Coordinator with the Monthly Vehicle Log also contained in the appendix. More frequent inspections and reports may be required based on heavy use.

8.4 Monthly Vehicle Log

MKSS Department Managers will submit a Monthly Vehicle Log (for each vehicle in their department) to the Vehicle Safety Coordinator.

8.5 Vehicle Maintenance

Vehicle maintenance is the responsibility of the department responsible for the vehicle. MKSS Managers will ensure that regular vehicle maintenance is performed (as directed in the vehicle manual) and the vehicle is kept in good working order. The Vehicle Safety Coordinator will assist in scheduling maintenance and repairs as requested by the Department Manager.

8.6 Recordkeeping

This company's vehicle selection, inspection and maintenance program is only as good as its recordkeeping procedures. The Vehicle Safety Coordinator will maintain vehicle purchasing records for all MKSS vehicles. MKSS Department Managers will maintain vehicle maintenance records for vehicles within their department. The Office of Mauna Kea Management maintains maintenance and repair records for OMKM vehicles used by MKSS employees and volunteers. The Chief Ranger will ensure these vehicles are maintained according to the owner's manual before the vehicle is driven by an MKSS employee or volunteer.

9. Driver Training

9.1 Purpose

MKSS drivers must have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.

9.2 Procedure

MKSS employees and volunteers will receive a copy of this program as part of their initial orientation. Department Managers will ensure drivers get a formal orientation of MKSS policy, understand their responsibilities and are familiarized with MKSS vehicles. Areas that must be addressed, with drivers are listed below:

- A. Receive, understand, review and a copy of the MKSS Motor Vehicle Safety Program.
- B. Understand and sign the Vehicle Driver's Agreement.
- C. Individual driver's abstract.
- D. Understand accident reporting & emergency procedures.
- E. Review operation and controls of MKSS vehicles.
- F. Inspect vehicle using Vehicle Inspection Form.
- G. Receive driver training for Saddle Road and Mauna Kea Summit Access Road.

9.3 License Suspension

Drivers must notify their Department Manager if their license is suspended or revoked. Department Managers will inform the Vehicle Safety Coordinator.

9.4 Tickets

Drivers will report any traffic or parking violations received while driving an MKSS or OMKM vehicle to their Department Manager.

10. Driver Safety Regulations

10.1 Safety Belts

Drivers and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear safety belts. Children under four years of age or under 40-pounds in weight must be secured in a DOT approved child safety seat.

10.2 Impaired Driving

The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.

10.3 Traffic Laws

Drivers must abide by the Federal, State and County motor vehicle regulations, laws and ordinances.

10.4 Vehicle Condition

Drivers are responsible for ensuring the vehicle is in safe driving condition.

10.5 Cellular Telephones, Ear buds and Pagers

MKSS employees and volunteers must comply with Hawaii County traffic regulations.

A. MKSS employees and volunteers will refrain from placing outgoing calls or responding to pagers while an MKSS or OMKM vehicle is in motion.

B. MKSS employees and volunteers are prohibited from using ear buds or similar devices while operating an MKSS or OMKM vehicle.

10.6 General Safety Rules

Employees are not permitted to:

A. Pick up hitchhikers.

B. Accept payment for carrying passengers or materials.

C. Use any radar detector, laser detector or similar devices.

D. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only in limited quantities.

F. Assist disabled motorists or accident victims beyond their level of medical expertise. If someone is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well being are to be protected at all times.

10.7 MKSS and Personal Property

Employees are responsible for MKSS property such as computers, work papers and equipment under their control. MKSS will not reimburse the employee for stolen or damaged personal property.

Appendix

- Driver's Agreement
- MKSS Application For Driving
- Driver's Abstract Request Form
- Guide For Preventable and Nonpreventable Accidents
- Vehicle Inspection Report
- Monthly Vehicle Log

Driver's Agreement

I hereby acknowledge that I will be driving an MKSS or OMKM vehicle. I understand that these vehicles are to be regularly maintained and serviced according to the service schedule outlined in the Owner's Manual.

Further, it is agreed this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while operating an MKSS or OMKM vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle, vehicle occupants, or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant MKSS the right to investigate my motor vehicle driving record any time. My current driver's license is issued from the State of _____ and is No. _____.

If my driving record contains two or more moving violations within a two year period, I may lose driving privileges, be required to attend a safe driving class on my own time and expense, and to provide my Department Manager with confirmation of attendance.

I understand I am not to modify any MKSS or OMKM vehicle in any way, without written permission. This specifically applies to the installation of cellular telephones, radios, CBs, speakers, etc.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my Department Manager immediately.

I have read and agree to the provisions of this Driver's Agreement and the requirements of the MKSS Motor Vehicle Safety Program.

PRINT NAME

SIGNATURE

DATE

Have you ever put on tire chains? _____

Have you ever driven a vehicle with a manual transmission? _____

Do you know how to use the different mirrors that are on large vans and trucks? _____

ACCIDENT RECORD FOR PAST 3 YEARS: (if additional space is needed, attach sheet)

<u>DATE</u>	<u>LOCATION</u>	<u>NATURE OF ACCIDENT</u>	<u>FATALITIES</u>	<u>INJURIES</u>

LIST SPECIAL TRAINING RELATED TO TRANSPORTATION:

(If additional space is needed, attach sheet)

TO BE READ AND SIGNED BY APPLICANT:

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that any misrepresentation of information in this application is cause for immediate dismissal. I authorize Mauna Kea Observatories Support Services to investigate my background to ascertain all information of concern to my driving history, whether same is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information. Further, I understand that I will be asked to demonstrate my driving ability to perform the essential functions necessary to complete the job.

DATE _____ APPLICANT'S SIGNATURE _____

MAUNA KEA OBSERVATORIES
SUPPORT SERVICES

177 Makaala St. Hilo, Hawaii, 96720
Phone (808) 974-4205 Fax (808) 974-4215

District Court
Third Circuit Traffic Court
777 Kilauea Street
Hilo, HI 96720-4212

Dear Clerk,

I hereby give permission to Mauna Kea Observatories Support Services, Gwendolyn Biggert, Administrative Manager, to obtain a Hawaii Driver's Abstract for me.

Full Name on Driver's License: (print):

Driver's License State: _____ Driver's License Number: _____

DOB: _____

Authorizing Signature of Driver: _____ Date: _____

MAUNA KEA OBSERVATORIES
SUPPORT SERVICES

177 Makaala St. Hilo, Hawaii, 96720
Phone (808) 974-4205 Fax (808) 974-4215

District Court
Third Circuit Traffic Court
777 Kilauea Street
Hilo, HI 96720-4212

Dear Clerk,

I hereby give permission to Mauna Kea Observatories Support Services, Gwendolyn Biggert, Administrative Manager, to obtain a Hawaii Driver's Abstract for me.

Full Name on Driver's License: (print):

Driver's License State: _____ Driver's License Number: _____

DOB: _____

Authorizing Signature of Driver: _____ Date: _____

Guide For Preventable or Non-preventable Accidents

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, which received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability. If there was anything the driver could have done to avoid the collision, then the accident was preventable.

An accident is non-preventable when the vehicle was legally and properly parked, or when properly stopped because of a law enforcement officer, a signal, stop sign, or traffic condition.

If a stationary object is struck, then it is usually a preventable incident. If the driver rear-ends another vehicle then it is usually a preventable incident. It should be noted there are exceptions to any rule, but they are just that - exceptions!

It should be the objective of any person discussing or judging accidents to obtain as many facts as possible and to consider all conceivable conditions. Adverse weather conditions, actions of other drivers, or other such excuses must not influence the judgment of preventability. If procedures, scheduling, dispatching, or maintenance out of the control of the driver were found to be factors, that should be taken into account.

Drivers are expected to drive in a manner, which allows them to avoid conflicts when they arise. Whether a driver has a 25-year safe driving record, or started driving the day before has no bearing on whether an accident is or is not preventable. Taking a fair attitude does not mean leniency. If an accident is judged non-preventable and the drivers know the accident could have been avoided, they will lose respect for the program.

Questions to Consider - General

When judging or discussing preventable accidents, these are some questions to consider:

A. Does the report indicate that the driver considers the rights of others or is there evidence of poor driving habits which need to be changed?

B. Does the report indicate good judgment? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there is something wrong. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.

C. Was the driver under any physical handicap, which could have been contributory? Did the accident happen near the end of a long and/or hard run? Did the driver get sufficient sleep before the trip? Is the driver's vision faulty?

D. Was the vehicle defective without the driver's knowledge? A gradual brake failure, a car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout may be considered defects beyond the driver's knowledge; however, the inspection and maintenance program should work to prevent these hazards.

Questions To Consider Specific Types Of Accidents

Intersections

Failure to yield the right-of-way, regardless of stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding at an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear, side, or back.

Regardless of stop signs, stop lights, or right-of-way, a professional driver should recognize that the right-of-way belongs to anyone who assumes it and should yield accordingly. In addition, a professional driver is expected to know the turning radius of the vehicle and be able to avoid damaging others. These accidents are normally considered preventable.

- A. Did the driver approach the intersection at a speed safe for conditions?
- B. Was the driver prepared to stop before entering the intersection?
- C. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
- D. Did the driver operate the vehicle correctly to keep from skidding?

**If The Answer To Any Question Is No,
The Driver Was Not Driving Defensively And Is Responsible.**

Sideswipes

Sideswipes are often preventable since drivers should not get into a position where they can be forced into trouble. A driver should pass another vehicle cautiously and pull back into the lane only when he or she can see the other vehicle in the rearview mirror. A driver should also be ready to slow down and let a passing vehicle into the lane. A driver should not make a sudden move that may force another vehicle to swerve. Unless the driver is swerving to avoid another car or a pedestrian, sideswiping a stationary object is preventable.

Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

A driver is expected, whenever possible, to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable.

The doors of a vehicle should never be opened when it is in motion, and should not be opened on the traffic side, unless clear of traffic, when it is parked.

A parked vehicle can be seen from a sufficient distance; therefore, the operator of an approaching vehicle should be prepared in case the doors of the parked vehicle are opened. This type of accident is nonpreventable only when the door is opened after the driver has passed it.

- A. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
- B. Did the driver signal before pulling away from the curb?
- C. Did the driver look back rather than depend only upon rearview mirrors?
- D. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

**If The Answer To Any Question Is No,
The Driver Was Not Driving Defensively And Is Responsible.**

Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall.

Loss of traction on a grade can be anticipated, and these accidents usually are preventable. Chains or other suitable traction devices should be used, if they are available.

- A. Was the driver operating at a safe speed considering weather and road conditions?
- B. During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
- C. Were all actions gradual?
- D. Was the driver anticipating ice on bridges, gutters, ruts, and near the curb?
- E. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc.?
- F. Did the driver keep out of other vehicle tracks or cross them at wide angles?

**If The Answer To Any Question Is No,
The Driver Was Not Driving Defensively And Is Responsible.**

Pedestrian and Animal Collision

Collisions with parked cars are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Collisions with animals are normally preventable, unless the movement on the part of an animal was unusual and unexpected. This is also taking into consideration the fact that the driver was aware of animals in the vicinity.

- A. Did the driver go through congested sections expecting that pedestrians would step in front of the vehicle?
- B. Was the driver prepared to stop?
- C. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
- D. Did the driver stop when other vehicles have stopped to allow pedestrians to cross?
- E. Did the driver wait for the green light or stop for the caution light?
- F. Was the driver aware of children and prepared to stop if one ran into the street?
- G. Did the driver give all pedestrians the right-of-way?
- H. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

**If The Answer To Any Question Is No,
The Driver Was Not Driving Defensively And Is Responsible.**

Parked or Stopped

Accidents occurring when vehicles are properly and legally parked are considered nonpreventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

- A. Was the vehicle parked on the proper side of the road?
- B. Was it necessary to park near the intersection?
- C. Did the driver have to park on the traveled part of the road, on the curve, or on the hill?
- D. When required, did the driver warn traffic by emergency warning devices?
- E. Did the driver park parallel to the curb?
- F. Was it necessary to park so close to an alley or directly across from a driveway?

**If The Answer To Any Question Is No,
The Driver Was Not Driving Defensively And Is Responsible.**

Non-collision Vehicle Damage, Mechanical Failure, and Miscellaneous Problems

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused by rough and abusive handling.

When a mechanical failure is sudden or unexpected, not resulting from abuse or ordinary wear, it may be considered nonpreventable. Bad brakes should not be considered a mechanical failure unless the failure was sudden and the driver could have had no previous knowledge of the condition. However, this type of failure cannot excuse a driver who does not know how to properly pre-trip inspect the vehicle or is too lazy to do the inspection correctly.

It is a driver's responsibility to keep the cargo in mind and be aware of any sudden vehicle movements, which may cause damage to the cargo. Driving off the highway to avoid a collision may be preventable. Drivers should try not to place themselves in such a position. "U" turns are a monkey wrench in the smooth flow of traffic. Accidents which occur while this maneuver is attempted are considered preventable.

- A. Could the driver have done anything to avoid the accident?
- B. Was the driver's speed safe for conditions?
- C. Did the driver obey all traffic signals?
- D. Was the driver's vehicle under control?
- E. Did the driver follow the routing and delivery instructions?

**If The Answer To Any Question Is No,
The Driver Was Not Driving Defensively And Is Responsible.**

Vehicle Inspection Report

This report is due during at the end of every even month of the year for every MKSS licensed motor vehicle. A separate report must be completed for each unit. This report will be submitted to the Vehicle Safety Coordinator with the mileage log for the month due. If the inspector is unfamiliar with how to check any item on this report, see the Utility Manager for the appropriate training.

Date: _____
License number: _____ Mileage: _____
Department: _____
Year: _____ Make: _____ Model: _____
Month of Safety Check Expiration: _____

4 cylinder 6 cylinder _____ other Cruise Tilt wheel

INSPECT AND CHECK ONE:

Lights

Head: OK Out Back-up: OK Out
Parking: OK Out Side: OK Out
Tail: OK Out Flashers: OK Out
Directional: OK Out

Tires

Front left: Good Fair Poor Front right: Good Fair Poor
Rear left: Good Fair Poor Rear right: Good Fair Poor
Conventional spare: Good Fair Poor Snow tires: Yes No
Mini spare: Yes No Good Fair Poor

Note and explain uneven wear: _____

Brakes

Check for master cylinder leaks. If unusual conditions, explain: _____

Comments: _____

Check brake fluid: Full Low

Exterior

Paint, overall condition: Good Fair Poor
Bumpers, overall condition: Good Fair Poor
Glass, overall condition: No damage Damage

Explanation of overall exterior condition: _____

Nonstandard ornamentation or equipment? (decals, trailer hitch, etc.) Yes No

If "Yes," describe: _____

Exterior damage? Yes No

If "Yes," note and explain estimated cost of repairs: _____

If "Yes," was claim submitted? Yes No

If "No," why not: _____

Interior

- Overall appearance: Clean Worn Dirty
Condition of seats: Good Springs broken Sagging
Condition of upholstery: Clean Worn Dirty Torn Burn holes
Condition of carpets: Clean Worn Dirty Torn
Floor mats: Yes No
Windshield wipers: Good Fair Poor
Knobs, handles, etc.: Good Broken Missing
Accessories:
Flashlight working: Yes No
Horn working: Yes No
Safety belts: Working Nonworking
Rear window defroster: Working Nonworking
Vehicle Information Packet: Yes No
Driver's manual: Yes No
Condition of trunk: Clean Dirty
Accessories:
Jack: Yes No
Handle and base: Yes No
Lug wrench: Yes No
Tire Pressure Gauge Yes No

Under Hood

Engine: Clean Dirty

Note apparent leakage: _____

Engine oil: Full Low

Condition: _____

Mileage of last oil change: _____

- Windshield washer fluid: Full Low
Battery water level: Full Low
Nonfillable: Yes No
Transmission fluid condition: Full Low Color: Red Black
Power steering fluid: Full Low

Overall Rating of Car

Excellent Good Fair Poor

Inspector's comments and recommendations: _____

Inspector's signature: _____ Department Manager's Signature: _____

