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SAFETY POLICY & PROCEDURE

Fleet Safety

SPP# A-6

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1.0 Purpose

The purpose of this safety policy and procedure is to establish a comprehensive Fleet Safety Program for North Carolina Department of Transportation (NCDOT) employees to ensure State and NCDOT owned/operated motor vehicles are driven and maintained in a safe manner.

2.0 Scope and Applicability

Vehicle driving safety is a critical component in reducing accidents caused by motor vehicles. The Fleet Safety Program is designed to reduce injuries and loss due to driver error.

This safety policy and procedure provides guidelines for training Safety Staff, Fleet Safety Instructors, and employees in safe driving techniques. Additionally, it presents a discussion of the program components of NCDOT's Fleet Safety Program and confidentiality requirements.

It also details the areas of responsibility for managers/unit heads, supervisors, Fleet Safety Instructor-Trainers, Safety Staff, Fleet Safety Instructors, employees and Safety and Risk Management within NCDOT.

This safety policy and procedure covers all NCDOT drivers of NCDOT vehicles owned, leased, or rented. Trucks covered by this safety policy and procedure include utility trucks (class code 0203) through tractor-trailers. Heavy equipment operation is not covered by this safety policy and procedure.

3.0 Reference

This document is established in accordance with NCDOT Safety Policy and Procedures, Best Practices and Motor Vehicle Laws of North Carolina.

4.0 Policy

It is the policy of NCDOT to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. Therefore, all employees who operate motorized vehicles (excluding heavy equipment) as part of their assigned duties or their position function must be trained in safe driving using NCDOT's Fleet Safety Program.

5.0 General Responsibilities

It is the responsibility of each Division Engineer, manager, unit head, supervisor, and employee to ensure implementation of NCDOT's safety policy and procedure on Fleet Safety.

It is also the responsibility of each employee to immediately report any unsafe act or condition related to fleet safety to his or her supervisor.

6.0 Procedure

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by NCDOT's safety policy and procedure on Fleet Safety.

6.1 Definitions

Commercial Driver's License (CDL). Driver's license for a specific class vehicle (by weight) and specific endorsements, when required. Please note age restriction for any CDL drivers with an Intra-State only cannot cross State lines even if just to turn around.

Commercial Motor Vehicle (CMV)

1. A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,001 pounds,
2. A combination vehicle with a gross combination weight rating (GCWR) of 26,001 or more pounds, provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds,
3. A vehicle designed to transport 16 or more passengers (including the driver),

Division Fleet Safety Coordinator

Designated individual (within Division/Unit) who evaluates drivers, coordinates testing and schedules Fleet Safety driver training.

Fleet Safety Instructor-Trainer

Individuals who, through advanced fleet safety training and/or experience, are qualified to train Safety Officers and Fleet Safety Instructors on the fundamentals of NCDOT's Fleet Safety Program.

Fleet Safety Instructors

Individuals appointed by the Division Safety Staff to assist in administering the Fleet Safety Program.

Heavy Truck

Single vehicle with a gross vehicle weight rating (GVWR) or gross combined weight rating if single vehicle towing trailer (GCWR) of more than 26,001 pounds.

State of NC/Unit Owned Vehicle/Equipment (SOV)

For the purposes of this SPP vehicles owned/leased/rented by a state agency, division, unit, DOA Fleet Management regardless of procurement process and may/may not be assigned a state/public license plate shall be referred to as state owned vehicles (SOV).

6.2 General Provisions

This section details the provisions of this safety policy and procedure with each provision discussed in a separate subsection. These provisions are:

- Training
- Program Components
- Confidentiality
- NCDOT Equipment Lighting Policy
- Drug and Alcohol Testing
- Cell Phone Use

6.2.1 Training

Training requirements of this safety policy and procedure include the following categories of personnel:

- Fleet Safety Instructor-Trainers
- Fleet Safety Instructors
- Employees

The Division Fleet Safety Coordinator and Fleet Safety Instructors shall receive next scheduled training upon initial job assignment. Fleet Safety Instructor- Trainers will conduct this training. Appendix A details the training subjects and eligibility requirements for the Safety Officers and Fleet Safety Instructors. Periodic refresher training shall also be conducted at the discretion of Safety and Risk Management.

CDL Employees whose job duties may include the operation of heavy trucks. (class code 0203 and heavier) shall receive the Fleet Safety Training Course as follows:

1. For new employees with a CDL, fleet safety instructor, designee or safety staff will conduct a road test and the new employee will attend the next scheduled Fleet Safety Training. Some Divisions may choose to use a Road Test form to document. Appendix E shows examples that are currently being used by some Divisions. LMS Event for CDL Road Test available to document successful completion of road test for new employees with CDL.
2. For new employees without a CDL, employee will obtain a CDL permit, work toward obtaining CDL, and attend the next scheduled Fleet Safety Training.
3. Any CDL driver that has been involved in two or more equipment accidents within a three-year period shall receive the Fleet Safety Training Course and any other remedial training as deemed appropriate by the supervisor or Division Engineer. Driver refresher training shall be conducted every three years or earlier at the discretion of supervisors or the Division Engineer/Unit Head.

All Non-CDL employees who operate automobiles and light duty trucks shall receive the next scheduled Defensive Driving Training. Remedial defensive driving training is required for any non-CDL driver that has been involved in two or more work-related motor vehicle accidents.

Appendix B highlights the major components of the Defensive Driving Training section of the Fleet Safety Program.

6.2.2 Program Components

The Fleet Safety Program includes the following components:

- Initial driver evaluation and selection (See Appendix C for driver screening and training process).
- Driver record check and evaluation.
- Classroom training
- In-vehicle road testing

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- In-vehicle road training when deemed appropriate by supervisor or Safety Staff
- Fleet Safety files maintained at the Division headquarters (See Appendix E for Fleet Safety file requirements)
- Follow-up and remedial training
- Continuous documented preventive maintenance by drivers on their assigned vehicles (See Appendix F for a sample vehicle preventive maintenance checklist)
- Incident Review Committee's review and analysis of equipment accidents as detailed in the Workplace Safety Manual and SPP #A-2, Safety Program Policy and Procedure
- Employee recognition (e.g., incentive pins, plaques, vehicle rodeos, etc.)

6.2.3 Confidentiality

All driver Fleet Safety files will be considered confidential. These records will be locked when not in use. The contents of these files will not be divulged to anyone other than staff and supervisors who must have this information to determine the qualifications of drivers to operate state-owned equipment.

In accordance with General Statute 126-24 and as approved by the Secretary of NCDOT, Safety Engineers, Consultants, and Officers are authorized to have access to employee's personnel files to research employee safety records.

6.2.4 NCDOT Equipment Lighting Policy

All NCDOT vehicles utilized in Work Zone or Road Construction/Maintenance operations are required to be equipped with Warning Lights per the NCDOT Equipment Lighting Policy.

See Appendix G for the NCDOT Equipment Lighting Policy.

6.2.5 Drug and Alcohol Testing

NCDOT has a Controlled Substance Abuse and Alcohol Misuse Standard Policy and Procedure administered by the Safety and Risk Management Controlled Substance and Alcohol Program Manager. NCDOT employees (CDL/Non-CDL) that operate state owned vehicles are subject to drug and/or alcohol testing.

CDL drivers are subject to the following types of testing:

1. Pre-Employment Testing
2. Random Testing
3. Follow-Up Testing
4. Reasonable Suspicion Testing
5. Post-Accident Testing

All other drivers including those getting reimbursed for mileage driving personal vehicles, are subject to the following types of testing:

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1. Reasonable Suspicion Testing must be accompanied by their Supervisor.
2. Post-Accident Testing must be accompanied by their Supervisor.

See Appendix H for instructions on Post-Accident Drug and Alcohol Testing

6.2.6 Cell Phone Use

As NCDOT moves to the use of a cellular telephone in a NCDOT or SOV vehicle is permitted only when the device is used with available hands-free listening technology such as a Bluetooth earpiece, a single wired ear bud, or temporary vehicle-mounted hands-free technology. If available, utilization of the cellular telephone's speakerphone capability is acceptable. This hands-free listening technology requirement will be phased in as we continue to improve driver safety. Until then, the use of hands-free listening technology is encouraged and recommended.

At no time, is Texting allowed while driving.

6.3 Specific Responsibilities

6.3.1 Managers/Unit Heads

Managers/Unit Heads are responsible for taking an active role in the implementation and continuous support of the Fleet Safety Program. Additionally, Managers/Unit Heads are responsible for ensuring compliance with the guidelines contained in this safety policy and procedure. They are also responsible for delegating and assigning specific responsibilities to assure that an effective Fleet Safety Program is maintained.

Manager/Unit Heads are responsible for designating an individual to act as the coordinator for the Fleet Safety Program. Additionally, they may designate two or more Fleet Safety Instructors to assist during times of peak load.

Managers/Unit Heads are responsible for ensuring that adequate funding is budgeted and available to support the Fleet Safety Program. They are also responsible for identifying the affected employees and ensuring employees are included in the program.

Manager/Unit Heads will obtain and coordinate the required training for the affected employees. Managers/Unit Heads will also ensure compliance with this safety policy and procedure through the auditing process.

6.3.2 Supervisors

Supervisors who have drivers under their supervision are responsible for:

- Allowing drivers under their supervision to attend the required testing and training.
- Informing the designate coordinator of changes in driver's status
- Assisting in the arrangements of training schedules and facilities

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- Cooperating with the designated coordinator on driver information requests
- Ensuring that drivers perform Pre-Trip inspections on their assigned vehicles.
- Ensuring that equipment is not abused.
- Ensuring that equipment is not operated when it is unsafe and known to be defective.

Supervisors who have employees under their supervision who have been appointed as Fleet Safety Instructors will cooperate with the designated Fleet Safety Coordinator in making the Fleet Safety Instructors available to assist during peak times or as requested by other Divisions.

Supervisors shall not permit any employee to operate a Commercial vehicle if they have not been adequately trained and/or tested.

Supervisors shall not permit any employee to operate a State owned or leased vehicle until a driver's record check regarding the employee has been processed and deemed satisfactory by the Fleet Safety Coordinator.

Before permitting a driver to operate a State owned or leased vehicle, supervisors will ensure the driver has the appropriate North Carolina Driver's License for the assigned vehicle. Supervisors shall not permit any employee to operate a heavy truck until the employee has been road tested and evaluated by the Division Fleet Safety Coordinator or their designee.

Supervisors are responsible for promptly investigating all equipment accidents and completing all required documentation as detailed in the Workplace Safety Manual and Safety Program Policy and Procedure.

6.3.3 Fleet Safety Instructors-Trainers

Fleet Safety Instructor-Trainers are responsible for providing the Fleet Safety Coordinator and Fleet Safety Instructors with NCDOT's standard Fleet Safety Instructor Course. The Fleet Safety Instructor-Trainers are also responsible for providing consultative services for Fleet Safety procedures.

To conduct a road test, the Fleet Safety Instructor-Trainer must have the appropriate CDL license.

6.3.4 Division Fleet Safety Coordinator

Division Fleet Safety Coordinators are responsible for coordinating and managing the Fleet Safety Program in their division/unit. They are also responsible for maintaining Fleet Safety files and records.

Division Fleet Safety Coordinator will assist supervisors in any matter related to the Fleet Safety Program.

6.3.5 Fleet Safety Instructors

Fleet Safety Instructors are responsible for assisting with Fleet Safety Training during peak times or as requested. This will include assisting with road testing and training, and classroom training. Fleet Safety Instructors shall comply with all the requirements of the Fleet Safety Program. They will assist supervisors in any matter related to the Fleet Safety Program.

6.3.6 Employees

Employees shall comply with all applicable guidelines contained in this safety policy and procedure.

All drivers of vehicles are responsible for staying current with regulations and notifying their supervisor of conditions or issues that may affect their ability to drive (i.e. medical conditions, prescriptions, accidents/mishaps/incidents, tickets, loss of license, etc...).

Any driver who is convicted of violating any State law or local ordinance relating to motor vehicle operations in this or any other state, other than parking violations, shall notify their supervisor immediately upon conviction.

Any driver whose driver's license is suspended, revoked, or canceled, shall notify their supervisor upon reporting for duty. Failure to comply with this requirement is grounds for dismissal.

Employees who are designated as Fleet Safety Instructors shall comply with all the requirements of NCDOT's Fleet Safety Program.

6.3.7 Safety and Risk Management

Safety and Risk Management will provide prompt assistance to Managers/Unit Heads, Supervisors, and others as necessary on any matter concerning this safety policy and procedure. Safety and Risk Management will assist in developing or securing the required training. Additionally, Safety and Risk Management will provide training for Fleet Safety Instructor-Trainers and will provide technical guidance for the Fleet Safety Instructor-Trainers.

Division Safety Engineers, Consultants, and Officers will provide consultative assistance within their respective division to ensure the effective administration of this safety policy.

APPENDIX A: Training and Eligibility Requirements for Fleet Safety Instructors & Safety Staff

Training Subjects for Fleet Safety Instructor Course

- Safety Policy and Procedure A#6 – Fleet Safety
- Safe driving techniques
- Defensive driving
- Attitude, emotions and driving
- Training in accident-avoidance techniques for specific accident types
- Processing driver record checks
- How to conduct road testing and training
- Driver evaluation
- Follow-up and remedial road training
- Conducting psychophysical tests
- Establishing and maintaining Fleet Safety driver files and records
- How to instruct

Fleet Safety Instructor Eligibility Requirements

- High school graduate (minimum)
- No more than two convictions of moving violations in the past 3 years
- No driver's license suspensions, revocations, cancellations, or disqualifications in the past 5 years.
- No convictions of alcohol or drug related offenses in the past 10 years
- Experience or knowledge of driving Commercial vehicles
- Good verbal and written communication skills
- Ability to complete documentation forms accurately and neatly
- Dependable
- Safety conscious
- Ability to work with minimum supervision

APPENDIX B: Defensive Driving Training

As a minimum, the CDL defensive driving training components of the Fleet Safety Program shall include the following subject areas.

- Defensive Driving definitions
- Three basic steps of defensive driving
- The types of traffic conflicts
- Driving distractions
- Unpracticed driving skills
- Smith System Fundamentals (Space Cushion Driving Techniques)
- Space Cushion Driving Keys:
 - Key # 1- Aim High
 - Key # 2- Get the Big Picture
 - Key # 3- Keep Your Eyes Moving
 - Key # 4- Leave Yourself an Out
 - Key # 5- Make Sure They See You

Note: For all NCDOT Non-CDL drivers (All NCDOT employees who operate State automobiles and light duty trucks) shall receive Non-CDL Defensive Driving Training covering the following subjects:

- Driving behaviors and conditions
- Distracted driving
- Aggressive drivers
- Becoming a defensive driver

APPENDIX C: Driver Screening and Training Process

Driver Record Check

Prospective drivers must meet the following standards to be eligible to operate NCDOT vehicles:

- No more than two convictions of moving violations within the past three years No convictions of an alcohol or drug related traffic offense within the past five years
- Valid, current North Carolina driver's license appropriate for the type of vehicle to be operated (*Note: Employees permanently residing in adjacent states may operate a DOT vehicle using a current, valid, appropriate driver's license from their state of residence.*)
- If a driver applicant has possessed an out-of-state driver's license in the past ten years, the driver's record from the state(s) involved shall be obtained. Such applicants and those who currently possess an out-of-state driver's licenses will be responsible for providing their driving records from the appropriate states.

Road Testing and Evaluation for CDL Drivers

Before a new employee is allowed to operate a heavy truck (single vehicle GVWR or combined GCWR if towing trailer of 26,001 Lbs. or greater), they must:

- Must complete Dump Truck and/or Low Boy training through NCDOT LMS or equivalent training
- Be road tested by the Division Fleet Safety Coordinator or a Fleet Safety Instructor or designee. LMS Event for CDL Road Test is available to document successful completion of road test for new employees with CDL
- Complete any needed road and/or classroom training as indicated by the Division Fleet Safety Coordinator or Fleet Safety Instructor who conducted the road test.

Driver Applicant Screening (Only applicable for any Divisions using this process).

- All applicants complete Driver's Questionnaire and provide required driving information (CDL or other).
- For any Divisions utilizing Driver's Questionnaires, all must be submitted to the Division Fleet Safety Coordinator to ensure compliance with the training and eligibility requirements.
- Supervisor reviews driver applications and selects best applicants.
- Supervisor interviews best applicants and selects the best qualified for road testing.
- The supervisor, utilizing this information, then makes a final selection of the best-qualified applicant and forwards through normal channels.
- The Division Fleet Safety Coordinator or Fleet Safety Instructor will conduct a road test of the new hire and provide an evaluation along with training recommendations to the supervisor as soon as possible after hiring.
- The supervisor will then schedule employee for the first available Fleet Safety Course.

Annual Driver License Check

An annual driver license check will be conducted to ensure NCDOT drivers license are current and review any convictions which may warrant action.

APPENDIX D: Driver's Fleet Safety File Requirements

NCDOT Drivers' Fleet Safety files that are maintained at the division/unit headquarters will consist of the following:

- DMV Driver's Record Check
- Equipment Accident and Property Damage Reports (Form 140) on the subject driver
- Incident Reports (Forms I-1, I-2, and I-3) on subject driver
- Comments and evaluation by Division Fleet Safety Coordinator or Instructors
- Driver Applicant Questionnaire for any Divisions utilizing; an example is included in Appendix E.
- Road Test Documentation for any Divisions utilizing; a couple of examples is included in Appendix E.
- Only applicable for Divisions choosing to maintain the above Driver Fleet Safety hard copy files.

APPENDIX E: Examples of Driver Application Questionnaire and Road Test Forms

DRIVER APPLICANT QUESTIONNAIRE

Full Name _____
First Middle Last (Jr./Sr./III, etc.)

Street Address _____ City _____

State _____ Zip Code _____ Phone (____) _____

Social Security Number _____ Date of Birth _____

Years of Driving Experience _____ How much of this experience was with a dump truck? _____

How much of this experience was with a diesel engine vehicle? _____

Have you ever been road tested by N.C.D.O.T.? _____ If so, when? _____

Your Driver's License Number _____ State where issued _____

Type of license: Classified _____ Commercial _____ Class (A,B,or C) _____

Endorsements _____ Restrictions _____ Expiration Date _____

When did you first obtain this type of license? _____

Have you been convicted of any moving violations in the last five years? _____

If so, when and what were they? _____

Have you ever been convicted of a drug or alcohol related traffic offense? _____

If so when? _____

List the requested information for each accident you have had in the last five years. List the most recent first. If additional space is needed, attach another page.:

When	Where	Description	\$-damage to your vehicle	\$-damage to other vehicle	Charges against you

SEE REVERSE SIDE

I have answered all questions fully to the best of my knowledge and ability. I understand that entering false information or failure to provide information requested will be, if hired, grounds for dismissal.

Signature _____ Date _____

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APPENDIX E: Examples of Driver Application Questionnaire and Road Test Forms (Continued 2)

DRIVER APPLICANT QUESTIONNAIRE --- PAGE TWO

In compliance with General Statute 20-37.18, please provide the following information for the previous ten years:

- 1) A list of the names and addresses of you previous employers for which you were a driver of a commercial motor vehicle;
- 2) The dates between which you drove for each employer; and
- 3) The reason for leaving that employer.

I certify that all information furnished below is true and complete.

<<< Mark this box if you have not operated a commercial motor vehicle in the past 10 years.

Signature of Applicant _____ Date _____

Note: Signing this form allows an NCDOT representative to validate your drivers record for potential employment.



Employer Name (Company)	Employer Address (Street, City, State, Zip Code)	Dates Between Which You Drove a Commercial Motor Vehicle	Reason for Leaving
		Begin (month/year): End (month/year): 	
		Begin (month/year): End (month/year): 	
		Begin (month/year): End (month/year): 	
		Begin (month/year): End (month/year): 	
		Begin (month/year): End (month/year): 	
		Begin (month/year): End (month/year): 	
		Begin (month/year): End (month/year): 	

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APPENDIX E: Examples of Driver Application Questionnaire and Road Test Forms (Continued 3)

Department _____



Division _____

ROAD TEST

N.C. DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS

Applicant _____ Date _____

Address _____

Driver's License # _____ Class _____ Expiration Date _____

Date of Birth _____ Restrictions _____ Ethnic Info. _____

Marital Status _____ Education _____ Dept. _____ Exp. _____

Road Test Vehicle ----- Class Code
_____ 0203 _____ 0205 _____ 0206 _____ 0209 _____ 0212 _____ Other

The applicant needs additional training in the following skills:

- | | |
|---|---|
| <input type="checkbox"/> Reduction of gear scrape | <input type="checkbox"/> Attention/response to hazards |
| <input type="checkbox"/> Downshifting | <input type="checkbox"/> Use of mirrors |
| <input type="checkbox"/> Gear Selection | <input type="checkbox"/> Proper RPM levels |
| <input type="checkbox"/> Use of 2-speed axle | <input type="checkbox"/> Backing |
| <input type="checkbox"/> Speed Control | <input type="checkbox"/> Steering |
| <input type="checkbox"/> Intersections | <input type="checkbox"/> Placement of hands on steering wheel |
| <input type="checkbox"/> Following distance | <input type="checkbox"/> Signaling |
| <input type="checkbox"/> Use of proper lanes | <input type="checkbox"/> Railroad crossings |
| <input type="checkbox"/> Positioning vehicle in lane | <input type="checkbox"/> Use of Hoist |
| <input type="checkbox"/> Turns | <input type="checkbox"/> Dumping/spreading material |
| <input type="checkbox"/> Clearances in tight spaces | <input type="checkbox"/> Controlling this size vehicle |
| <input type="checkbox"/> Smoothness of operation | Other: _____ |
| <input type="checkbox"/> Coasts to stop/through turns | |

- If hired, needs no additional training/testing for certification in class code(s) _____ and smaller vehicles.
- If hired, will require minimum of _____ hours road training with experienced driver for certification in class codes(s) _____ and smaller vehicles. (Please advise when training is completed.)
- If hired, will require minimum of _____ hours road training with experienced driver and additional road test(s) for certification in class code(s) _____ and smaller vehicles. (Please advise when training is completed; road test will be scheduled.)
- I recommend this applicant not be permitted to operate DOT vehicles larger than _____, if hired.

Comments:

_____ Did not enter traffic; observed on premises only.

Original to:

(FLEET SAFETY COORDINATOR/INSTRUCTOR)

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APPENDIX E: Examples of Driver Application Questionnaire and Road Test Forms (Continued 4)

Form: FS-1 (Rev. 10-97)
61-50039

ITEM	DEDUCT	CHECK ITEMS MISSED	DEDUCTION
TURNING			
Approaches from improper lane.....	3		
At improper speed (too fast or too slow).....	3		
Into improper lane during turn.....	3		
Into improper lane after turn.....	3		
Strikes curb.....	3		
Makes turn unnecessarily wide.....	3		
Slides away, then turns.....	3		
Shifts gear while turning.....	3		
Fails to yield right-of-way.....	3		
BACKING			
Fails to stop in correct position to back....	5		
Fails to go to rear of vehicle when necessary	5		
Fails to check both mirrors.....	5		
Backs jerkily.....	2		
Oversteers and zigzags.....	2		
Backs too close to stationary objects.....	10		
Backs too fast.....	10		
Coasts while backing.....	10		
Rides clutch while backing.....	3		
RAILROAD CROSSINGS			
Fails to look in all directions.....	10		
Fails to come to full stop when necessary	10		
Fails to stop at a safe place, if necessary..	5		
Shifts gears while crossing tracks.....	5		
MISCELLANEOUS			
Fails to check rear-view mirrors regularly..	10		
Excessively nervous.....	10		
Overconfident.....	10		
Aggressive.....	10		
Poor attitude.....	10		

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NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

ROAD TEST CHECKLIST

FOR DRIVER TESTING, EVALUATION AND TRAINING

DRIVER _____ DATE _____

DRIVER'S LICENSE # _____ CDL? YES NO CLASS: A B C

ENDORSEMENTS: H N X P T RESTRICTIONS: _____

EXPIRATION DATE _____ DATE OF BIRTH _____

ROAD TEST VEHICLE: 0201 0203 0205 0206 0209 0219 0212 0217 OTHER _____

ROAD TESTED BY: _____

REMARKS:	TOTAL SCORE

ITEM	DEDUCT	CHECK ITEMS MISSED	DEDUCTION
CHECKING THE DRIVER			
Fails to adjust seat properly.....	1		
Fails to adjust rear-view mirrors.....	3		
Fails to fasten safety belts.....	5		
STARTING THE ENGINE			
Fails to depress clutch pedal.....	1		
Does not place gearshift in neutral.....	2		
Races engine during warm-up period.....	5		
Fails to check air pressure.....	5		
STARTING VEHICLE IN LOW GEAR			
Fails to check traffic conditions.....	5		
Selects wrong gear to begin moving forward	3		
Rolls back.....	5		
Races the engine.....	5		
Stalls the engine.....	5		

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APPENDIX E: Examples of Driver Application Questionnaire and Road Test Forms (Continued 5)

ITEM	DEDUCT	CHECK ITEMS MISSED	DEDUCTION
CLUTCHING AND SHIFTING GEARS			
Rides the clutch.....	3	<input type="checkbox"/>	_____
Stays in low gear too long (overwinds engine)	3	<input type="checkbox"/>	_____
Stays in high gear too long (lugs engine)..	3	<input type="checkbox"/>	_____
Downshifts too soon.....	3	<input type="checkbox"/>	_____
Shifts to higher gear too soon.....	3	<input type="checkbox"/>	_____
Jerky operation.....	3	<input type="checkbox"/>	_____
Fails to double-clutch.....	3	<input type="checkbox"/>	_____
Scrapes gears.....	5	<input type="checkbox"/>	_____
Holds vehicle with clutch while at a stop.	3	<input type="checkbox"/>	_____
Keeps clutch depressed while at a stop...	1	<input type="checkbox"/>	_____
Selects wrong gear.....	3	<input type="checkbox"/>	_____
Coasts with clutch pedal depressed.....	5	<input type="checkbox"/>	_____
Coasts with transmission in neutral.....	10	<input type="checkbox"/>	_____
STEERING			
Places hands in unstable positions on wheel	2	<input type="checkbox"/>	_____
Steers abruptly.....	5	<input type="checkbox"/>	_____
Uses one hand occasionally.....	2	<input type="checkbox"/>	_____
Turns steering wheel while vehicle at rest	2	<input type="checkbox"/>	_____
SPEED CONTROL			
Too fast for conditions.....	5	<input type="checkbox"/>	_____
In excess of posted speed limit.....	10	<input type="checkbox"/>	_____
Too slow for conditions.....	2	<input type="checkbox"/>	_____
Brakes in curve.....	5	<input type="checkbox"/>	_____
STOPPING			
Before necessary (especially at signals, signs)	1	<input type="checkbox"/>	_____
Not soon enough (past crosswalks, stop bars)	2	<input type="checkbox"/>	_____
Not a safe place (too close to other vehicles)	5	<input type="checkbox"/>	_____
STOP STREETS			
Fails to stop.....	10	<input type="checkbox"/>	_____
Fails to stop in position to see both ways..	5	<input type="checkbox"/>	_____
Hesitates too long for conditions.....	3	<input type="checkbox"/>	_____

ITEM	DEDUCT	CHECK ITEMS MISSED	DEDUCTION
INTERSECTIONS			
Fails to slow down (or stop, if necessary)...	3	<input type="checkbox"/>	_____
Fails to look in all directions.....	5	<input type="checkbox"/>	_____
Fails to respond to hazardous traffic situation	10	<input type="checkbox"/>	_____
Fails to yield right-of-way.....	10	<input type="checkbox"/>	_____
SIGNALING			
Leaving curb — fails to signal.....	2	<input type="checkbox"/>	_____
Leaving curb — fails to check traffic.....	5	<input type="checkbox"/>	_____
Turning — fails to signal.....	5	<input type="checkbox"/>	_____
Lane change — fails to signal.....	5	<input type="checkbox"/>	_____
Leaves turn signal on after turning.....	2	<input type="checkbox"/>	_____
Fails to use horn or uses horn improperly...	2	<input type="checkbox"/>	_____
SIGNAL VIOLATIONS			
Traffic signal — through on amber.....	3	<input type="checkbox"/>	_____
Traffic signal — through on red.....	10	<input type="checkbox"/>	_____
Officer or flagger — fails to follow instructions	10	<input type="checkbox"/>	_____
PASSING OTHER VEHICLES TRAVELING IN SAME DIRECTION			
Fails to check traffic ahead and to the rear	10	<input type="checkbox"/>	_____
Cuts back into line too soon after passing.	10	<input type="checkbox"/>	_____
Fails to see parked vehicle moving from curb	3	<input type="checkbox"/>	_____
POSITION OF VEHICLE IN TRAFFIC LANES (Excluding Turns)			
Fails to drive in proper lane.....	5	<input type="checkbox"/>	_____
Fails to keep vehicle in center of travel lane	5	<input type="checkbox"/>	_____
Straddles traffic lanes (marked or unmarked)	5	<input type="checkbox"/>	_____
Straddles lanes at signal or sign at a stop.	5	<input type="checkbox"/>	_____
Follows too closely to other vehicles.....	5	<input type="checkbox"/>	_____
Drives too close to other vehicles or objects	5	<input type="checkbox"/>	_____
SMOOTHNESS OF OPERATION			
Rough starts.....	5	<input type="checkbox"/>	_____
Rough stops.....	5	<input type="checkbox"/>	_____
Uses clutch roughly.....	5	<input type="checkbox"/>	_____
Uses brakes roughly and unevenly.....	5	<input type="checkbox"/>	_____
Fails to hold accelerator steady.....	5	<input type="checkbox"/>	_____

APPENDIX F: VEHICLE PREVENTATIVE MAINTENANCE

All vehicles operated by DOT personnel need to be inspected on a regular basis. Regular inspections must take place during the 5,000-mile period between scheduled preventive maintenance. Commercial Driver License Law for all vehicles in excess of twenty-six thousand pounds GVWR dictates such inspections. These inspections are required each day, prior to the vehicle being placed into service and shall be documented using NCDOT Pre-Trip Inspection books. However, there is no such policy or requirement for noncommercial vehicles. These vehicles shall be inspected once per week. **All employees shall be trained in the inspection of each item for their appropriate vehicle.**

In addition, each department head as prescribed in the following policy shall maintain the records of these inspections.

Non-Commercial Vehicles (Less than 26,000 lb. GVWR)

In order to assure the safe operating condition of the above referenced vehicles, it shall be the policy of the Department of Transportation that each vehicle shall be inspected at least once per week. To avoid confusion in this matter, it shall be required that each employee operating a vehicle for the first-time during a given week shall inspect the vehicle prior to operation. This may require the vehicle to be inspected several times during a given week. However, this will ensure that each employee operating a vehicle has checked that the vehicle is in safe working order. These inspections are to be performed in accordance with the inspection provided for non-CDL vehicles. Each item should be checked for proper condition and function.

Commercial Vehicles (26,000 lb. GVWR or More)

The state of North Carolina requires, under the Commercial Drivers License Law, that all such vehicles be inspected prior to being placed into service each day. It shall be the policy of the Department of Transportation to inspect all commercial motor vehicles in a manner to comply with this law. The following inspection sheets shall be followed in order to insure uniformity in these inspections.

Maintenance of forms

To maintain uniformity in the collection and security of all vehicle Pre-Trip inspections, the following shall be required. Each employee shall maintain daily inspections in the Pre-Trip Inspection CDL book provided for the vehicle during the calendar year. In the event that said vehicle is involved in an incident, a copy of the pages completed up to the time of the incident, shall be attached to the required incident investigation forms and submitted to the Safety Officer. The Inspection form shall be maintained with the incident investigation forms in the Division Office. This will ensure that all incident investigations will have documentation to support that the vehicle was in safe operating condition at the time of the incident. This policy shall apply to all vehicle inspection forms.

No vehicles shall be operated if it is unsafe to do so!

SAFETY POLICY & PROCEDURE

APPENDIX G: NCDOT Equipment Lighting Policy

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NC DOT EQUIPMENT LIGHTING POLICY Mar-18

Listed below are the different class codes of NC DOT equipment and the appropriate types of warning lights to be installed on each class code. Please cross reference the type of light with the current year's Lighting Committee's Lighting Recommendations.

Note: Clear flashing lights are generally recognized as emergency vehicles such as, (Fire, Rescue and Law Enforcement). Amber flashing lights are generally recognized as roadway maintenance or construction equipment. Therefore, the committee recommends discontinuing (clear) lights and using the color (amber) for any new installation.

Class Code	DESCRIPTION	OPTION	SPECIFIED LIGHTS
0200	Van w/ Aerial Device	Option 1	Two (2) 17" light bar, low profile LED-A, separated.
		Option 2	One (1) 48" LED-A light bar.
0200	Carryall/Van	Option 1	One (1) 17" light bar, low profile LED-A AND Four (4) corner LED-A perimeter lights AND One (1) 30" rear mount LED-A; top center inside.
		Option 2	One (1) 48" LED-A light bar. AND Four (4) corner LED-A perimeter lights AND One (1) 30" rear mount LED-A; top center inside.

APPENDIX G: NCDOT Equipment Lighting Policy (Continued)

Class-Code	DESCRIPTION	OPTION	SPECIFIED-LIGHTS
0201,-0202, 0221,-0220, 0222	Pick-up (Trans.-Supv.)- (Bridge-Maint.-Supv.)- (VERTS)-(Pre-line)-ect.	Option-1	Two-(2)-17"-light-bar,-low-profile-LED-A,-separated AND Four-(4)-corner-LED-A-perimeter-lights.
		Option-2	One-(1)-48"-LED-A-light-bar. AND Four-(4)-corner-LED-A-perimeter-lights.
		Option-3	One-(1)-23"-LED-A-light-bar AND Four-(4)-corner-LED-A-perimeter-lights.
0201,-0202, 0221,-0220, 0222	White-Supervisor-Vehicles-(Only- 0201,0202,-0221,-0220,-0222-class codes)	Option-1	Two-(2)-17"-light-bar,-low-profile-LED-A,-separated AND Four-(4)-corner-LED-A-perimeter-lights.
		Option-2	One-(1)-48"-LED-A-light-bar. AND Four-(4)-corner-LED-A-perimeter-lights.
		Option-3	One-(1)-23"-LED-A-light-bar AND Four-(4)-corner-LED-A-perimeter-lights.
0203	Sign-Truck,-Aerial-Device,- Mechanics-Service-Truck		One-(1)-48"-LED-A-light-bar. AND Twelve-(12)-corner-LED-amber-perimeter-lights.

APPENDIX G: NCDOT Equipment Lighting Policy (Continued)

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Class Code	DESCRIPTION	OPTION	SPECIFIED LIGHTS
0203, 0233	Special Paint Marking Truck		Two (2) 17" light bar, low profile LED-A, separated AND Four (4) corner LED-A perimeter lights AND Two (2) grill mounted LED lights
0203	Cone Retrieval Truck		Two (2) 17" light bar, low profile LED-A, separated Two (2) LED amber strobes in grill Twelve (12) corner LED strobes on bed corners One (1) 30" X 60" LED arrow board
0204, 0224	Crew Cab Pickup	Option 1	Two (2) 17" light bar, low profile LED-A, separated AND Four (4) corner LED-A perimeter lights
		Option 2	One (1) 48" LED-A light bar AND Four (4) corner LED-A perimeter lights
		Option 3	One (1) 23" LED-A light bar AND Four (4) corner LED-A perimeter lights
0205, 0212 & 0232 After 2018 Buy	Dump/Tandem/Tri-Axle Combination of 6 lights Placed as follows		Two (2) high intensity strobe lights mounted on each side of headboard Two (2) 6" Oval LED mounted on the side of the headboard Two (2) 6" Oval LED mounted on the front of the headboard Two (2) 6" Oval LED mounted on the rear of the bed post
0206	Aerial Device	Option 1	Two (2) 17" light bar, low profile LED-A, separated AND Four (4) corner LED amber perimeter lights One (1) 23" LED-A light bar
		Option 2	AND Four (4) corner LED amber perimeter lights
0206 / 0209 / 0233 After 2018 Buy	Flat Bed Dump Combination of 6 lights Placed as follows		Two (2) high intensity strobe lights mounted on each side of headboard Two (2) 6" Oval LED mounted on the side of the headboard Two (2) 6" Oval LED mounted on the front of the headboard Two (2) 6" Oval LED mounted on the rear of the bed post

APPENDIX G: NCDOT Equipment Lighting Policy (Continued)

Class Code	DESCRIPTION	OPTION	SPECIFIED LIGHTS
0233	Herbicide Sprayer truck		One (1) rear-facing 4'x8' arrow board Two (2) LED-A 17" low-profile light bars separated Eight (8) corner LED-A perimeter lights on the bed Two (2) corner LED-A perimeter lights on front of the truck.
0206	Truck Mounted Patcher		Two (2) 17" light bar, low-profile LED-A, separated.
0205, 0206/3230	Truck w/Crash Attenuator		Two (2) high-intensity strobes mounted on each side of headboard and amber arrow board (96" X 48").
0206, 0209, w/1305, 0219 w/1302	Truck w/800-gal. and 1500-gal. distributor bodies	Option-1	One (1) 17" light bar, low-profile LED-A
		Option-2	One (1) high-intensity strobe light, cab-mounted.
0210	IMAP-ONLY		One (1) 42" light bar, low-profile LED with red arrow stick. One (1) 30" X 60" led arrow board. Four (4) amber strobes mounted on front grill. Ten (10) amber strobes on 4 corners of bed. Two (2) rear-facing red strobes on back of bed. (Truck must be Park for Red warning lights to activate)
0214, 0230	Bridge Insp. Aerial Device		Two (2) 17" light bar, low-profile LED-A, separated. AND Four (4) corner LED amber perimeter lights.
0213, 0230	Truck Mounted Cane		Two (2) 17" light bar, low-profile LED-A, separated. AND Four (4) corner LED amber perimeter lights.
0217	Low-boy Truck/Tractor		Two (2) 17" light bar, low-profile LED-A, separated.
0219	Mobile Sweeper, truck mounted		One (1) high-intensity strobe light mounted on rear arrow strip.
0219	Center Paint Machine		Two (2) 17" light bar, low-profile LED-A, separated. AND Front & rear-facing arrow board, type 4' X 8"

SAFETY POLICY & PROCEDURE

APPENDIX G: NCDOT Equipment Lighting Policy (Continued)

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Class Code	DESCRIPTION	OPTION	SPECIFIED LIGHTS
0219-w/1730			
0304, 0314	Backhoe/Loaders		One (1) permanent mount high intensity strobe light. Two (2) LED Flush Mount to the rear.
0302, 0303, 0306, 0312	Mower Tractors Broom Tractors		One (1) 17" light bar, low profile LED-A
0313	Guard Rail Mowers		One (1) single LED perimeter on left rear fender facing rear. (**NOTE** On Guard Rail mower -- Install one LED on each rear fender)
0900	Graders		One (1) or two (2) high intensity strobe lights, cab mounted.
1011	Asphalt Machines		One (1) pole mounted high intensity strobe.
1300	Tar Kettles		Pulling truck should have proper lights for its class code.
1404	Sweepers		One (1) high intensity strobe light, cab mounted.
2002	Wheel Loaders		One (1) magnetic mount <i>OR</i> One (1) permanent mount High intensity strobe light.
2009	Belt Loaders		One (1) high intensity strobe light, cab mounted.
2501, 2510	Patch Roller 4-6 Ton Patch Roller 5-8 Ton		One pedestal mount or ROPS mount high intensity strobe light.
2852	Ditchers		One (1) high intensity strobe light, cab mounted or one magnetic mount high intensity strobe light.
2853	Stone/Sand Spreaders		Two (2) pedestal mount high intensity strobe lights.
3153	Lube Trucks		Two (2) 17" light bar, low profile LED-A, separated <i>AND</i> Four (4) corner LED amber perimeter lights.
3206	Low-boy Trailers		No additional lights, red flags required by permit at widest point and rear of load on over width/over length. (Remember to use proper lighting on escort vehicles.)
3214	Sign Trailers		Two (2) Pole Mounted High intensity strobe light, <i>OR</i> Two (2) pedestal Mount High intensity strobe lights.
4124	Truck W/Traffic Service Packages		Two (2) 17" light bar, low profile LED-A, separated <i>And</i> Four (4) corner LED amber perimeter lights.

APPENDIX G: NCDOT Equipment Lighting Policy (Continued)

Class-Code	DESCRIPTION	OPTION	SPECIFIED-LIGHTS
4127,-4129	In-Body-Salt-Spreaders	¶ Option-1	Proper-lighting-for-primary-class-code-and-one-downward-facing-chute-mounted-work-light. ¶ Optional: One (1) high-intensity-strobe-light, rear-center-mount.
		¶ ¶ Option-2	Proper-lighting-for-primary-class-code-and-one-downward-facing-chute-mounted-work-light. ¶ ¶ Optional: One (1) high-intensity-strobe-light, rear-center-mount. AND A 12-volt tractor light wired to come on when truck is put into reverse.
4135,-4136, ¶ 4159	Fork-Lift	□	One (1) high-intensity-strobe-light mounted on top of operator enclosure.
¶ 4170	Hydroseeder	□	Two (2) 17" light bar, low-profile LED-A, mounted on rails at corner of operator station.

*--Grill-Mounting-Kit--(Light-and-90-Degree-Grill-Mount, LED-A)-
 F150-Flange-Mount-Kit--(Light-and-Corner/Surface-Mount, LED-A)¶
 Ford-Super-Duty-Flange-Mount-Kit--(Light-and-Corner/Surface-Mount, LED-A)-
 Replacement-Light--(Included-with-kits-above)¶

APPENDIX H: Post-Accident Drug and Alcohol Testing

DRIVER INSTRUCTIONS POST-ACCIDENT DRUG AND ALCOHOL TESTING

A DOT drug and alcohol post-accident test SHALL be conducted following any accident an employee is involved in while on duty where:

- A life is lost or
 - If operating a motor vehicle, the NCDOT driver is cited for a moving traffic violation and any individual involved is transported for medical treatment
 - If operating a motor vehicle, the NCDOT driver is cited for a moving traffic violation and a vehicle involved is disabled and removed from the scene by other than its own power.

DRIVER INSTRUCTIONS immediately following an accident:

1. Contact your Supervisor
 - a. Provide description of accident.
 - b. Provide your physical location.
2. Supervisor will determine if DOT drug and alcohol testing is required (DOT testing required only if accident meets the criteria described first paragraph)
3. Supervisor or driver contacts your Personnel Technician/Division Safety Engineer, Safety Consultant, or Safety Officer.
4. Personnel Technician/Safety Officer advises Supervisor or driver which collection site will be used for testing.
5. Driver advises collection site personnel that a post-accident drug screen and a breath alcohol test are both required.
6. Driver is sent home pending results of post-accident testing. Your Personnel Technician will advise the Controlled Substances and Alcohol section at 919-814-2159.
7. Any questions or concerns during after-hours post-accident collection process, should be referred immediately to NCDOT's substance abuse testing contractor, SafetyFirst at 800-245-1150.