

VEHICLE SAFETY:

1. The use and operation of all City owned vehicles or motorized equipment shall be in a safe and prudent manner to protect the operator, passengers, pedestrians and property of the City of St. Louis and the general public.

NOTE: Vehicle is defined as motor vehicles which may be licensed for operation on the roadways of Missouri. Motorized equipment is defined as construction and maintenance equipment (such as, mowers, excavating equipment, bulk loaders and similar vehicles) which is generally not driven or licensed to drive on the roadways of Missouri.

2. All operators of City owned motorized equipment shall be required to pass a department developed equipment operations test. This test shall consist of both driving and operating procedures; such as backing, stopping, parking, turning and shall include any other operation which may apply to the specific types of equipment being operated. A qualified instructor shall be appointed by the Department Head.

3. A City approved Defensive Driving Course must be taken by all operators of City owned motor vehicles and by City employees who drive their personally owned vehicles on City business. This training must be taken within the first year of employment and every 3 years thereafter.

4. It shall be the responsibility of the employee operating a City owned vehicle, or piece of motorized equipment, to perform both the daily pre-operation check and the post-trip inspection forms for the vehicle or equipment. All mechanical and/or safety defects shall be immediately reported to the supervisor who must then determine if the vehicle shall remain in service.

5. Safety belts shall be worn by all operators of City owned vehicles and equipment. Passengers in City owned vehicles shall also wear safety belts when available.

6. All employees who operate a City owned motor vehicle must possess a valid Missouri driver's license appropriate for the type of vehicle being operated.

7. Employees operating a City vehicle or any vehicle being used for City business are banned from participating in any activity while driving which will create a visual distraction, cognitive distraction or manual distraction. This specifically precludes the use of cell phones or other devices to answer or make phone calls, reading, initiating or responding to emails and text messages, adjusting global positioning system and accessing the internet.

REPORTING OF ACCIDENTS-PROCEDURE:

1. All job related accidents resulting in injuries, or occupational illness, must be reported to your immediate supervisor within 24 hours of the accident.

Additionally, accidents resulting only in property damage and incidents of a “near miss” nature must be reported to your immediate supervisor within 48 hours of the accident or incident.

It is the responsibility of every employee, supervisor and manager to report all information concerning an accident, or “near miss” incident, within the required time frame.

“The preparation and distribution of the required accident report forms is covered in Joint Regulation Number 4”.

2. Every injured employee shall receive prompt medical attention, which may range from first aid treatment to hospitalization, depending on the extent of the injury or illness.

In the event individual first aid care is insufficient to provide for the need of an injured employee the City Emergency Medical Service shall be contacted to provide comprehensive care and transport as required.