

**VILLAGE OF BLOOMINGDALE  
VEHICLE AND MOBILE EQUIPMENT SAFETY PROCEDURES**

**I. PURPOSE**

Driving safely and the safe and effective use of Village vehicles and mobile equipment is essential when conducting Village business. Village vehicles are easily identified by residents, businesses and visitors to our community. Employee actions while driving for a Village purpose and/or while operating a Village vehicle directly influence public relations. In addition to enhancing employee and public safety, courteous driving habits promote positive public relations.

For the purposes of this document, Village vehicles and mobile equipment shall include but are not limited to: passenger cars, suburban utility vehicles (SUVs), trucks of all sizes, vacuum jetter trucks, wheeled end loaders, excavators and skid steers (while operating on a public roadway).

**II. RESPONSIBILITIES**

**A. Assistant Village Administrator**

1. To maintain and update this policy.
2. To ensure that all employees receive a copy of this policy and any substantive revisions to this policy.
3. To maintain the master file of employees policy receipt acknowledgements.

**B. Department Directors:**

To ensure that all applicable department employees are trained on this policy.

**C. Employees:** To comply with the conditions set forth in these procedures, and responsibilities

**D. General** - Refer to the Risk Management and Loss Control Manual section I-B to view the safety responsibilities of each Department Director, Supervisor and Employee.

**III. DRIVER REQUIREMENTS**

**A. Motor Vehicle Records (MVR)** will be checked:

1. Initially at time of hire.
2. Periodically during employment.

**B. Drug/Alcohol Testing**

1. Any driver of a Village vehicle may not, at any time, operate vehicle when impaired, affected, or influenced by alcohol, illegal drugs, or prescribed or over-the-counter medications which warn against operations of vehicles, unless the operator provides a physician's authorization to do so .
2. Employees will undergo Drug/Alcohol testing in accordance with applicable Collective Bargaining Agreements, Department of Transportation Regulations, and the Village of Bloomingdale Personnel Policy.

**C. Driver Check - Ride Along Evaluation**

1. Employees whose positions include operation of a Village owned motor vehicle will be required to undergo a driver check - ride along evaluation. The evaluation

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will be conducted on the same type of vehicle/equipment that will be assigned to the driver and will cover a variety of situations. This evaluation will be used to indicate the driver's competent areas and weak points and will be conducted periodically during employment.

2. Supervisors and Field Training Officers will be responsible for conducting driver check ride - ride along evaluations and documenting the evaluation in writing.

**IV. VILLAGE VEHICLE / EQUIPMENT INSPECTION & MAINTENANCE**

**A. Village Services Vehicle Inspection**

1. Employees will be trained how to:
  - a. Perform a pre/post trip inspection.
  - b. Properly document the inspection.
  - c. Report defects in writing so problem can be corrected accurately and quickly.
2. Pre/post trip inspections shall be:
  - a. Performed prior to and after use of all vehicles / equipment.
  - b. Documented on the Vehicle / Equipment Inspection Form located in each vehicle/equipment, and turned into division Supervisor at the end of each work week. Extra copies of the forms are available from the secretary if needed.
3. Vehicles / equipment not in suitable operating condition should not be used.
4. Vehicles / Equipment as described in Illinois law 625 ILCS 5/13-101 are required to undergo a Safety Lane Inspection every six (6) months. The Village will take reasonable effort to have all vehicles inspected in the fall (October) correlating to winter preparedness and again in the spring (April). Special notes will be made to Safety Lane Inspect any recently purchased vehicles that have not yet been put on the inspection schedule.

**B. Police Department Vehicle Inspection**

1. Officers will be trained by Field Training Officers (FTO) on how to:
  - a. Perform a pre/post-shift vehicle inspection.
  - b. Properly document the inspection on the Activity Sheet.
  - c. Proper procedure for reporting vehicle defects in writing, so that the problems can be corrected accurately and quickly.
  - d. Which defects deem the vehicle out of service and which defects can be repaired in the future.
2. Pre/post-shift inspection shall be:
  - a. Performed on all vehicles prior to and at the end of each shift
  - b. Documented on the back of the Activity Sheet and turned into the officer's supervisor at the end of each shift.
3. Vehicles found not to be in suitable operating condition should not be operated.

- C. Preventative Maintenance:** All vehicles and equipment in the Village's fleet will be included in a preventive maintenance schedule. A binder is created for each

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vehicle/equipment and is kept in the Equipment Maintenance work area. Paperwork pertaining to maintenance and service will be kept in a binder for each specific vehicle/equipment.

1. Preventive maintenance is divided into two (2) groups PMA and PMB, both maintenance services are determined by mileage/hours.
  - a. PMA – Follows maintenance check list A. PMA will be performed every time the vehicle/equipment undergoes maintenance.
  - b. PMB – Follows Maintenance check list B. PMB will be performed annually, but may vary depending on the millage/hours. PMB maintenance will be performed in conjunction with PMA.
2. Preventive Maintenance determined by mileage/hours.
  - a. Mileage/hours are tracked by the vehicle/equipment's gas key and are electronically updated in the Computerized Fleet Analysis (CFA) system.
  - b. Monthly maintenance schedule is created using mileage/hour report from CFA system.
3. Maintenance inspection forms will be kept in binders.

**D. Maintenance Work Order Request**

1. Village Services: If a vehicle/equipment is in need of service due to a breakdown, issue discovered during daily inspection, or recall, and then a written fleet maintenance work order must be filled out, and be immediately taken to Vehicle Maintenance. After service is complete, work order will be placed in vehicle/equipment binder.
2. Police Department: If a vehicle is in need of service due to an issue discovered during a pre/post shift inspection, then a Vehicle Maintenance Report form must be completed, and be submitted to Village Vehicle Maintenance with a copy submitted to the Deputy Chief of Administration Division.

**V. VILLAGE VEHICLE / EQUIPMENT FUELING PROCEDURES**

- A. Enter mileage into the CFA system:
  1. Enter Driver Number/Vehicle Number
  2. Insert vehicle/equipment fuel key
  3. Enter mileage/hours (NO TENTHS)
  4. Select pump number
- B. When fueling a vehicle the following safety practices must be adhered to:
  1. Shut off the motor before activating the gasoline pump.
  2. Do not smoke near gasoline pumps.
  3. Keep the hose nozzle against the edge of the filler pipe.
  4. To avoid spills, do not fill tank too fast or overfill / top off the tank.
  5. Make sure to return the hose-nozzle to the pump before exiting the fill station

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**VI. DRIVING MANEUVERS WHILE DRIVING FOR A VILLAGE PURPOSE**

A. Backing Procedures: Whenever a driver is required to maneuver a vehicle/equipment in reverse, they face an extra challenge. Due to the difficulty of the task and the increased exposure to incident/accident, the following safe backing practices should be strongly adhered to:

1. Plan and drive your routes to avoiding backing situations whenever possible. Also, if possible park the vehicle/equipment where it will not need to be backed-out of the parking space.
2. Backing of vehicles which does not allow a clear view will be done with the assistance of a guide or spotter. A passenger in the vehicle will exit the vehicle; stand to the side of the vehicle visible to the driver; and guide the driver using the appropriate hand and voice signals. If alone, the driver will, before executing the backing maneuver, exit the vehicle and inspect the area immediately behind vehicle. Employees or other persons in the area should assist the driver with the backing maneuver. Do not back a large vehicle without assistance unless absolutely necessary.
3. Use all available mirrors prior to and during execution of the backing maneuver.
4. Turn the head and shoulders to obtain a clear view through the rear window. Move the right arm off the steering wheel to the right and lay onto the seat back. Remain in this position during the backing maneuver, while occasionally and briefly turning to check clearances of front corners of vehicle.
5. If a turn at an intersection is missed drive around the block; do not back around a corner to change direction. The extra few minutes might prevent an accident.
6. When backing over a sidewalk and into a street, stop at the sidewalk and make sure there are no pedestrians or small children close by. Stop again at the curb to make one last check on traffic before backing into the street.
7. The driver should remember that, when executing a backing maneuver, a turn of the steering wheel moves the front of the vehicle in the opposite direction. While executing a backing maneuver from between to objects, the front wheels should be in line with the back wheels until objects on each side of the vehicle have cleared the front bumper. Before backing into an unfamiliar area, or if there is a remote possibility of a blind spot, the driver will exit the vehicle to inspect for obstructions such as stakes, holes, and small poles.
8. Remember, if in doubt, the driver should exit the vehicle and assess the situation for hazards, obstructions and clearances.

B. Parking Procedures

1. Except when working conditions require otherwise, parked vehicles must be set in park, motor stopped, with key removed.
2. Village Vehicles are not to be left unattended while the engine is running meaning personnel will be in reasonable proximity to the idling vehicle.
3. If on a downgrade, turn the vehicle's front wheels toward the curb. If on an upgrade, turn away from the curb. Set the parking brake and leave transmission in "park" before exiting the vehicle.

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4. Vehicles shall not be parked on the wrong side of the street (facing traffic), except in cases of emergency, traffic control protection, or as demanded by operational needs.
5. When trucks or vehicles must be stopped or parked on streets or highways, the driver will activate warning signals and flashing hazard lights prior to stopping or parking the vehicle; while the vehicle is stopped or parked; and as the vehicle is exiting the location. Turn signals will not be used as an acceptable warning signal for this purpose.

**VII. SAFETY (WHEN DRIVING FOR A VILLAGE PURPOSE)**

- A. **Safe Driving:** All Village drivers must possess a valid Illinois Driver's License appropriate for the category of vehicle/equipment operation, and be thoroughly familiar with all State and Local motor vehicle regulations including but not limited to the Illinois Secretary of State - Rules of the Road, the Illinois Department of Transportation as well as all related requirements of the Employee Personnel Manual, the Risk Management & Loss Prevention Manual, applicable Job Safety Analysis (JSAs), applicable Collective Bargaining Agreements,, and adhere to the following safe driving rules:
1. Comply with posted speed limit; (with the exception of emergency vehicles) Driver and ALL OCCUPANTS are required to wear safety belts when operating a motor vehicle. The Village driver is responsible to ensure all passengers are wearing their safety belts, (with the exception of arrestee passengers in police squads). In accordance with the Illinois Child Safety Protection Act, Illinois Child Passenger Protection Act, all children under age 8 shall be properly secured in an appropriate child safety restraint system. This includes the use of booster seats, which must only be used with a lap/shoulder safety belt. If the back seat of the vehicle is not equipped with lap/shoulder type safety belts, a child weighing more than 40 pounds may be transported in the back seat without a booster seat, secured with a lap belt only.
  2. Slow down when conditions warrant.
  3. Maintain a safe driving distance behind other vehicles. A two (2) second following distance should be used on a dry, clear road. A four (4) second following distance should be used on a wet road. A ten (10) second following distance should be used on an icy or compacted snow covered road. Following distance is calculated by counting the number of seconds between a preceding vehicle reaching a stationary object and the Village vehicle reaching the same stationary object.
  4. Use turn signals at least 100 feet in advance of any lane change or turning maneuver.
  5. Avoid sudden braking.
  6. Keep vehicle headlights on ½ hour before sunset and after sunrise, and during dark periods of the day, such as during rain and fog conditions.
  7. Drive defensively and do not assume the right-of-way.
  8. Employees must immediately report to a supervisor any suspension or revocation of their driver's license. Failure to do so will result in disciplinary

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action. Supervisors will notify the Department Director of any employee who has a suspended or revoked driver licenses.

**B. Safe Operation:**

1. Driver/operators are fully, and solely responsible for, and shall remain fully focused on, the safe operation of the vehicle or equipment assigned.
2. Each driver/ operator shall exercise reasonable precautions in the operation of Village vehicles and equipment by avoiding such actions, conduct or behaviors that compromise the safety of people or damage property.
3. Drivers are discouraged from eating or drinking while driving/operating Village vehicles or equipment as those activities may interfere with the safe operation of motorized equipment.
4. The use of tobacco products or e-cigs products is prohibited while operating a Village vehicle or motorized equipment.
5. No unauthorized persons will be allowed to ride in or operate vehicles.
6. No more than three persons shall ride in the front seat of any Village vehicle.
7. Where only single seats exist, only one person shall occupy each seat.
8. Do not allow any person to ride in a truck bed except when required by operational needs.
9. Loose objects (e.g. tools, flashlights, etc.) are not to be stored on the vehicles dashboard, floorboard or where they can interfere with safe vehicle operation.
10. Do not transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities.

**C. Safe Transport**

1. All slow-moving equipment operated in public right of ways shall be equipped at minimum with a triangular shaped reflecting sign.
2. Load Security, to ensure that a load is secure:
  - a. Supplies transported in motor vehicles shall not be overloaded or loaded in such a way that items transported extend beyond the confines of the bed
  - b. Supplies must be secured in a manner that they will not dislodged or fall out or forward during transit as a result of wind, bumps in road or sudden stops.
  - c. Loads extending beyond the limits set by state law must be equipped with appropriate warning equipment.
  - d. Truck drawers must be secured before the truck is driven.
  - e. All tower equipment (ladder trucks, aerial buckets, etc.) are to be checked and secured prior to any movement of the vehicle.
  - f. Only materials and equipment necessary to complete Village work will be transported in or on Village vehicles.
3. Trailers and other towed equipment must be securely fastened to hitches. Safety pins and pintail locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle. Trailer lights will be inspected for operation and utilized as required.

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**D. Push, Pull, and Tow of Vehicles**

1. Village Services vehicles/equipment shall not be used to push, pull, or tow any third party vehicle.
2. Police Department vehicles should not be used to push, pull, or tow another vehicle without the authorization and executed waiver of liability from the owner of said vehicle.

**E. Electronic Communication Safety**

1. Use of **personal** communication devices while operating Village owned or leased vehicles /equipment is prohibited.
2. Use of **Village issued** communication devices while operating Village owned/leased motorized vehicles and equipment is restricted under the following activities due to the resulting distraction hazard, lack of concentration issues they present to safe work performance, and Illinois state law:
  - a. The use of hand-held devices while driving in Illinois is prohibited. (*Police and emergency response personnel are exempt from this prohibition while acting in their official capacity*). Hands-free technologies, including push-to-talk technology as used in Village Services, are permitted. .
  - b. The use of any communication device, including hands-free is prohibited while driving in a school zone or highway construction zone.
  - c. It is illegal to read, send, or compose an “electronic message” while operating a motor vehicle within the State of Illinois.
  - d. Although talking on a hands-free/push-to-talk communication devices is “legal,” it significantly increases the risk of distracted driving. The driver’s, first responsibility is to pay attention to the road. Any lengthy conversation will require the vehicle to be brought to a full stop at a safe location; preferably off the traveled portion of the roadway.
3. Use of hands-free communication devices is prohibited while operating any moving and/or in-gear equipment, unless the equipment has been properly stopped and taken out of gear or turned off.
4. **Police & Emergency Exceptions**
  - a. Exception to these restrictions would be for an employee to utilize a communication device, either personal or Village of Bloomingdale to call for help or to help others in an emergency. However, do not place yourself or others in danger while doing so. If you happen to observe an auto accident, crime in progress, or any other serious emergency where lives are in danger, call 911 and give the exact location and applicable details. It is permissible to remain connected for only as long as the dispatcher requires.
  - b. It is understood, that due to the nature of their positions that law enforcement and Village Service employees may be required to use and respond via Village issued electronic media while operating a Village vehicle or motorized equipment. Drivers and operators should reasonably refrain from extended use of said equipment (i.e. cell phone, wireless direct connect, radio, or computer usage); or other activities that distract from the fully focused and safe operation of vehicle and equipment.

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**VIII. VEHICLE BREAK-DOWN PROCEDURES FOR VILLAGE VEHICLES/EQUIPMENT**

If a driver experiences mechanical difficulties during the operation of a Village vehicle, the following actions should be taken to prevent vehicle damage and/or injury to the driver or general public.

- A. If the vehicle can be safely driven, return to the Public Works Facility garage or vehicle storage area.
- B. If continued operation is impossible or hazardous, the following steps should be followed:
  - 1. If possible, move vehicle out of the flow of traffic and to the curb side or into a nearby parking lot.
  - 2. Raise the hood and turn on emergency four-way flasher, if so equipped.
  - 3. If unit is equipped with rotating yellow flashing light, turn it on.
  - 4. Put out flares, safety cones, or triangular marker if available. Warning devices should be placed behind the disabled vehicle to provide sufficient warning to approaching traffic. This is required of all CDL license required vehicles and encouraged for all other types of Village vehicles.
  - 5. Lock unit if you are leaving the area.
  - 6. Call supervisor for further instructions.

**IX. ACCIDENT INVESTIGATION & REPORTING**

In the event of an accident involving a Village driver, driver's supervisor will be notified immediately. The Village Accident Investigation & Reporting Procedures should be followed.