



HARVARD UNIVERSITY • UNIVERSITY OPERATIONS SERVICES

Environmental Health & Safety

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# Safe Driving

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## **SAFE DRIVING**

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## 1.0 INTRODUCTION

All employees who operate or anticipate operating a motor vehicle or other motorized equipment (trucks, cars, bob-cat, front end loader, snow plow, etc.) during their employment or while participating in University activities must complete Safe Driving training and comply with this standard. The following regulations and standards are incorporated into the University's Safe Driving Standard:

- Massachusetts Registry of Motor Vehicles (RMV) Driver Manual (<http://www.mass.gov/rmv/>)
- Federal Motor Carrier Safety Administration 49 CFR Part 40, 325, 350-399 (<http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrguide.htm>)

Motor vehicle accidents are the leading cause of unintentional death and injury in the workplace. This standard has been developed due to the high consequence of injury and physical damage which may be incurred during motor vehicle accidents. At the University motor vehicles are used in a variety of operations by employees and students. Vehicle operators are responsible for the safety of faculty, staff, students and the general public any time they operate a vehicle. Vehicle operators must attend and complete University Safe Driving training, operate their vehicle in full compliance with the University Safe Driving Standard and all applicable federal, state and local regulations.

## 2.0 SCOPE AND APPLICATION

This standard covers all persons who are employed by or enrolled at Harvard University and who are assigned or designated by their departments or programs to operate a motor vehicle and or other motorized equipment for University activities. This standard is applicable to all University employees and student drivers, whose duties or activities require them to drive, repair, maintain or supervise University-owned motor vehicles.

## 3.0 ROLES AND RESPONSIBILITIES

### 3.1 GENERAL RESPONSIBILITIES

In order for the Safe Driving Standard to be effective all Harvard University employees must clearly understand and take an active role in meeting their responsibilities. Due to the potential hazards associated with various types of vehicle use, the specific responsibilities outlined below must be followed.



### **3.1.1 SUPERVISOR**

The following are the responsibilities of the Supervisor under the provisions of the Harvard University Safe Driving Standard:

- Ensure employees meet required qualifications
- Ensure employee drivers attend training
- Ensure that all reported motor vehicle damage and malfunctions are repaired
- Maintain vehicle O&M record
- Ensure that no modifications or additions which may affect safe operation are made to the motor vehicles without the manufacturer's prior written approval
- If modifications are made, all capacity, operation and maintenance instruction plates, tags or decals will be changed accordingly to reflect the changed specifications and/or conditions

### **3.1.2 DRIVERS**

The following are the responsibilities of the employee/student under the provisions of the Harvard University Safe Driving Standard:

- Secure and maintain the proper driver's license
- Attend and complete Safe Driving Training
- Notify supervisor if your license is suspended or revoked
- Operate and maintain motor vehicles in a safe manner according to Massachusetts law, and this Standard
- Visually inspect each motor vehicle at the beginning of each shift using the Safe Driving Pre-Use Motor Vehicle Inspection form. Complete and submit form to supervisor if vehicle is found defective, in need of repair or unsafe, inform supervisor while taking prescription or non-prescription drugs that impair your driving ability

### **3.1.3 DEPARTMENT OF ENVIRONMENTAL HEALTH AND SAFETY**

The following are the responsibilities of the Department of Environmental Health and Safety under the provisions of the Harvard University Safe Driving Standard:

Provide regulatory guidance to Harvard University regarding the Occupational Safety and Health Administration standards

- Evaluate and update the written Safe Driving Standard on an annual basis or as procedures change



- Develop and provide Safe Driving training to university employee operators

## 3.2 STANDARD SPECIFIC RESPONSIBILITIES

### 3.2.1 AUTHORIZED REPAIR PERSONNEL

Only authorized repair personnel may perform vehicle maintenance, including the replacement of oil and hydraulic fluid, but operators should possess the knowledge and capabilities to check coolant, and refuel the vehicle. Only authorized repair personnel may conduct other needed maintenance and repairs. Vehicle inspection requirements are provided in Section 5.0 of this Standard.

## 4.0 GENERAL REQUIREMENTS

### 4.1 DRIVER QUALIFICATIONS

All potential University drivers must possess the following qualifications for eligibility to drive University owned vehicles.

- Be physically capable of performing all duties required for safe operation of a vehicle
- Have the ability to speak and read English well enough to converse with the general public, understand highway and street signs, respond to official questions, and be able to make legible reports and records

#### 4.1.1 DRIVER DISQUALIFICATIONS

Employees may be **disqualified** from operating a University motor vehicle if motor vehicle record is in violation of University Risk Management Policy.

NOTE: A driver's history record must be kept confidential by the University as per the **Driver Privacy Protection Act** 18 U.S.C. §2721

#### 4.1.2 PERSONAL PROTECTIVE EQUIPMENT

The following equipment will be provided to operators using University motor vehicles.



### **4.1.3 OCCUPANT RESTRAINTS**

Occupant restraint belts are required for motor vehicles where such belts were installed as original equipment per NHTSA Federal Motor Vehicle Standard 49 CFR 571.208, 209, 210

### **4.1.4 AIRBAGS**

All University motor vehicle airbags equipped with a switch controlled option must remain activated.

## **4.2 OPERATING REQUIREMENTS**

### **4.2.1 CARE AND USE**

All motor vehicles and motor vehicle equipment created, imported and used after March 1, 1967 are required to meet the design and construction requirements for motor vehicles and motor vehicle equipment established in the National Highway Traffic Safety Administration (NHTSA) Standard for Motor Vehicle Safety: Title 49 Chapter 571. This standard sets minimum safety performance requirements for motor vehicles and motor vehicle equipment, as well as defines minimum safe operating procedures (49 CFR 301). Certification for domestically created and imported motor vehicles will be shown by a label or tag permanently fixed to the vehicle. Certification of motor vehicle equipment may be shown by a label or tag on the equipment or on the outside of the container in which the equipment is delivered. Labels and tags must be in place and maintained in a legible condition.

### **4.2.2 DRIVER CONDUCT**

Ultimately, the safe operation of University vehicles is the responsibility of the operator. University motor vehicle operators must abide by rules and regulations of the Massachusetts Registry of Motor Vehicles, elements of this Standard and the following rules of conduct.

- Vehicles are not to be used if occupant restraints installed as original equipment are missing or faulty
- Smoking is not permitted in University vehicles
- Operators are to turn vehicle ignition off prior to exiting the vehicle



### 4.2.3 ACCIDENT RESPONSE AND REPORTING

After an accident involving a University vehicle, operators are to use the following procedure.

- Turn off the ignition
- Conduct an injury assessment
- Call 911 if accident involves injuries
- Call University Police if on campus
- Do not leave the accident scene until the local police have responded
- Gather names, license numbers, addresses, phone numbers and insurance information of all persons involved in the accident, as well as the names and phone numbers of any witnesses
- Report the accident immediately to your supervisor
- Complete the Massachusetts RMV Motor vehicle Crash Report and give it to your supervisor when complete <http://www.uos.harvard.edu/ehs/safety/0085.pdf>

## 4.3 MAINTENANCE REQUIREMENTS

### 4.3.1 ROUTINE MAINTENANCE

Follow inspection, maintenance, and lubrication schedule consistent with the vehicle manufacturer's recommendations and state requirements. Only trained and authorized repair personnel will be permitted to inspect, maintain, repair, and adjust motor vehicles in accordance with manufacturer's specifications.

## 5.0 INSPECTIONS

### 5.1 OPERATIONAL INSPECTIONS

EH&S & Supervisor conduct periodic ride along evaluations of University motor vehicle operators.

### 5.2 PHYSICAL INSPECTIONS



## 5.2.1 PRE-USE MOTOR VEHICLE INSPECTIONS

Motor vehicle inspections are performed on a daily basis by operators to identify damage, deficiencies or potential hazards and unsafe conditions. If a vehicle is found deficient or in need of repair, operators must remove vehicle from service and submit documented findings to their supervisor via Safe Driving Pre-Use Motor Vehicle Inspection Form. Repairs must be made correcting deficiencies prior to motor vehicle being placed back in service.

## 6.0 STANDARD DOCUMENTATION

### 6.1 OPERATIONAL AND MAINTENANCE (O&M) RECORD

An O&M record must be kept for each vehicle. The record will contain information necessary to operate, maintain, test, and evaluate the vehicle. A typical record will contain the following types of documentation, as applicable:

- A valid Massachusetts State Motor Vehicle Safety Inspection Sticker
- Manufacturer's operation and maintenance manuals
- Inspection logs and inspection records
- Records of repair, modification, and overhaul

For rental vehicles, ensure that a suitable maintenance and inspection schedule is established for the duration of the rental period. For rental equipment onsite for six months or less, a history file is not recommended.

## 7.0 TRAINING

All University employees who operate motor vehicles as part of their job or while participating in University activities must take Safe Driving Training. Upon completion of training, operators must be able to conduct a pre-use vehicle inspection, understand University operating and driver conduct requirements and demonstrate proficiency of safe driving principals and techniques. All motor vehicle operators must re-qualify biennially (every two years) through successful completion of the Safe Driving training.

### 7.1 TRAINING SCHEDULE

The Department of Environmental Health and Safety offers Safe Driving training. For current training information visit the Environmental Health & Safety website training page. <http://www.uos.harvard.edu/trainingv2/home.jsp>