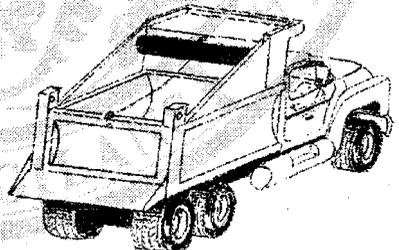
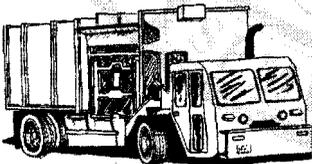
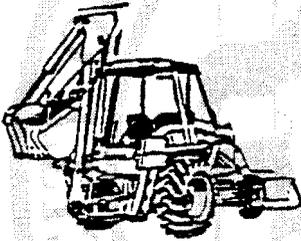




THE CITY OF SAN DIEGO

DRIVER/
OPERATOR
Manual

City of San Diego Driver/Operator Manual



PHONE NUMBERS

Station 38	527-7660
Dispatch, Equipment Division	527-7555
Dispatch, Fire Department	974-9891
Dispatch, Police Department	531-2000
Dispatch, Street Division	528-5497
Highway Patrol (CHP)	268-2276
Police, Traffic Division	495-7800
Driver Training (CET)	527-7568
Safety Division	236-6229
Department of Motor Vehicles (DMV)	688-0227
Police Records	531-2846
Lifeguards	221-8800

EMERGENCY 911

New employees or volunteers will not be permitted to drive or operate a City vehicle or piece of City equipment until they have read this manual and discussed it with their supervisor.



THE CITY OF SAN DIEGO

January, 1998

Fellow Employee:

You are an important part of our team. When you are the operator of a City vehicle or piece of equipment, you have been entrusted with a valuable City resource that is designed to assist you in your job. You have a responsibility to keep it in good working order and to avoid abusing it or being involved in an accident.

This manual, which has the effect of an Administrative Regulation, is designed to provide you with the information and rules which will assist you in operating your vehicle or equipment safely and efficiently.

I am pleased to convey to you that City drivers/operators over the years have earned many safe driving and operating awards. This is remarkable considering the vast number of operators of vehicles or equipment we have. These employees are requested to perform difficult tasks under adverse conditions. Our safety record is one we are proud of and our goal is to remain competitive with the private sector.

As a new or continuing member of our team, I invite and challenge each of you to improve upon this outstanding record.

Sincerely,

MICHAEL T. UBERUAGA
City Manager



Office of the City Manager

202 (Street, Rm. 84 • San Diego, Ca. 92101-3869
Tel (619) 238-4363 Fax (619) 238-4067

Acknowledgments

This manual is the culmination of over seven years of work by the City Manager's Accident Review Board. The contributions of each board member made a difference in the quality of the manual. However, George Parkinson is singled out as the one who diligently led the update task through its completion. George was ARB Chair for over two years. Although numerous other individuals gave of their time, a few deserve to be recognized for their extra work. To them we are especially grateful.

Special thanks to the Task Force:

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George Parkinson	(Past ARB Chair), E&CP
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Significant Changes/Additions

Numerous changes have been made due to additions and/or changes to the Administrative Regulations. The Manual references new Administrative Regulations and has been reformatted to easily permit updates without having to reprint the entire manual. Several new Department of Motor Vehicles laws and changes have been included to assist our safety.

Fourth Edition 1998

Third Edition 1985
Second Edition 1984
First Edition 1983

All new policies must be reviewed by every employee and volunteer. The manual is for every City Employee and Volunteer.

*We must all work together
to promote safety*



Diversity shows on their face • Plant the seed and let it grow

DIVERSITY
BRINGS US ALL TOGETHER

volunteer. The manual is for every City Employee and Volunteer.

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Responsibility for Vehicle Operation

Introduction

In 1996 vehicle accidents claimed the lives of 41,907 in the United States. In California, more employees are killed or injured from motor vehicle accidents than from all other occupational causes combined.

In addition to the cost of pain and suffering, vehicle accidents result in substantial loss to property as well. The National Highway Traffic Safety Administration reported that for 1994 the economic cost of motor vehicle accidents was more than \$150.5 billion. Every city employee is obligated to do more than just obey traffic laws; we must all drive to avoid accidents. This means we must anticipate and think ahead, avoid situations that may not leave us an out, keep our vehicles in safe operating condition, and drive defensively.

Even minor vehicle collisions represent jobs that were not completed and time inefficiently used. As an employee, we have a responsibility to operate City vehicles efficiently and safely.

Driver/Operator Responsibility

Each City vehicle is a tool designed to do a particular job. How well it does that job is up to the driver. The City's fleet represents an investment of over \$50 million. The City has a responsibility to provide and maintain equipment which is the most effective and efficient for its required job. Employees have the responsibility of

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A. Administrative Regulation 75.12

“City Manager Vehicle Collision Review and Prevention Program”

B. Administrative Regulation 75.50

“Driver’s License Certification and Training”

C. Administrative Regulation 75.92

“Chock Block Policy”

D. Related Forms

- RM-361 – Accident Report Envelope
- RM-1551 – Employee Vehicle Accident/
Industrial Incident Damage Report
- RM-1555 – Supervisors Vehicle Accident/
Industrial Incident Investigation Report
- RM-1574 – Vehicle Collision Review
and Prevention Program Certification Form
- RM-1575 – Vehicle Collision Review
and Prevention Program – Driver Checklist
- RM-1576 – Driver/Operator I.D. Card
- RM-1666 – Driver Notification Form
- RM-1692 – Unusual Incident Report Form
- TP-150(A) – Commercial Motor Vehicle GVWR 15,000
lbs or more Vehicle Operators Daily Inspection Report
- TP-150(B) – Commercial Motor Vehicle Refuse Packers
Vehicle Operators Daily Inspection Report
- TP-150(C) – Motor Vehicle GVWR 15,000 lbs or more
Vehicle Operators Daily Inspection Report

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operating vehicles in a manner which results in getting the job done safely, efficiently, and at the least possible cost. Responsible drivers:

1. Take care of their equipment.
2. Drive/operate with courtesy.
3. Drive/operate in a safe and defensive manner.
4. Obey the law.

New employees or volunteers will not be permitted to drive or operate a City vehicle or piece of City equipment until they have read this manual and discussed it with their supervisor. They should retain this manual for future reference.

Additionally, employees with C or CP mileage/parking authorization must read and discuss this manual with their supervisor. All employees should keep their manual available for reference.

Role of Supervision and Management

Because top management cannot directly supervise the thousands of employees in their daily work, responsibility must be delegated to first-line supervisors to see that this work is accomplished. Safety is one of many tasks for which supervisors are responsible. However, safety is everyone's responsibility. Leadership in driver safety is an important role for all levels of supervision.

State law and common sense require that supervisors train employees to avoid hazards unique to the employee's specific job before an employee is assigned. There are a number of hazards associated with certain specialized pieces of equipment. Make sure you know about them.

Supervisors are required to promote a safe work environment. To assist them, training is offered by the Safety Division, on topics such as Defensive Driver Training, use of fire extinguishers, first aid, and CPR. Contact the Safety Division (236-6229) for training resources.

Supervisors are required to periodically inspect their workplace for hazards, to protect employees from injury. For many employees in the City, a vehicle is the primary workplace instead of a shop. Therefore, supervisors are required to periodically inspect vehicles assigned to their section. All supervisors are required to:

1. Provide safe equipment.
2. Take prompt action on reported unsafe City vehicles.
3. Train employees in the safe and efficient method of operating City vehicles and in City policies and procedures.
4. Insure that employees receive specific training on specialized pieces of equipment.
5. Make immediate corrections of any unsafe action or condition which could cause an accident.
6. Observe the driving behavior/habits of employees before issuance of a City of San Diego Driver/Operator I.D. Card (Form RM-1576).

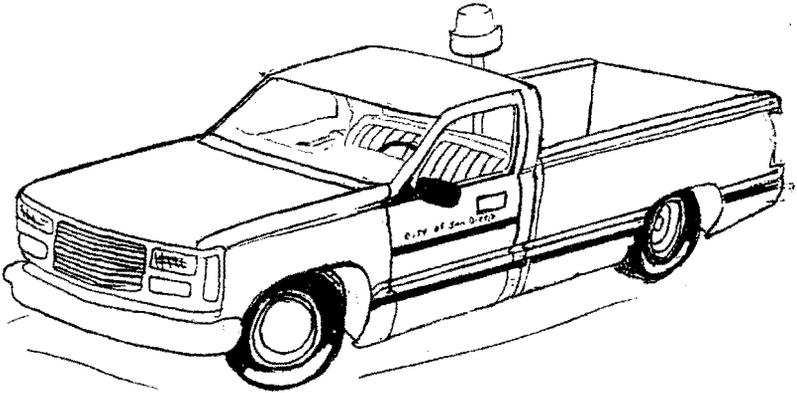
Recognition Program for Outstanding Drivers

Each year, the City Manager recognizes outstanding drivers for their contribution to workplace safety. Employees with safe driving records may be nominated by their peers, their supervisors, or even themselves. Thirty-eight people representing nine departments were honored at the annual City Manager's Outstanding Driver Award Luncheon in 1997. Overall winners are given a cash award, an engraved plaque, and an opportunity to participate on the City Manager's Accident Review Board for the next year. The program is administered by the Safety Office in Risk Management. Contact your department safety representative for additional information.

Care and Maintenance

Public Relations

Think of the millions of dollars spent each day by firms advertising their products. All that money is spent just to make a favorable impression on their customers. The people living in and visiting San Diego are our customers. How can we make a favorable impression on them? One big way is to operate our vehicles safely and courteously.



Every day the City of San Diego has approximately 5,000 vehicles rolling over our streets. Every vehicle is a mobile billboard. The color of the vehicle and the seal on the door identify it as a City of San Diego vehicle. Residents are our customers and as taxpayers,

Chapter II

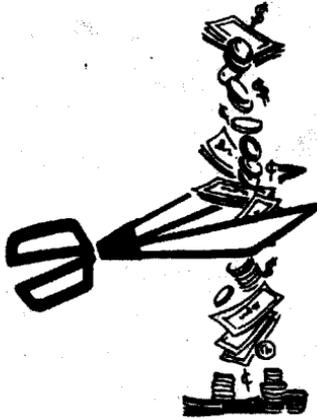
they have a special interest in the City vehicle and how you are driving. They deserve to see a clean, well-maintained vehicle being driven in a safe and courteous manner. Take pride in your vehicle's appearance and in your driving.

Remember, you and the City are on display whenever you operate a City vehicle. Careful, thoughtful, businesslike operators will give the citizens the proper image of you and the City. Poor driving or poor vehicle appearance will cause a bad impression that citizens may transfer from you and your vehicle to an unfavorable impression of the City and City employees in general. Let us make the most of our mobile billboards and show citizens that their tax dollars are buying efficient, effective, and courteous service.



Care and Maintenance

Repair bills are something that all car owners know about. All mechanical equipment is subject to wear. Brakes, clutches, tires, transmissions, even engines will eventually wear out. It is amazing, though, how much of a difference there is in the rate of wear of similar vehicles. You have seen new cars that look and sound like they are just a few chugs from the junk yard. On the other hand some antique cars purr like a fine watch. It takes approximately 250 employ-

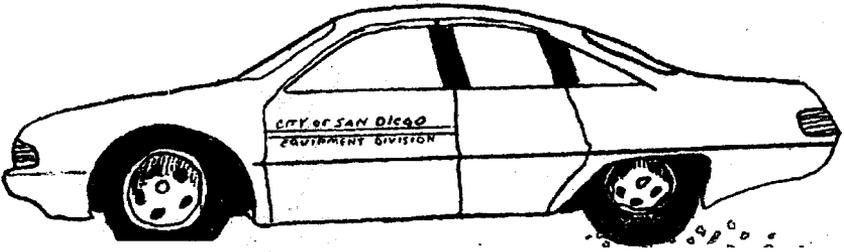


ees city-wide to maintain and keep the City's fleet rolling. They have a preventive maintenance program that includes regular lubrication, minor adjustments, tune-ups and other techniques designed to lengthen the vehicle's life and keep it performing at maximum efficiency. They also perform major repairs-many of which would not be necessary if the driver had taken better care of the vehicle. Most major work on engines, transmissions, clutches, brakes, is not required because of normal wear- but, rather, because of driver/operator abuse or error.

Lack of driver care can greatly shorten the life of a vehicle and cause needless expensive repairs. Good driver care will lengthen the life of the vehicle and minimize repairs to normal wear.

What Can You Do? - The driver's responsibility for vehicle care starts before he gets into the vehicle. It continues while driving and lasts until after he has finished.

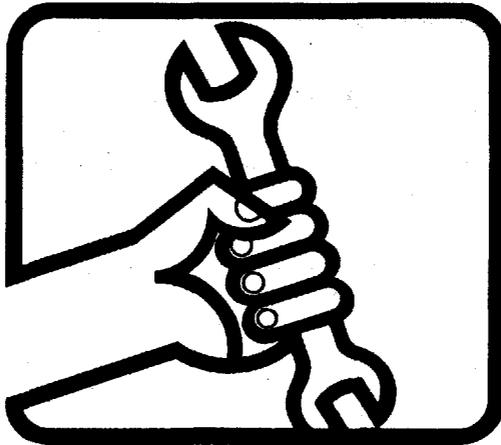
Before You Start Your Vehicle - As basic as it may sound, before starting your vehicle it is important to understand it and its components. Your supervisor should familiarize you with your vehicle before you get behind the wheel. Once through this introductory session, and every day thereafter, the operator should perform the appropriate Pre-Trip Inspection to insure that the vehicle has no defects. Pre-Trip forms such as the sample in the appendix may assist you in making this check.



1. Walk around the vehicle and:
 - a. Check body, fenders, and bumpers for dents and general appearance. Report to your supervisor any new damage.
 - b. Check tires for general wear, cuts, bulges, and proper inflation. Tires are a critical safety item.
 - c. Look at wheel lug nuts to see if they are tight. Do not remove the hub cap to check.
 - d. Check for broken, cracked, or dirty windows and lights. Proper operation of brake lights is a critical safety item.
 - e. Check beneath the vehicle for signs of a water or other vehicle fluid (oil, brake fluid, transmission fluid, etc.) leaks.
 - f. Make sure the sides and aprons are free of rocks, gravel and debris before the equipment is moved.
2. Get in cab and:
 - a. Check general cleanliness.
 - b. Check for worn brake or clutch pedal pads.
 - c. Check to see that the floor is free from obstructions (torn floor mat, bottles, lunch buckets, etc.).
 - d. Turn on ignition and start engine.
 - e. Check instrument panel, fuel gauge, oil pressure, warning lights, etc.
 - f. Check clutch, foot brake, and hand brake. Always be sure to check the brakes before driving away. Know the vehicle you are going to use. If it has an Anti-lock Brake System (ABS), refer to the vehicle's owners manual for specific instruction, how it is configured (on all wheel, front wheels, or rear wheels only) and how to recognize its operation.
 - g. Check horn, lights, turn indicators, windshield wipers.
 - h. Check operation of any auxiliary gear.

- i. Adjust mirrors.
- j. Fasten safety belt.
- k. If the vehicle is equipped with an air bag, consider keeping your hands positioned low or on the perimeter of the steering wheel.

Any unsafe condition such as inoperative or defective brakes, should be *turned in immediately and the vehicle taken out of service*. Minor items should be watched during the day and reported at the end of the shift. If there is any doubt, report the problem to your supervisor. For commercial vehicles, be sure that the repair mechanic has signed off the work they performed on the vehicle before it is again put in service. Vehicles with safety or mechanical problems are tagged with a red tag noting that they are not to be used until repairs are complete. The common term is the vehicle is *Red-Tagged*. A red-

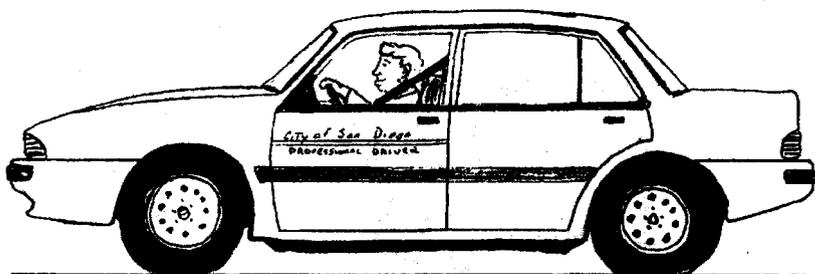


tagged vehicle should not be operated until it has been cleared by a mechanic.

During Operations – Be alert for any irregularities. Listen to and feel your vehicle's performance. Does it accelerate smoothly without missing, do the brakes work smoothly and evenly? Is the brake pedal adjustment right? How about the front end? Is there any shimmy? Is there too much play in the steering wheel.

Post-Trip Inspection – Be sure the vehicle is serviced as required before it is parked in its storage area. After it is parked, ask yourself if it performed properly. Walk around the vehicle and look for any leaks, glance at the tires, and scan for any body damage. Turn in a repair report right away if there are any defects.

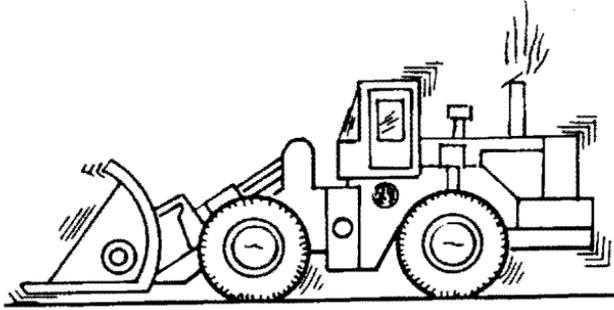
Be Professional – The simple check points just mentioned can result in spotting minor defects before they become major. You greatly extend the service life of your vehicle by proper driving and being aware of changes in the vehicles operation. Modern cars and trucks will provide many miles of good service if handled properly. If abused they will deteriorate rapidly. Some drivers can wear out a set of tires



Professional Driver
THINK COURTESY!

or brake lining in 5,000 miles while others can go ten times the distance. The difference is in the driver — not the vehicles.

Preventive maintenance and smooth driving are the best methods of increasing vehicle life and reducing repair bills and fuel consumption. Avoid jackrabbit starts, turns, and stops. Start up gradually, slow down before making turns, take your foot off the accelerator and anticipate stopping. One of the sure signs of a poor driver is the person who “races” their engine and pulls away from all the other cars at a stop light. Professional drivers are smooth: sizing up the situation ahead and adjusting speed accordingly. They set their pace with the rest of the traffic and flow with it. They do not fight traffic.



Instead, they relax and enjoy driving, making the experience easier on themselves and on their vehicles.

Reporting Defects

All defects are to be reported on your appropriate pre/post-trip inspection form. Drivers may notice defects in the operation of their vehicles when they check it out at the beginning of the shift, or a problem may develop during the workday. If a defect affects the safety of the operator or a passenger, or seriously jeopardizes the equipment, drivers should either themselves, or through their supervisors, report the problem to the proper shop at once. Problems with brakes and lights are examples of items which should be taken care of right away.

Most items can wait until the end of the shift. The driver needs to use common sense in making such assessments as to the drivability and safety of a vehicle. Under no circumstances should drivers ever jeopardize the safety of people, including themselves. No job is that important. Every driver has a responsibility to report a vehicle defect(s).

A driver needs to be familiar with the vehicle to know when situations require immediate action. For example, an employee who notices the oil pressure warning light has come on should not attempt to drive back to the yard since the engine could be ruined in the process. In a case such as this, the driver should pull over and call their dispatch center to request assistance.

When a defect is noted, take the vehicle to the repair shop and contact the service writer. Explain the problem and then let the service writer diagnose the situation. The service writer may direct you



to park the vehicle, in which case you should lock the vehicle and return the key to the service writer.

After this is done, inform your supervisor of the disposition of the vehicle. Never "put off" turning vehicles in for repairs. City vehicles are on 24-hour call and they should be ready to go at all times. Your failure to report a defect could jeopardize someone else if the vehicle is used by another employee not familiar with the problem.

Scheduled repairs are to be reported to the repair shop through the service writer at the station to which the vehicle is assigned (Chollas, Rose Canyon, etc.). Emergency repairs should be reported to your nearest repair facility, or for Police and Fire, to their maintenance stations.

Breakdown in the Field – If a vehicle breaks down in the field and it is dangerous or may cause further damage to drive, notify your appropriate Dispatch center. The Equipment Division phone number is 527-7555. They will arrange for a mechanic and tow truck if necessary, and arrange for a replacement vehicle for you.

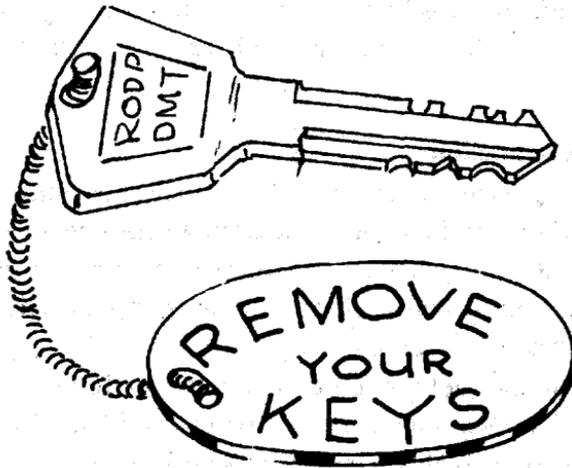


527-7660
Station 38

Unattended Vehicles

(a) No person driving, or in control of, or in charge of, a motor vehicle shall permit it to stand on any highway unattended without first effectively setting the brakes thereon and stopping the motor thereof.

(b) No person in control of, or in charge of, any vehicle, other than a motor vehicle, shall permit it to stand on any highway without first effectively setting the brakes thereon, or blocking the wheels thereof, to effectively prevent the movement of the vehicle. (Section 22515, California Vehicle Code.)



Security of City Vehicles

As an employee who drives a City Vehicle, you have been entrusted with an expensive piece of equipment that should be treated as if it were your own. In today's high-crime atmosphere, you must be aware of the fact that a City vehicle may be stolen or vandalized just as easily as if it were your own car. The fact that a City seal is on the side of a vehicle does not in any way safeguard it.

This means that the **keys** should always be taken from the vehicle if it must be left unattended for any period of time — be it a few minutes or a few hours. It means also that doors and cabinets

Chapter II

should be locked if you must be away from the vehicle. Since you would not leave the trunk of your car open in a parking lot, the same thought must be given to City Vehicles.

When a vehicle is not in use and you will not be in the immediate area, all windows should be closed and doors locked. If the vehicle must be left unattended for an extended period of time, park it so that it will be in a highly visible and/or well-lighted area. Even if you are parking the vehicle within a City yard, these same precautions should be followed. The City loses thousands of dollars worth of tools and equipment each year because employees have been careless about the security of their vehicle.

Unless required by an industrial use, a City vehicle shall not be left unattended, with the *engine running*. Violations of these policies are unsafe and costly and could result in tragedy. So take stock of your security habits and make the changes necessary to avoid problems.

Energy Conservation

City employees represent a substantial opportunity for significant fuel savings. An increase in the average passenger car's economy of just one mile per gallon or an average travel decrease of just two miles a day, could reduce U. S. fuel consumption enough to save 125,000 barrels of oil per day.

Bringing the fuel consumption question a little closer to home, the City of San Diego budgets approximately \$5 million per year to fuel its fleet of vehicles, (including gasoline and diesel fuel purchases). The potential for 10 percent reduction in fuel consumption is a conservative and reasonable goal if each of us makes a concerted effort to correct poor driving habits. That 10 percent figure equates to a savings of over \$500,000.

What follows is a list defining the most frequently observed, fuel consuming driving practices, their cost impact in relation to fuel economy, and some suggestions on ways to improve upon those practices:

- **Fast Starts and Hard Braking**

Acceleration should be moderate and smooth. "Jackrabbit" starts and stops can increase gasoline consumption rates by as much as 15 percent.

- **Immoderate Speeds**

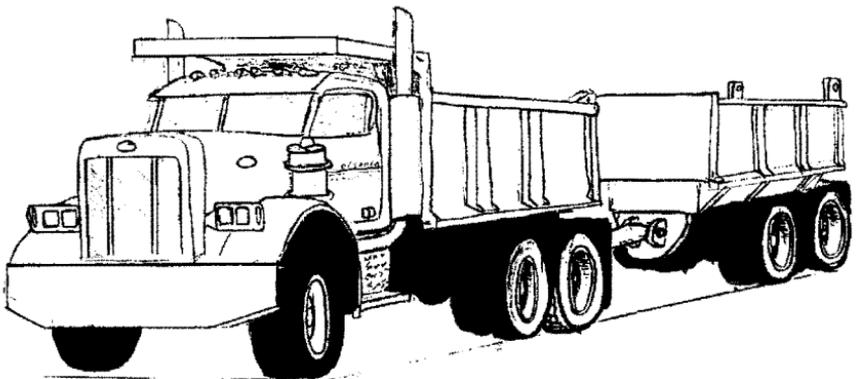
Speed and direction of a car should be held as constant as possible. Interrupted speeds, quick passing, and weaving through traffic require greater amounts of gasoline for the distance traveled. The motorist should "drive ahead," watching the road ahead so that a gradual slowing of speed is possible and full stops can be avoided. At a speed of 50 mph, one speed change (slow down to 25 mph and accelerate back to 50), per mile can increase fuel consumption 25%.

- **Failure to Anticipate Hills and Grades**

A slight 7 percent grade consumes 55 percent more fuel than does level ground. When approaching a hill or grade, allow your forward speed and inertia to provide you with an added boost. If the speed limit or safety considerations do not require you to slow at the base of a hill; speed up and proceed up the grade safely.

- **Warming/Revvng the Engine**

The best way to bring your engine up to the optimal operating temperature is to drive slowly for the first few blocks. This will warm the engine without wasting the gas that a lengthy warm up requires.

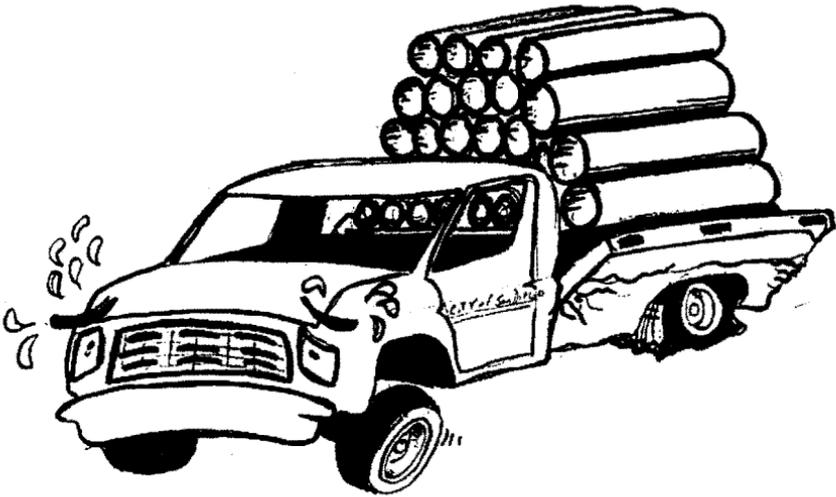


- **Engine Idling**

Avoid prolonged idling; it is an expensive proposition. If you must wait in your car (when not in traffic) for more than a minute, shut off the engine. Not only does engine idling waste fuel, but it also produces unaccounted-for engine wear.

- **Low Tire Pressure**

Underinflated tires not only shorten tire life, but also increase friction which produces rolling resistance. Tires should be checked weekly and pressure maintained. "Soft" tires will drastically reduce your miles per gallon (mpg). Vehicles with dual tires can overheat and a tire can catch fire if a flat or low air pressure develops.



- **Overloading with Excess Weight**

Do not carry around unnecessary equipment or belongings. They take power to haul. Periodically inventory the things you carry and determine if they are really necessary.

The costly driving practices we have just discussed, although identified as the most prevalent by City fleet managers, are by no

means the only gas guzzling culprits. Here are some other driving suggestions which could save dollars for you while operating your personal vehicle:

- **Avoid Short Trips**

According to the EPA, a test car's normal average consumption, 13.5 mpg, dropped to 11 mpg on a ten mile trip and to 5 mpg on a one-mile trip.

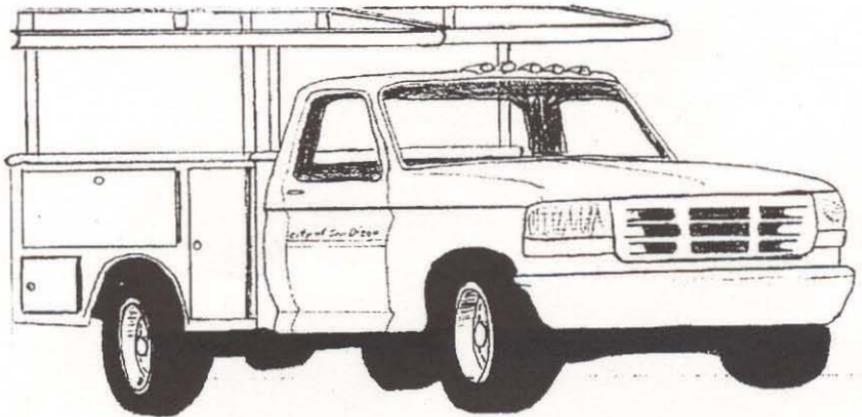
- **Plan Your Trips**

Whenever possible, combine trips and plan your route for the shortest distance. Select the route with the *least amount of traffic* (the fastest route is not always the cheapest). Time your trips to *avoid heavy traffic*. Insofar as possible, *avoid hills* (again, a 7 percent grade requires 55 percent more fuel). Driving on poor roads at 40 mph can increase gasoline consumption as follows:

Broken/patched pavement	15%
Gravel	35%
Dry Sand	45%

- **Avoid Riding the Brake**

Using the brake pedal as a foot rest is a bad habit. It makes the engine work harder and consume more fuel for the distance traveled.



- **Do Not Overfill the Fuel Tank**

Spilled gasoline from overflowed fuel tanks is an unnecessary waste of fuel, a safety hazard, and a source of air pollution.

- **Avoid Using the Accelerator to Hold the Car in Place**

Brakes should be used in these situations. Using the accelerator as a "hill holder" wastes gasoline fuel.

- **Vehicles with Manual Transmissions Should Be Driven in High Gear as Much as Possible**

A study shows that a car driven at 20 mph in second gear uses up to 20 percent more fuel than if it is driven in high gear. In first gear, the consumption goes up as much as 55 percent. Do not operate your vehicle in a gear too high so that it lugs the engine down where it can cause damage to the power train. Likewise, do not operate the vehicle in too low a gear that you cause the engine to operate at too high of revolutions per minute. This can apply to automatic transmission vehicles if the transmission is locked into a gear other than the drive or overdrive position.

City Policies and Procedures

Driver/Operator Training Record

In attempting to provide safe and efficient operation of vehicles, the City requires that all employees operating City vehicles, or their own personal vehicle, for City Business, must possess a valid California Driver's License of the appropriate class with proper endorsements and medical certificate as required.

Class A – Generally permits operation of any combination of vehicles, including all vehicles listed under classes B and C.

Class B – Generally permits operation of any bus, any farm labor truck, any single vehicle with two or more axles with a GVWR of more than 26,000 pounds and all vehicles listed under class C. This class of license permits towing of another vehicle weighing 10,000 pounds or less.

A bus is defined as any vehicle designed or used to carry more than 15 people (including the driver); except that a vehicle designed or used to carry more than 10 people is a bus when commercially used or is used by any nonprofit organization or group (CVC 233).

Class C – Generally permits operation of any two-axle vehicle with a GVWR of 26,000 pounds or less, a three-axle vehicle weighing 6,000 pounds or less, any house car, a vanpool vehicle*, and permits towing one vehicle with a GVWR of 10,000 pounds or less.

A vanpool vehicle is any vehicle designed to carry 11 to 15 people (including the driver) which is used to provide work related transportation of adults (CVC 668).

*Requires a medical certificate and a statement that the driver was not convicted of reckless driving, DUI, or hit and run in the last five years (CVC 12804.9).

Class M-1 – Permits operation of any two-wheel motorcycle. Authority to operate vehicles included in a Class M-1 license may be granted by endorsement on a Class A, B, or C license upon completion of the appropriate examination.

Class A and B licenses require that a prescribed medical examination be successfully completed for the Department of Motor Vehicles. These employees are also subject to the Department of Transportation (DOT) Drug and Alcohol Testing Program. The medical authorization card must be carried by the operator with his/her license when driving.

The City's medical provider will forward the Department of Motor Vehicles medical examination forms to the Personnel Department who will send a copy to the city employee. It remains the ultimate responsibility of the employee to make sure that the medical examination forms are received by the DMV.

With the exception of certain employees in the Police and Fire Departments and Lifeguard Service, employees must also have their driving ability checked-out by supervisors on each type of special equipment they might be required to drive/operate. This over-the-road test, coupled with an explanation of the items on the Driver Checklist (Form RM-1575) constitute the certification procedure for employees operating City vehicles (except pool sedans).

After successfully completing the test, the supervisor will then issue a City Driver/Operator I.D. Card (Form RM-1576). The back of this form has spaces for certification of many different kinds of vehicles. Every six months departments are required to check employee's California Driver License (CDL) and City Driver/Operator I.D. Card to insure that they are still valid. If for some reason an employee's CDL has been suspended or revoked, he/she is responsible for reporting it to their supervisor on Form RM-1666. (Refer to AR 75.50)

The Driver Trainer in Equipment Division is available to provide training on specialized pieces of equipment.

Authorized Driving On City Time for City Business

Employees must not drive City vehicles other than as assigned. Employees authorized to drive personal vehicles on City Business must be in compliance with Administrative Regulation 45.10, "Employee Transportation Authorization."

Department of Motor Vehicles Pull Notice Program

The Department of Motor Vehicles (DMV) Pull Notice Program is intended to ensure that no City employee operates a vehicle with a revoked or suspended driver license on City time for City business. All employees who drive a motorized vehicle on City time shall be included in the program, even if the employee only occasionally drives for the City. This includes C, and CP types of authorized mileage and all volunteers.

All employees that drive must possess and be able to demonstrate proof of a valid CDL of the appropriate class for the vehicles they are driving/operating. Employees that periodically drive motorized equipment in City facilities or on City owned property are also included.

Exceptions can be made with regard to appropriate licensing levels only during training. The employee receiving the training must be properly authorized for the training, and supervised by an employee possessing the appropriate license.

Use of Seat and Shoulder Restraints

Over the years, the lives of numerous City employees have been saved because they were wearing their seat belt. If an employee does not use *both* the seat and shoulder restraints at the time of an accident and they are injured, they are subject to losing medical coverage and industrial leave benefits. Refer to the vehicle owner's manual regarding proper safety precautions when the vehicle is equipped with air bag(s).

It is City policy that every person use *both* their seat and shoulder restraints while driving/operating/riding in a vehicle or piece of equipment unless your department policy specifically allows otherwise.



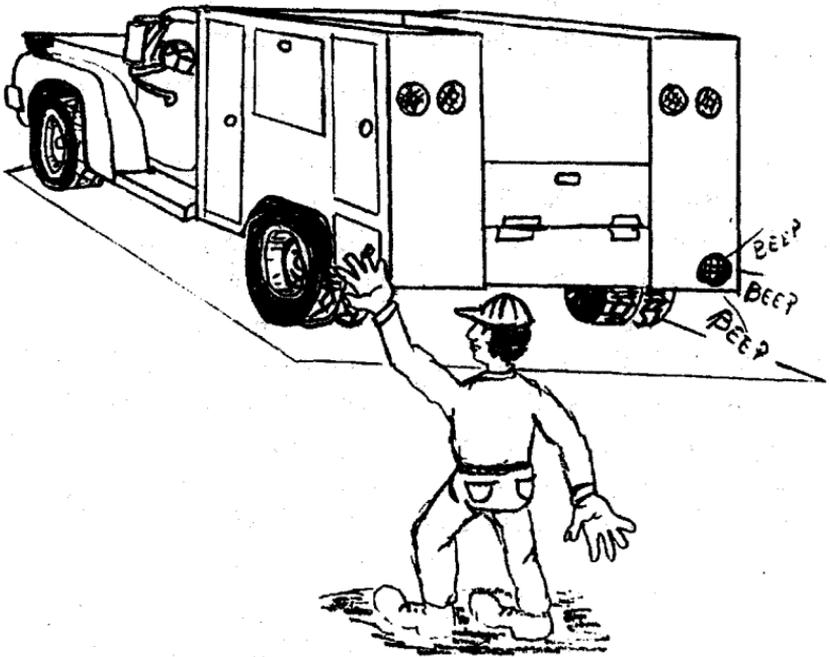
Some Thoughts to Consider. The reasons normally given for not using seat belts all have one thing in common — poor judgment. The following are some of the more common reasons why people do not use seat belts:

1. *Safety belts are all right on long trips, but they are a nuisance when I am just driving around town.* **Fact:** Half of all traffic deaths occur within 25 miles of home, and at speeds of 40 mph or less.
2. *Some people are thrown clear in a crash and walk away with hardly a scratch.* **Fact:** The chance of surviving a crash is five times better if you stay inside the car.
3. *If my car catches on fire or goes into water, I do not want to be trapped by a safety belt.* **Fact:** Fire occurs in only 0.2 percent and submersion in only 0.3 percent of all injury-producing accidents. Even then, your safety belt can increase your chances of escape by keeping you from being knocked unconscious.
4. *Good drivers do not need them. I have never had an accident.* **Fact:** Four out of five drivers in accidents have never had an accident before.

Once the safety belt habit is acquired, you will automatically buckle up every time you get in a car. And remember, City policy requires you to wear a seat belt.

Backing a Vehicle

Drivers appearing before Accident Review Committees frequently say they are not aware of the City's policy on backing a vehicle. While most backing accidents involve minor damage, they can cause serious injury or death.



Since all vehicles have poor visibility to the rear, backing is more dangerous than forward movement. City Policy incorporates several easily followed practices which can reduce the number of this type of accident. Always avoid backing, whenever possible. If you must back your vehicle, follow Departmental backing policies at all times. The following is **City Policy** (Department Policy may be more restrictive):

1. Park your vehicle, whenever possible, so that you do not have to back.
2. Back up the shortest distance possible.
3. Avoid backing into traffic and around pedestrians.
4. Avoid backing around an intersection or around the corner of a building.
5. When driving alone, always walk completely around the vehicle before backing. [This does not require you to get out of the vehicle if you have been stopped temporarily in street traffic.]
 - a. Look in both mirrors before backing and take note of any person or object that may enter the area.
 - b. If your vehicle has restricted rearward visibility, use a bystander, if possible, and both mirrors in backing.

Chapter III

- c. If you are delayed in starting after walking around your vehicle, you must check again before backing.
- d. If your vehicle is equipped with a rear view video camera, look at the monitor before backing.
6. Passengers are required to guide drivers. The passenger should be positioned so he or she is in a safe position, can be seen by the driver and has visibility of the areas involved. This would generally be on the side opposite the driver.
7. Generally voice contact is impractical and hand signals understood by both the driver and guide must be used. If you lose sight of the guide, stop backing until they are repositioned.
8. Both the driver and passenger, or possibly just the passenger may have the accident charged to them for not providing the required backing assistance to the driver/operator.



Parking

Although a simple exercise, people sometimes forget the basic rules about how to park safely. The policy below has been developed as a result of accidents of city employees. Hopefully you can avoid repeating their mistakes. Always remember to:

- 1. Pick a spot that is easy to get into and out of, preferably level. Park in such a way that backing will not be necessary.
2. Shut off motor and set parking brake firmly.

3. Put shift lever in "Park," with an automatic transmission. Shift to "Reverse" or "Low", with a standard transmission.
4. Cramp wheels into curb so that if the parking brake fails, the vehicle will not roll away.
5. Properly place chock blocks on all city vehicles (except passenger cars) when left unattended or parked. Refer to A.R. 75.92.
6. Lock the vehicle and use chock blocks when leaving a vehicle unoccupied while operating an Arrow Board or Changeable Message Board, especially when the vehicle engine is left running to keep from discharging the batteries.

Drivers must observe all parking regulations when operating a vehicle on city business. The City does not issue any special identification to exempt drivers of vehicles from parking regulations on city streets.

An exception is made for **government ("E") plated vehicles** which may be parked at expired meters (without putting money in the meter) and in other areas where the amount of time a vehicle is allowed to park is the only limitation. All permanent or temporary signs limiting parking (such as for special or street sweeping) must be observed.

City owned vehicles actively engaged in emergency responses, service or maintenance operations are exempt from most parking violations. Those drivers should not use Red Curb or Disabled Parking areas unless there are no other reasonable alternatives.

Drivers with Department of Motor Vehicle (DMV) issued disabled placards may use them on city vehicles. The placard must be displayed and proper identification carried if the driver uses the disabled parking privilege.

White and yellow curbs have specific limits on their use and must be observed. White curbs or other signed passenger loading zones (SDMC 86.03.01) limit vehicles to three (3) minutes while actively loading or unloading. Yellow curbs or "loading zones" (SDMC 86.10) limit vehicles to three (3) minutes for passenger loading or unloading, or commercial vehicles to twenty (20) minutes for other type of loading or unloading. Unless otherwise posted, white curbs are operational at all times, while "loading zones" are limited to primary business hours. Refer to the San Diego Municipal Code for the complete text.

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Whenever your work calls for you or your operation to obstruct or close a person's ingress or egress, public access, a loading dock or pedestrian access, always try to communicate with the businesses and/or property owners to work with them to mitigate the problems while completing the project with the least amount of inconvenience and impact. Always be courteous to the public and respect their concerns. They are our customers.

Chock Block Policy (AR 75.92)

In addition to following proper parking procedures, City employees are required to use chock blocks (except drivers of sedans) anytime the driver leaves the vehicle parked or stopped. This is to prevent serious injury or property damage from a vehicle rolling away.

The City-wide Chock Block Policy is in the back of this manual under A.R. 75.92. The policy does not permit individual department policies. The following five criteria must be met at all times:

1. Every city vehicle (except sedans) will be provided an appropriate chock block for the vehicle before it is placed in service. They normally have holders for the chock block and a rope to keep it with the vehicle.
2. The wheel to be chocked is typically on the driver's/operator's side and the rear wheel.
3. The chock block is to be placed snugly against the tire tread on the downhill side.
4. Supervisors shall train employees in the purpose, proper use and storage of chock blocks, and shall periodically inspect to see that they are being used.
5. Appropriate discipline action shall be taken if the driver/operator fails to comply with A.R. 75.92.

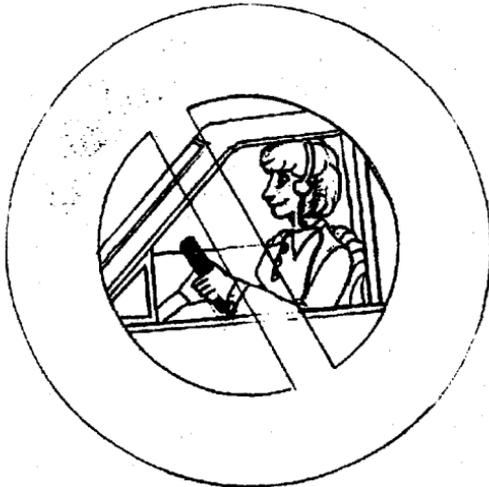
Driving and Drinking

Refer to AR 97.00 – Substance Abuse Policy

City employees are forbidden to drive a City vehicle after ingesting any food, drug or alcohol which may impair their driving ability. Check any medicine you may be using and insure that it does not carry any aftereffects which may impair your driving ability.



Any blood alcohol level of 0.08 percent or greater is automatically considered to be a violation of the law. Persons driving/operating Commercial Vehicles over 26,000 pounds gross weight with a Class A, B, or C license while operating a Commercial Vehicle with a blood alcohol level of 0.04 percent or greater are automatically considered to be a violation of California law. Any level of alcohol in your blood under A.R. 97.00 is a violation of City Policy. There are no exceptions.



Use of Headsets

Sound producing headsets, such as Walkman, are forbidden to be worn while employees are working with or around power tools, machinery and vehicles, or in any situation in which failure to hear verbal communication could create an unsafe situation. Not only can they damage hearing, but worse, they can distract employees from their job or interfere in communication with other employees, creat-

PHONE NUMBERS

Station 38.....	527-7660
Dispatch, Equipment Division	527-7555
Dispatch, Fire Department	974-9891
Dispatch, Police Department	531-2000
Dispatch, Street Division	528-5497
Highway Patrol (CHP)	268-2276
Police, Traffic Division	495-7800
Driver Training (CET)	527-7568
Safety Division	236-6229
Department of Motor Vehicles (DMV)	688-0227
Police Records	531-2846
Lifeguards	221-8800

EMERGENCY 911

New employees or volunteers will not be permitted to drive or operate a City vehicle or piece of City equipment until they have read this manual and discussed it with their supervisor.

ing potentially dangerous situations. *Use of these devices while driving is also prohibited by the California Vehicle Code Section 27400.*



Vision Restriction

It is illegal to operate any motor vehicle when wearing glasses that have solid side shields which restrict vision to the side. (CVC 23120)

Smoking

The City-wide no smoking policy applies to all City equipment. San Diego Municipal Code 43.1003 prohibits smoking in a Place of Employment except in a designated smoking area. City vehicles and equipment are considered a Shared Work Area, and 43.1004 (c) prohibits Shared Work Areas from being designated as smoking areas.

Clean Vehicle

The Driver/Operator shall clean the aprons, bumpers, rails and other areas of the vehicle they are driving/operating so that any material carried and/or remaining on the vehicle which can be dislodged or otherwise lost from the vehicle is to be cleaned up so that it will not fall from the vehicle. This includes trash, gravel, sand, any type of building or construction or maintenance material. Equipment and tools are to be properly stored, secured and cleaned up to prevent anything from leaving the vehicle while it is being driven or operated.

Fueling Polices and Procedures (Also see Fire Prevention IV-18)

1. Pull forward to the gas or diesel dispenser that will be used for fueling.
2. Shut-off the engine and secure the vehicle, (i.e., set parking brakes, chock blocks).
3. Smoking is strictly prohibited in fueling area.
4. Remove fuel cap.
5. Remove fuel nozzle from the dispenser.
6. Insert the nozzle into vehicle/equipment fuel tank.
(DO NOT OVERFILL)
7. Driver/Operator must stay at the dispenser throughout entire fueling process.
8. Shut-off dispenser and return the fuel nozzle to the dispenser nozzle receptacle.
9. Install fuel cap back on vehicle/equipment.

FUELING PROCESS IS NOW COMPLETE

**VIOLATION OF THESE POLICIES AND PROCEDURES
MAY RESULT IN DISCIPLINARY ACTION**

Remember, defensive driving means more than just driving safely. It also means anticipating problems that may arise and taking corrective action.

Safety

Causes of Accidents

A recent study of City vehicle accidents revealed the following to be the main causes of vehicle accidents:

Total Percentages of City Accidents	1990	1996
Backing	25%	10%
Misjudged distance/clearance	25%	11%
Violation of right-of-way	5%	3%
Inattention	13%	7%
Unsafe start	7%	1%
Excessive speed	9%	6%
Improper parking	4%	0%
Following too closely	3%	2%
Changing lanes	3%	2%
Failure to drive defensively	2%	1%
Other	4%	9%

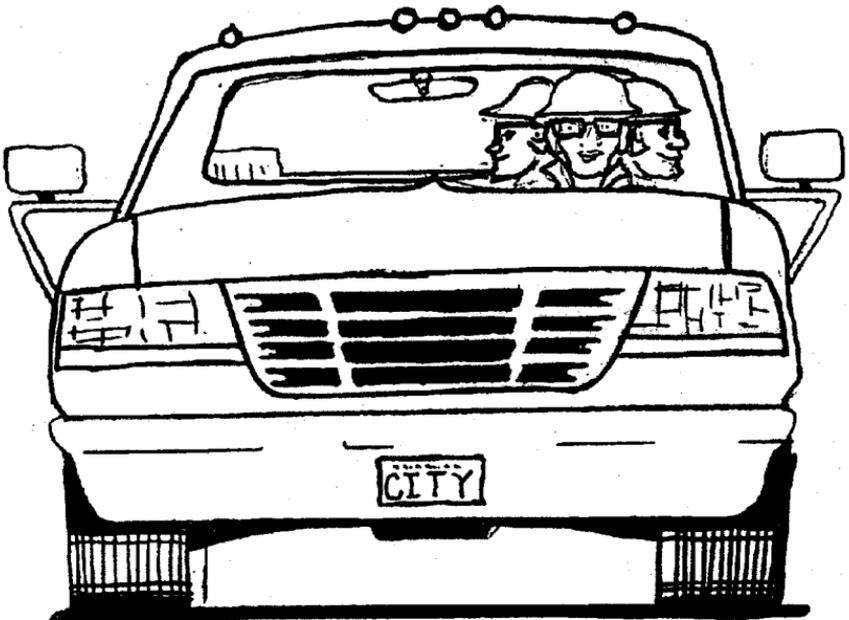
Studies indicate that approximately 37 percent of all accidents involving City employees are primarily caused by the other driver. In other words, just being on the street doing your job exposes you to the potential for being involved in a vehicle accident. It is estimated that between 15 percent and 20 percent of these so-called "non-preventable" accidents can be avoided by the City driver practicing defensive driving — that is, anticipating the accident situation and driv-

ing accordingly. This means that City employees are capable of preventing as many as 75 percent of the accidents they are involved in.

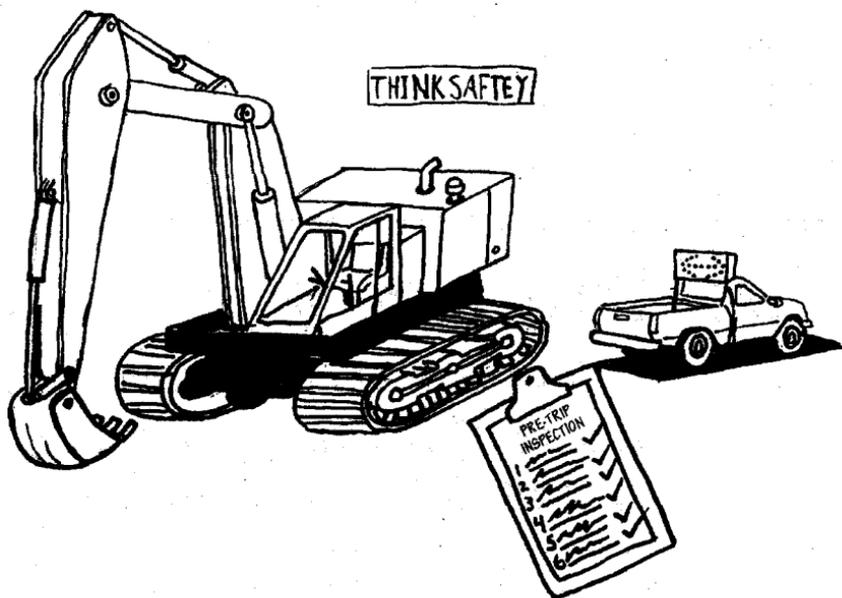
Defensive Driving

Just obeying traffic laws will not prevent vehicle accidents. In order to prevent vehicle accidents, you must drive defensively. Defensive driving means driving to prevent accidents in spite of the actions of others or the presence of adverse driving conditions. Responsible drivers develop attitudes and habits which keep them out of unsafe situations. They exercise patience, knowledge and respect for traffic laws, anticipation of other drivers movements and an emotional detachment which provides more objectivity in developing situations.

City employees are expected to be better than average drivers. Average drivers make average mistakes. But the better-than-average drivers drive defensively. They know that they are on the road with drivers who fail to signal, make illegal turns, take the right-of-way from others, and make thousands of other driving mistakes. Because they know that people do unexpected things, they are not surprised when they do. *The defensive driver expects the unexpected.* You see other drivers make mistakes every day. You could have been the vic-



tim of another driver's mistakes. But something happened. You averted a collision because you anticipated the situation. It is a good feeling to know that your alertness prevented an accident. To the Southern California driver, this alertness is more necessary for safe driving than anywhere else in the world. Our life-style requires more people to drive more miles in more cars than in almost any other place in the world. The heavy concentration of motor vehicles means there is more opportunity for collisions with other vehicles. Therefore, it is mandatory to practice defensive driving all the time.



Defensive drivers must:

1. Maintain control over their vehicles and avoid making the mistakes of the "average driver."
2. Concentrate on the immediate situation and anticipate problems.

Defensive Driving Techniques. Although "attitude" provides the foundation for avoiding accidents, defensive driving also involves action — taking measures to avoid accident potential situations.

When an emergency develops we can only do two things: Change speed or change direction — the choice is very limited. Changing speed in most situations means slowing or stopping. Some-

times speeding up is necessary to avoid an accident. Changing directions is limited to turning either right or left.

The Accident Trap. Accidents happen when we are trapped. Suddenly we are faced with a situation where we cannot change our speed fast enough or change our direction in order to avoid a collision. When this happens we are in an accident trap and no amount of defensive action will get us out of it. There are limits to stopping distances and turning distances which cannot be violated. Remember — when you violate the other driver's expectancy, you are a contributing factor to a potential accident.

The accident trap can be avoided only by anticipating what might happen — before it happens — and then making sure that there is room enough and time enough to take evasive action.

Do You Know...

*How fast you can move?
How fast you can stop your
vehicle in an emergency?*

Your vehicle will not stop on the proverbial "dime."
Reaction time, brake efficiency and road surface conditions
always affect total stopping distances.

Everybody will tell you that they are always looking when they are driving. However, although everybody looks, not everybody sees. The Police Department reports that in one out of four intersection accidents, one or both drivers admitted that they did not see the other car until they collided. These same drivers say, "I looked in that direction but just did not see the car coming." The strange thing about

this is that they are both telling the truth. They looked in both directions but **did not expect to see** anyone coming, so they did not see.

The defensive driver must develop good seeing habits. This involves more than just good eyesight. **Look at the Entire Traffic Scene, Not Just the Car Ahead of You!** The eyes must constantly move and scan a wide area to spot road changes, curves, intersections, other vehicles, pedestrians, and animals, etc. All of these can be sources of conflict. Look at them and determine if they may become a danger to you.

You can determine what is likely to happen if you look for “cues.” When you spot the cues, you can adjust your speed or direction accordingly. What are some of these cues?

Bouncing ball. One of the first cues we think of is the ball that bounces into the street. You must assume that a child will follow.

Car parked at curb. There are several cues that will tell you that a vehicle is about to pull out in front of you, such as a driver behind the wheel, the front wheels turned toward your lane, smoke coming from the exhaust, or their lights are on.

The lost soul. This person is craning their neck and looking all around. They are probably looking for an address, or a parking place, or a street name. They are looking for an accident if you do not help them out. Because they are not paying attention, they might do anything. Give them a wide berth — maybe a tap on the horn.

The car that stops, slows, or swerves for no apparent reason. When this happens, it is likely that the other driver is aware of some condition that is not apparent to you. Slow down and size up the situation.

The age of the traffic signal. A green light or a red light has a fairly short duration. Keep alert to signals ahead so that you can estimate how long the signal will remain before changing. A flashing pedestrian “Don’t Walk” sign is a clue that the green light is old and is about to change.

Better-than-average drivers look ahead and anticipate what is about to happen so that they can safely adjust their driving to these changes.

If you observe that a signal light is out, malfunctioning, or the street lights are not functioning after sunset or that they remain on

after sunrise, make a note of it on your deficiency report. If you have a city radio in your vehicle, call the problem in to your dispatch, especially if the problem is creating a traffic problem, or in the case of a red light being out, a serious potential violation of the drivers expectancy. Use reason to evaluate the situation.

Construction Work Zones – Plan ahead for the activity you may be faced with. Look for lane closures, detours or other special instructions. Be careful if you are entering the construction zone behind the delineated traffic pattern. Many times, the public will follow you into the work zone behind your vehicle.

Keep space around your vehicle – In order to change speed or direction you have to have room — space to maneuver. You must have enough space in front of you in order to stop before hitting an object. If you wanted to change direction on a two lane road, you have to have an open lane or a shoulder to turn onto.

On freeways during peak traffic hours it is almost impossible to drive so that you have a lane open on either side. It is also hard to maintain a proper following distance because other cars keep pulling in front when there is any room. At a minimum, you should always allow for a two-second interval between your vehicle and the one in front of you. The preferred distance is a four-second interval of space.

At times like these you must concentrate even harder to maintain open space around your vehicle. You cannot do anything about traffic in the lanes on each side of you. If someone insists on cutting in, let them. Then fall back a little farther. Only a few seconds will be cut off from your total travel time.

Under normal conditions you can maintain a safe following distance and also can maintain an open lane to one side or the other by continually analyzing the situation. As you drive, make a conscious effort to keep a safe following distance and select possible paths to take should it become necessary to change your direction. A table of stopping distances appears on the next page.

A good rule is to always keep a four-second interval between your vehicle and the one in front of you. To use it, select a fixed object on the side of the road and when the vehicle in front passes it, begin counting. If your vehicle reaches that object before you finish counting to four, then you are too close. Ease off the gas until you

STOPPING DISTANCE CHART*

MPH	PERCEPTION/REACTION DISTANCE		BRAKING DISTANCE	TOTAL FEET
25	55	34		89
35	77	67		144
45	99	110		209
55	121	165		286
65	143	231		374

* Based on average perception/reaction time of 1.5 seconds. Actual time to perceive and react to a hazard will vary with the individual situation. Braking distance will vary by vehicle condition, road surface and grade.

are "four seconds" behind. This rule works no matter what the speed limit is.

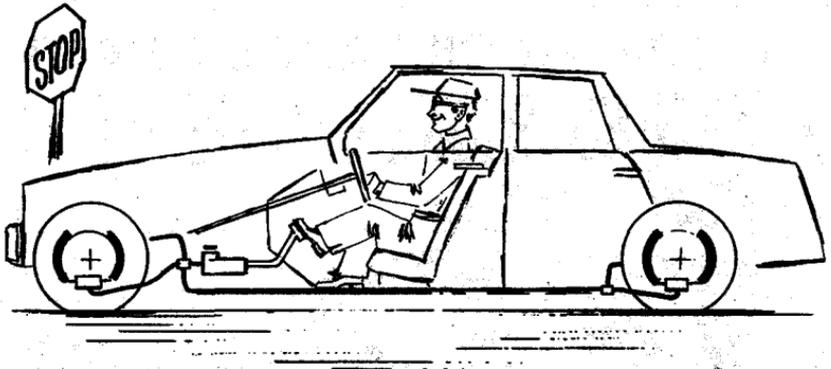
Remember, good driving consists of the following:

1. Avoiding accidents
2. Avoiding traffic citations
3. Avoiding acts of discourtesy to others
4. Avoiding vehicle abuse

THINK COURTESY

Understanding Brake Systems

The most important safety feature on any vehicle is the braking system — the ability to stop a vehicle once it is put in motion. Yet many drivers do not understand how brakes work, and consequently, are unable to detect clues that may be indicating that it is time to have the brakes checked. Very seldom do brakes suddenly "fail." Employees who report sudden brake failure usually find out



to their embarrassment that it is they who have improperly used their brakes. The section which follows will help you understand your vehicle's braking system.

Anti-Lock Brake System (ABS). Anti-lock brakes sense the rotation of the wheel at an extremely fast rate which is interpreted by the computer and if the wheel stops turning (like it starts to skid) the system provides a pulse braking pressure to the brakes so the vehicle is allowed to function at its maximum braking efficiency. The driver must be aware if the vehicle is equipped with an ABS so they do not pump the brakes thinking the system is malfunctioning. If an anti-lock system fails, the system returns to a normal hydraulic brake system. If you know that your vehicle is equipped with an ABS brake system and you notice that the vehicle skids to a stop, you should have the service technician check the vehicle to be sure the system is functioning properly.

The lag time, the time required for the brake shoes to contact the brake drum after the pedal has been depressed, varies with whether air, vacuum, or hydraulic actuation is used. The following will give an indication of the delay, or lag time that can be expected:

Hydraulic System – Instantaneous response – no lag time because the hydraulic fluid is not compressible. It acts like a solid rod, instantly transferring pressure from the master cylinder to the wheel cylinders. You can feel braking action on hydraulic brakes.

Air System – Lag time depends upon the condition of valves, length and diameter of tubing, and restrictions, if any, in tubing. It may be anywhere from 0.2 seconds to 0.9 seconds. With air brakes there is no “feel” of braking since the brake pedal is only a valve

which releases compressed air. You will feel the vehicle slow however.

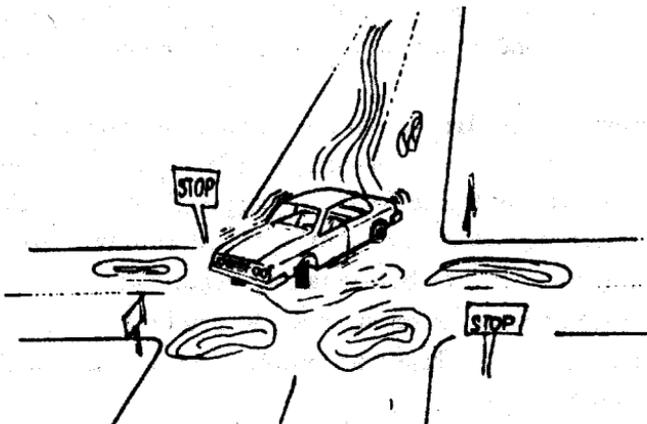
Vacuum System – Lag time is similar to that of air, dependent upon the condition of the system. All air must be exhausted from brake chambers before brakes are fully applied.

Drivers of vehicles equipped with air or vacuum assist brakes must anticipate to a greater degree than the drivers of passenger cars and light trucks. In addition to reaction time, they must consider lag time in the brake system.

Loss of Brakes. The fact that brakes on a vehicle may be in perfect mechanical condition and correctly balanced does not eliminate the possibility of cracked or broken drums. When a driver is rough on the brakes (driving faster than safe, failing to downshift on hills, stopping in shorter distances, etc.), the brakes are overloaded with the end result of drum failure and short lining life.

When the horsepower capacity of a brake is exceeded, excessive temperatures are developed. As the temperature reaches the critical point, one of three things may occur:

1. One or more drums may crack or break.
2. Heat fade may develop (brake lining friction is reduced to the point where brakes become ineffective regardless of how much line pressure is used). An accident is almost inevitable under these conditions.



3. Brake drums may expand to the point where there is not sufficient travel available in the brake chamber or wheel cylinders to compensate for the increased movement required. This results in total brake failure.

Heat fade of the brake lining and excessive expansion of the brake drum cause a temporary loss of braking ability. When brakes have cooled, brake efficiency is recovered almost completely. It is for this reason that when brakes are checked after an accident you may find them in almost perfect shape despite the fact that the driver may have reported he had no brakes at the time of the accident. In such a situation, *the driver overheated the brakes*, causing a temporary loss of braking ability. Brake fade is not the fault of the maintenance people. When a driver abuses his/her brakes to the point where they lose efficiency because of extreme temperatures generated, it is the fault of the driver. A driver may encounter this situation descending a long grade at too high a speed and overworking his brakes causing excessive heat buildup. It may develop after successive severe applications in heavy, high speed traffic. If brakes are not power-actuated, the driver is warned of this dangerous development because pedal effort progressively increases. With the comparatively small additional pedal effort required of air brakes, the situation develops with little or no warning.

Water fade is brought about by water splashing into the brake drum and forming a film between drum and lining. This film acts as a lubricant the same as an oil film in a bearing. When brakes are applied under this condition, braking effort is greatly reduced until the brake lining can wipe the water off the surface of the drum. It often takes several applications before full braking is restored. On wet highways and streets, brakes should be lightly applied at intervals to keep them dry.

Correct Use of Brakes. Brakes should be applied and used in the same manner regardless of whether the actuating system is hydraulic, air, or vacuum. The following suggestions are made to give safest operation, maximum performance, and minimum wear:

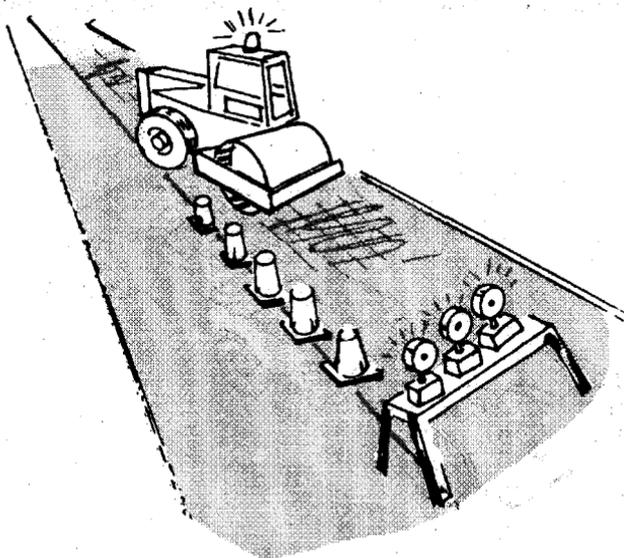
1. Always check brakes before taking vehicle out.
2. Be aware of lag time on air and vacuum brakes.
3. Anticipate stops — brake accordingly. Look ahead and get the big picture.

4. Downshift on steep or long grades.
5. Know the limitations of your brakes.
6. ABS — use continuous pressure on the brake pedal, do not pump the pedal. Many will feel a pulsating sensation on the brake pedal when the ABS is working correctly.

Use of Emergency Lights

There are many operations in the City which require employees to be exposed to the hazard of moving traffic. The Vehicle Code makes provisions for situations like these by allowing emergency workers to use lights of certain colors so they can effectively and safely do their job.

Some common situations which arise daily occur in tree trimming, sewer rodding, street painting, traffic signal maintenance, and many, many more. Such work permits use of rotating or flashing amber lights as a way of warning the public about the work. These lights are to be used only when their use is authorized and work must be performed while the vehicle is either stopped in a traffic lane, or is moving slower than traffic. The rotating amber light should not be used when the vehicle is driving on the road and poses no hazard to traffic.



Chapter IV

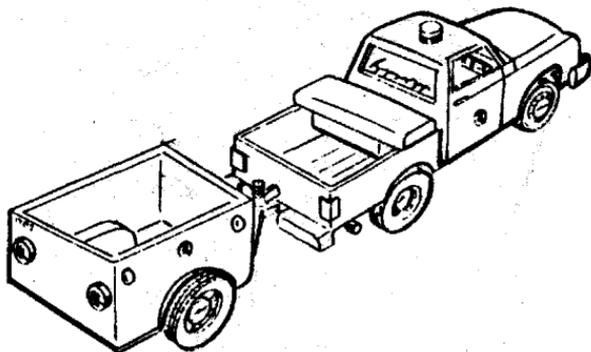
Operating any vehicle on the roadway in an emergency situation is at best hazardous. Therefore extreme caution must always be taken to ensure that the responding unit arrives and innocent lives and property are preserved.

For employees who drive Emergency Vehicles (Lifeguards, Police, Fire) with a life is hanging in the balance, getting to the scene safely is the first priority. The emergency vehicle driver must drive defensively (to prevent accidents) regardless of the emergency. The law requires that due caution must always be maintained. The mere fact that warning lights and siren were operating is not enough to relieve the driver's burden of responsibility to drive safely.

Trailers

Towing a trailer presents some special problems. Only those who are aware of these problems and have some knowledge of trailers should attempt to tow them. The vehicle code lists a number of specific requirements which must be followed anytime trailers are towed on streets or highways. The use of safety chains to secure the towed vehicle is one example.

Before operating a vehicle equipped with a trailer, you should completely check the trailer and related equipment. Walk completely around the trailer checking general condition, paying particular attention to tires, tire pressure, wheels, and wheel nuts and lugs. Carefully check connecting devices such as hitches and hitch mountings, look-



ing for loose bolts, broken welds, and worn or cracked parts. Make certain the hitch is of sufficient size for the trailer and load being towed. Check the safety chain to make sure it is of sufficient size and has proper hooks and connections. Make certain all lights and signals are properly hooked and working. Check emergency break-away for proper connection and operation.

Know capacity of trailer and vehicle. Be familiar with the weight of the load to be hauled. Inspect the load of the trailer. Is it properly positioned on the trailer? Is the weight on hitch proper? Approximately 60 percent of the trailer weight should rest forward of center line. If weight on hitch is too much or too little, vehicle handling will be affected. Make sure the load is secured. Inspect chains and binders for proper size and strength for load being secured.

Check the brakes on the vehicle and emergency braking systems carefully. Make sure they work properly before leaving the yard. If you are unsure or they do not work — **do not drive the vehicle**. Have repairs made immediately. Electric brakes on trailers powered by batteries need to have the batteries checked to insure that they are working. This will prevent overheating of the service brakes and will shorten the overall stopping distance.

While driving a vehicle which is towing a trailer, reduce speed. If a “jackknife” situation starts to develop, apply trailer brakes first. Reduce your speed on turns. Side movement of a trailer cannot be felt by drivers. This is extremely important at intersections and free-way off ramps. Remember the rule — **reduce speed on turns!**

Backing a trailer is difficult and can be dangerous. Drive and park trailer-equipped vehicles so that backing is kept to a minimum. Learn to back trailers you are required to use. Practice in a clear area where you can develop your skills. Get help from someone who knows how. Remember, an emergency situation is no place to practice.

All employees operating vehicles which tow trailers must be checked out by their supervisor on the actual operation of towing a trailer.

Supervisors are required to administer an over-the-road check of the employee’s driving of the trailer, and must then sign-off the City Driver/Operator I.D. Card (Form RM-1576).

Trailer Safety Chains

Purpose

1. Establish a procedure for installing safety chains on trailers.
2. Establish a safe procedure for safety chains to be hooked to the towing vehicle.
3. Assign responsibility.

Responsibility

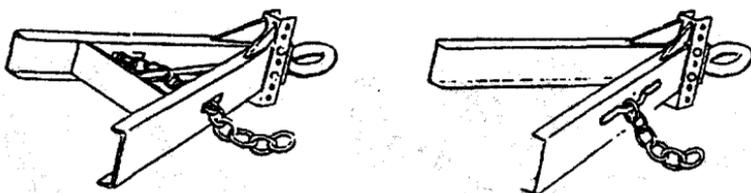
1. CVC section 29004, Towed Vehicles.
2. Shop supervisors are responsible to make sure Service Writers and shop personnel follow this procedure when installing new safety chains and inspecting old safety chains when performing Preventive Maintenance or B.I.T. inspections.
3. Service Writers and shop personnel are responsible for informing their supervisor when vehicles are brought into the shop for repair and this procedure has not been followed by the user. The Equipment Repair Supervisor is responsible for informing the user when this procedure has not been followed.
4. The Equipment Trainer will train users on the proper procedures for inspecting and hooking up of trailer safety chains.
5. The Equipment Engineer will use this procedure when ordering new equipment and modifying old equipment.

Procedure

1. All trailers under 29,000 G.V.W.R. will have two (2) $\frac{3}{8}$ " Crosby "Spectrum 7" High Tensile Safety Chains (City Stock No. 171332) with $\frac{3}{8}$ " Crosby "A-330" Forged Clevis Grab Hooks (City Stock No. 171352) long enough to be crossed when hooked to the towing vehicle and be capable of making a full left and right turn without putting the two (2) safety chains in a bind. Chains should not drag on the ground.
2. All trailers over 29,000 G.V.W.R. up to 50,000 G.V.W.R. will have two (2) $\frac{1}{2}$ " Crosby "Spectrum 7" High Tensile Safety Chains (City Stock No. 171334) with $\frac{1}{2}$ " Crosby "A-330" Forged Clevis Grab Hooks (City Stock No. 17354), long enough to be crossed when hooked to the towing vehicle and be capable of making a full left and right turn without putting

the two (2) safety chains in a bind. Chains should not drag on the ground.

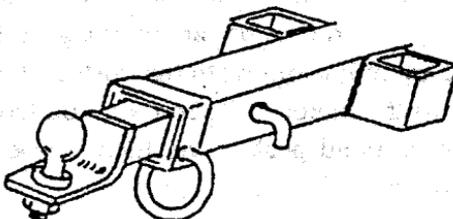
3. All safety chains will be attached to the trailer by one continuous chain run through the left and right frame rails of the tongue and a bar or round stock welded in between the two frame rails to hold the chain in place; or one chain can be installed on both the left and right frame rails by using a piece of round stock suitable for $\frac{3}{8}$ " or $\frac{1}{2}$ " chain. This attachment bracket is to be welded to the frame rail with two 3"-long welds



4. Towing vehicles over 14,500 G.V.W.R. will have two $\frac{1}{2}$ " D-Rings installed on the left and right side of the coupling device. On the back side of the hitch plate opposite the D-Rings a $\frac{1}{4}$ " x 2" x 2" x 3" square tube will be welded to the back of the hitch plate with the top of the square tube even with the top of the D-Rings.

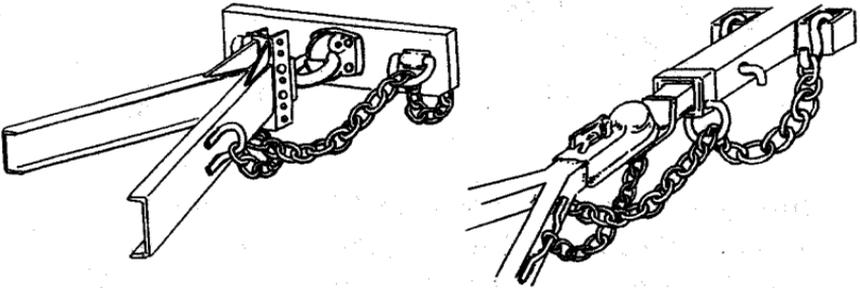


5. Towing vehicles under 14,500 G.V.W.R. with a Receiver Hitch will have a double ring welded at the back open end of the Receiver Tube behind the double rings.



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6. All new towing vehicles and trailers using Safety Chains will come equipped per these instructions.
7. All existing towing vehicles and trailers using safety chains will be modified by April 1997.
8. Safety Chains will be inspected daily by the driver/operator when performing their Pre-Trip inspection.
9. Safety Chains will be run through the double rings on vehicles under 14,500 G.V.W.R. and the Grab Hooks will be placed in the top of the two square tubes. Safety Chains will run through the D-Rings on vehicles over 14,500 G.V.W.R. and the Grab Hooks will be placed in the top of the two square tubes.

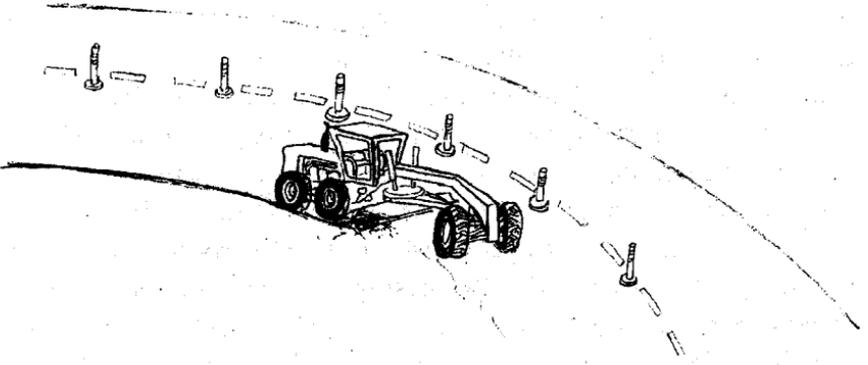


10. All Safety Chains will be crossed to cradle the trailer coupling device in case of a break-a-way.
11. When new vehicles or trailers are put in service, the fitting order should read "Auto Shop will adjust, or modify, as required, hitch height and safety chains so the trailer tows level."

Stopping/Working in the Roadway

City employees frequently must work or stop on streets or in roadways with faster moving traffic. This places employees in a position where they can be struck by other motorists if safety precautions are not taken in advance, and adhered to when at the work site. This is true for emergency personnel such as firefighters and police officers, as well as street and other maintenance personnel.

The first thing to remember about being in the public right-of-way is that you are interfering with the normal flow of traffic — you are an obstacle to the motorist. Therefore, you have an obligation to plan your work to avoid peak travel hours, especially on the most well-traveled streets.



Traffic Control Plan (TCP) – If your work requires you to be in the street, then your work area must be properly signed, delineated, and protected according to legal and accepted traffic control procedures. All work in the public right-of-way requires you to follow an approved Traffic Control Plan (TCP). Typical plans are included in the City of San Diego Standard Drawings. For major or lengthy work areas, a TCP must be obtained from the Traffic Plan Check Section of the Land Development Review Division. They offer monthly training and have printed information on this subject for both supervisors and employees.

Breakdown – If a vehicle breakdown occurs, sufficient warning is to be given to approaching traffic indicating that an obstruction is present. This can take the form of turning on the emergency flashers, the overhead strobe/rotating light, if so equipped, or setting out road flares or reflectors. If you set road flares out, be sure that there is not any fuel leaking in the area downhill of the situation which could be ignited by a flare, thus creating a greater danger.

Always avoid parking in lanes of traffic if your work does not absolutely require it. Parking off the roadway should be the norm. If necessary, cones can be used to detour traffic around your vehicle. Before leaving the yard in the morning make sure you have the proper signs and enough cones to handle the job. If you are in the roadway because of a vehicle breakdown, you still are obligated to alert oncoming traffic of the hazard. Take the steps necessary to avoid having your vehicle become the source of an accident by making advance preparations.

Marker/clearance/parking lights – It is unlawful to operate your vehicle on a public right-of-way while only using your parking/

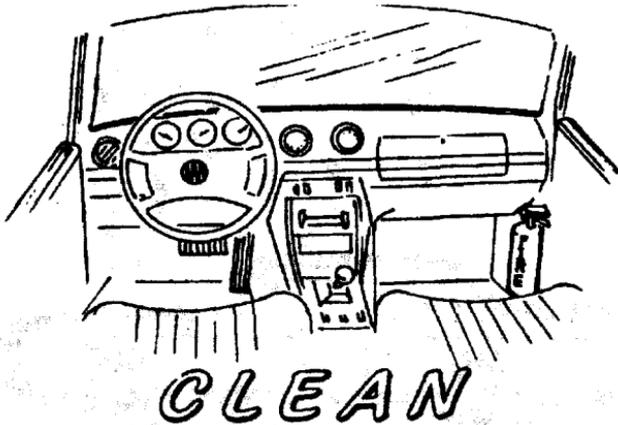
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marker lights. If you need to turn on your marker lights to help identify your vehicle to the public, you are also required to turn on your head lights. If you are responding to an emergency, turning on your strobe/rotating lights typically only leads to confusion to other motorists while driving. It does not authorize any exceptions to proper safe defensive driving. Vehicles performing operations in traffic areas and moving types of operations should properly use their warning devices to provide advance messages to other drivers. The use of your vehicle with amber lights is not a substitute for allowable emergency Police, Fire, or Lifeguard Code 3 responses.

Fire Prevention

Many people do not know that vehicle fires are a problem; however, they are more common than most people think. The best prevention for fires is good housekeeping and preventive maintenance. Keeping the cab clean and free of debris such as oily rags and oil or grease on the floor is the responsibility of the driver, while Equipment Division is responsible for keeping engines free of accumulated oil, dirt, and grease.

1. **Smoking while driving:** Smoking inside of any City vehicle is not permitted. Further, those who operate a private vehicle on City time for City business are discouraged from smoking while driving. Always insure that smoking materials are extinguished in the ash tray. Smoking while fueling is highly dangerous and *illegal*.
2. **Catalytic converters and/or loose exhaust piping:** Parking a vehicle with a catalytic converter in grassy areas so that grass or other combustibles make contact with the catalytic converter will start a brush fire which could set the vehicle on fire as well as the surrounding area. So park away from grassy areas.
3. **Electrical wiring:** Usually caused by a short circuit in the electrical system. If properly fused, this should not be a significant problem.
4. **Low tire pressure:** Extremely low tire pressure can cause excessive heat buildup which could start a fire. Daily checks of the tires will avoid this problem.
5. **Pickup truck bed liners:** If your vehicle has a bed liner and you are carrying any type of equipment or gas can to fill, the



fuel container must be removed from the bed liner before filling. After being filled and properly closed, the tanks may be replaced in the truck bed. Filling of any tank in a vehicle with a bed liner can cause a fire due to the static electricity created within the plastic bed liner.

If your vehicle catches fire, do the following:

1. Use your vehicle's fire extinguisher immediately if equipped.
2. Ask the first available person to call the Fire Department (911). If radio equipped, call your Dispatch Center (for example, a "Code 2 (URGENT/EMERGENCY)" call to Station 38) and describe the emergency, or if you are a Safety employee, call your dispatch center by radio.

Wet Weather Driving

Because it seldom rains in San Diego, many drivers do not learn to change their driving habits to be safe on wet roads. When it rains or the road is wet for any reason, there are a number of things that we need to do to stay safe.

The principal hazards in rainy weather or a wet fog are *slippery road surfaces* and *poor visibility*. One may be able to judge fairly well how slippery a particular kind of surface is and vary the vehicle speed accordingly. But, the danger is how fast street surface conditions change.



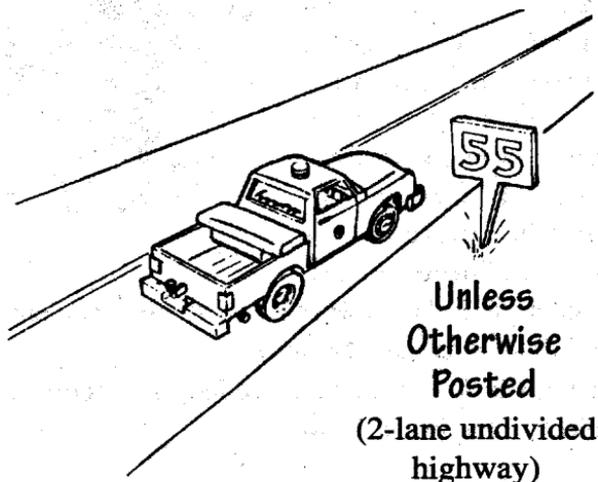
Hard braking on wet roads can cause a skidding condition called “hydroplaning,” where the tires ride on the thin film of water instead of on the pavement, and slowing is virtually nonexistent. If tire tread depth is shallow or the tire is under inflated, this wet weather braking problem is compounded. If it is necessary to stop on a surface that is wet or seems that it might be slippery, the brakes should be applied gently so the wheels do not lock. A pumping action is sometimes a good way to avoid the wheels locking more than momentarily. This is particularly true with brakes that tend to “grab.” (Remember, ABS brakes should not be pumped)

Some driving practices to be followed in wet weather are:

1. Slow down to the speed at which you are sure control of the vehicle can be maintained under all circumstances — particularly on curves or downgrades.
2. Turn on your head lights, not just your marker/clearance lights.
3. Allow more clearance all around.
 - a. Keep to the right as far as possible (or appropriate side).
 - b. Stay farther behind cars ahead.
 - c. Give parked cars and other objects a wider berth (to allow for skid room if it should occur).
 - d. Allow more space for changing lanes, making turns, etc.
4. Keep the windows as clear as possible. Allow for poor visibility, both for yourself and for others whose visibility may be

worse. Prevent fogging of windows by wiping them or using the vehicle's defroster.

5. Check brakes occasionally (where safe to do so) to make sure water has not made them inoperative or to keep them from grabbing. If they feel wet, lightly press the brake pedal until they dry out. Brakes should be adjusted to hold evenly.
6. The proper procedure for driving out of a skid is to turn the wheels in the direction of the skid. If the skid is the result of locked wheels, release the brakes for an instant while straightening out. A vehicle cannot be steered with the wheels locked. Avoid slamming on the brakes.
7. Since "the other guy" may not have taken any of the above precautions, drive even more defensively. Do not assume he/she has control or even sees you.
8. Vehicles with disk brakes, especially those with ABS systems may be able to stop much faster than a vehicle without disk brakes, air brakes, or those vehicles carrying heavy loads. Be alert to hazards from the rear as you are slowing and stopping.



Maximum Speed Limit

In California, the maximum speed limit is 65 miles per hour (unless posted at 70 MPH), except that the maximum speed limit on two lane undivided highways is only 55 MPH. The maximum speed

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for any vehicle towing a trailer and trucks with three or more axles is also 55 MPH. Remember, you may not drive faster than the maximum speed limit, even if you think it is safe to do so.

Basic Speed Law

The Basic Speed Law mandates that a driver can never go faster than a speed which is safe for conditions at that time, even though the posted limit may be higher. The speed limit can be affected by the number of other cars on the road, their speed, the surface of the road, visibility, pedestrians in the roadway, and weather conditions. Therefore, remain alert to roadway conditions and adjust your speed accordingly.

In business or residential districts, 25 miles per hour is the speed limit unless regulatory signs show other limits.

When you see a "SCHOOL" sign, the speed limit is 25 miles per hour while children are outside or are crossing the street. The 25 mph limit applies at all times when a school ground is unfenced and children are outside, even though the road is posted for a higher speed. *Lower* speeds must be obeyed, if posted. Be alert for children walking or riding bicycles near schools. At many San Diego schools, student School Safety Patrols are working to improve student safety. Their signals and directions must be obeyed.



The speed limit in alleys, at uncontrolled intersections, and at uncontrolled railroad crossing is 15 MPH.

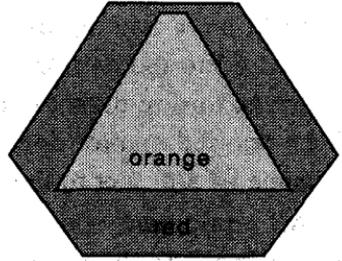
Slow Moving Vehicles

If you operate a vehicle which generally must travel at 25 miles per hour or less on streets with higher limits, your vehicle must be equipped with the slow moving emblem. It must be mounted on the rear of the vehicle so that approaching vehicles are warned. The emblem consists of an orange triangle inside a red hexagon.

IT IS MOVING SLOWLY

This emblem is mounted on the back of slow moving vehicles which travel 25 miles per hour or less. It warns you to slow down at once.

Don't run into it!



If a vehicle displaying the triangle emblem above is being towed or driven faster than 25 miles per hour, the triangle emblem must be covered.

Slow moving vehicles which operate in hours of darkness must have the "Slow Moving" emblem illuminated or reflectorized. Some City operations start work in early morning hours in the dark, so make sure your vehicle is properly equipped.

This emblem is mounted on the back of slow moving vehicles which travel 25 miles per hour or less. It warns you to slow down at once. Don't run into it!

Loading of Vehicles

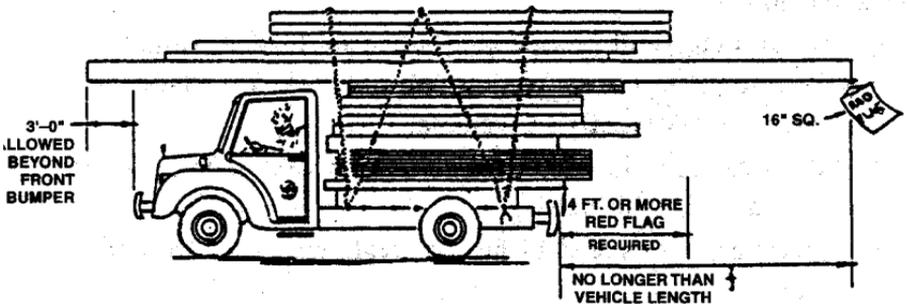
Operators are ultimately responsible for the safety of all loads on or in their vehicles. For this reason it is essential that all drivers understand that:

1. No vehicle shall be operated when its loaded weight exceeds the allowable Gross Vehicle Weight (GVW). Make sure you know the GVW of your vehicle.
2. The total outside width of a load on a vehicle may not exceed 102" or 8 feet, 6 inches.
3. Loads cannot exceed 14 feet in height measured from the roadway.
4. Loads extending to the front of the vehicle cannot exceed three feet beyond the front bumper.
5. Loads cannot extend beyond the rear of the vehicle more than two-thirds the length of the wheelbase from the last point of support.

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6. If a load extends four feet or more beyond the rear of the vehicle, a red flag or cloth not less than 16 inches square must be secured to the extreme end of the load. If the vehicle must be driven during darkness (Reference to CVC 24604), there must be two red marker lights at the end of the load visible at a distance of 500 feet to the side and rear of the vehicle.
7. All equipment and material must be secured to prevent any spillage onto the roadway.
8. All loads of loose material *must* be covered to prevent spillage from the vehicle.

Remember, since the final responsibility rests with the driver, not the person who loaded the vehicle, *check your load before you move any vehicle*. It is illegal for any of its contents or load to spill, drop, leak, blow, or shift, or in any way escape from the vehicle (exception: clear water or feathers from live birds). If something falls or spills off of your vehicle and hits another vehicle, or causes another driver to have an accident, you may be cited for a traffic violation and will be listed as causing a preventable category "Accident."



When an Accident Happens

Reporting Vehicle Accidents

Vehicle accidents are a troublesome, expensive, and sometimes painful experience. In the confusion of an accident scene, people become disoriented and emotionally upset and can forget what they should do. Because of this, the City has simplified the reporting procedures for employees.

All accidents involving City equipment or personal vehicles operated for City business shall immediately be reported to your Dispatch Center (Station 38) either by radio or by phone. Safety personnel shall notify their Dispatch Center.

See the back cover of this manual for reporting accidents.

Station 38	527-7660
Police Department	531-2000
Fire Department	974-9891
Lifeguard	221-8800

See AR 75.12 in the Appendix for complete information regarding the City's Policy and Procedures for Traffic Collisions.

What is an accident? A reportable accident is one which involves City equipment, or your personal vehicle used for City business, and which results in any contact, no matter how minor, or if there is either injury or property damage. Without damage or injury, there is no accident, which is determined after a proper investigation.

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A report must be made if there is any property damage (no matter how minor) or any injury (no matter how slight). There have been cases in the past in which employees failed to report an accident because there was only minor or no visible damage and no apparent injury. The other party may even have suggested that there was no damage. Some time later the other party filed a claim against the City for damages and personal injury. When situations like this occurred in the past, the City was placed in a difficult position to defend itself because an investigation was not made at the time of the incident.

Employees who drive their own vehicle on City business and are involved in an accident must call their Dispatch Center.

When you call the Dispatch/Communications Center the following parties are notified for you:

1. Paramedics, if required.
2. Police Department.
3. City Claims.
4. Your department/division.

At a later time (within 24 hours) the Vehicle Damage Report (Form RM-1551) needs to be completed by the operator of the vehicle. A copy of Form RM-1551 should be kept inside the Accident Report Envelope (Form RM-361) which should be kept in the vehicle (typically in the glove box) at all times.

What To Do at the Scene

1. *Check for injured persons* and extent of injury (not all City employees are expected to be competent first-aiders but they are expected to use good judgment, keep the injured person comfortable, and get assistance.)
2. If there are injuries, *the vehicle should not be moved* until the police arrive. To prevent further injuries, move the vehicle but only when necessary. For minor damage accidents on streets with heavy traffic, it is best to move the vehicles out of the traffic lanes.
3. *Glance at other vehicles involved* — and other vehicles which might belong to persons who witnessed the accident. Write down the license numbers.

4. *Call* (by radio or telephone) the Radio-Telephone Operator at your Dispatch/Communications Center. Generally this is Station 38, phone number 527-7660. If you are a Police Department employee call 531-2000, if you are a Fire Department employee, call 974-9891, and if you are a Lifeguard employee call 221-8800. The radio-telephone operator will call the police and will get all the assistance needed to the accident. Give your identity and describe whether there are any injuries and the extent of the damage. Then wait at the scene until the police and other City investigators arrive.
5. While waiting, *get the name and address* of other people involved in the accident if you are able to do so. Identify yourself to other drivers, but make no statement except to City officials. Be sure to get the names of witnesses and fill in the Accident Form RM-1551, because they are likely to leave before the police arrive. When talking to witnesses, do not refer to them as witnesses. They may react to this in the wrong way. Many people can see themselves in a complicated court case which could be a real inconvenience to them. When approaching someone you think saw the accident, simply identify yourself and ask for their name. After it is given to you, ask for their address. If they refuse to identify themselves, try to get the license number of their vehicle.

One final note: There are times when a vehicle is damaged while parked inside a City yard. The daily vehicle inspection should uncover this kind of damage, and it should be reported as soon as possible to your immediate supervisor.



City vehicles are sometimes damaged by golf balls, debris from other vehicles, and while working as a construction vehicle. Even though damage from these sources appears not to be a vehicle collision, you are required to report such damage to your Dispatch/Communications Center anyway.

Accident Investigation

Nearly all accidents involving City vehicles will be investigated by the Police Department. This investigation is done immediately and will document statements of witnesses and will measure evidence such as tire marks, broken glass, etc. The investigation is done primarily to determine who is legally liable and is very important if the City is to properly defend itself.

Sometimes when there is vehicle damage resulting from an accident which involves:

1. No injuries,
2. Damage only to City vehicles or property, and
3. Occurs on City property,

the employee's immediate supervisor will investigate the collision and no police report is filed.

In all instances, the employee is required to report the accident immediately to their respective Dispatch/Communications Center, so the proper parties who must respond to the accident can be notified. The City also requires the employee's immediate supervisor to investigate all vehicle accidents before filling out form RM-1555, "Supervisor's Vehicle Accident/Industrial Incident Investigation Report." The supervisor is in the best position to know if any internal City policies or procedures have or have not been followed and if the employee was driving defensively. This investigation is strictly for the benefit of the City.

All vehicle accidents must be investigated by the supervisor as soon as possible. Supervisory training in vehicle accident investigation is offered by the Safety Division. Administrative Regulation 75.30, "Accident/Injury Investigation," should be consulted for details regarding the proper procedures.



Preventable

An accident in which the employee was at fault or where the accident could have been prevented by utilizing defensive driving techniques.

Non-Preventable

An accident in which the employee was not at fault, nor could it have reasonably been prevented due to the circumstances of the situation, or by using defensive driving techniques.

Accidents and Discipline

In an effort to prevent accidents, the City takes a four-pronged approach:

1. Provide safe equipment in good repair.
2. Train employees in the safe operation of the vehicles they drive/operate, and certify them with a City Driver/Operator I.D. Card.

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3. Provide periodic refresher training in defensive driving and other subjects.
4. Discipline employees who have preventable vehicle accidents.
5. Some incidents which are found to be a No Vehicle Accident, may be subject to discipline if the employee's incorrect or inappropriate action caused or contributed to the incident.



Discipline for preventable vehicle accidents is administered in accordance with Administrative Regulation 75.12 which employees are required to read upon hire. Disciplinary action is required to be given for all preventable vehicle accidents. Disciplinary action depends on the category of preventability and the number of preventable accidents an employee has had within the last consecutive three year period.

Preventable accidents are broken down into three categories:

Category 1. An accident which has occurred because of misjudgment of clearance, failure to drive defensively, or not anticipating the other vehicle's movements.

Category 2. An accident which has occurred because the City employee has violated City or departmental rules, policies, or procedures or the California Vehicle Code.

Category 3. An accident which has occurred because the employee has flagrantly or willfully disregarded safety or has violated AR-97.00 while driving/operating a vehicle for city business.

Some incidents which are found to be a No Vehicle Accident, may be subject to discipline if the employee's incorrect or inappropriate action caused or contributed to the incident.

Financial Responsibility Laws

Generally drivers of every motor vehicle involved in an accident resulting in injury to any person or property damage exceeding five hundred dollars (\$500) must provide to the Department of Motor Vehicles (in addition to any police report that may or may not have been taken) a statement of financial responsibility (CVC 16000). **Vehicles owned by the City of San Diego are exempt from this requirement.** Any driver receiving a notification from the DMV concerning financial responsibility relating to an accident in a City vehicle should notify their supervisor immediately. The supervisor or driver must notify DMV that the collision involved a vehicle exempt from the reporting provision. This should be a very infrequent occurrence, but the DMV notification warns of a driver's license suspension and can be very intimidating. Supervisor's needing assistance can contact the City Safety Office at 236-6229.

Drivers of any vehicle not owned or leased by the City or other governmental agency must comply with all DMV financial responsibility requirements.

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**VEHICLE DRIVER/OPERATOR MANUAL
EMPLOYEE DRIVER/OPERATOR QUIZ**

- 1) If you are involved in a vehicle accident you must immediately contact your dispatch center. TRUE FALSE
- 2) Seat belts should be worn when driving a City vehicle. TRUE FALSE
- 3) The first thing you should do if you are involved in a vehicle accident is to check the vehicle for body and paint damage. TRUE FALSE
- 4) A category 3 accident is, an accident which has occurred because the employee has flagrantly or willfully disregarded safety. TRUE FALSE
- 5) When backing a vehicle, passengers are required to assist drivers. The passenger should be; in a safe position, seen by the driver, and have visibility of the area involved. TRUE FALSE

Employee

Date

Supervisor

Date



DRIVER/OPERATOR MANUAL

I, NAME OF EMPLOYEE , have received my copy of the City of San Diego Driver/Operator Manual. I understand that I am required to know the contents of the manual; that it has the effect of an Administrative Regulation; and I must follow these instructions at all times.

SIGNED

DATE

COMPLETED FORM TO BE FILED IN EMPLOYEE'S PERSONNEL FILE

***Take time to live - Drive Safely
In Case of Accident***

- 1. Don't move vehicle from scene.***
 - 2. Check for injuries.***
 - 3. Call 527-7660 and report
accident immediately.***
 - 4. Get names and addresses of
witnesses and fill in accident
report form.***
 - 5. Identify yourself to other
drivers.***
 - 6. Make no statement except
to city officials.***
- 