

MARIPOSA COUNTY RESOLUTION NO. 87-434

WHEREAS, the Board of Supervisors of Mariposa County desires to adopt specific policies and procedures for operation of County Fire Department Vehicles;

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of Mariposa County that the "Mariposa County Policies and Procedures for the Operation of County Fire Department Vehicles" attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby adopted for use specifically for the Mariposa County Fire Department together with the Volunteer Engine Companies.


PASSED AND ADOPTED this 10th day of November, 1987 by the following vote of the Mariposa County Board of Supervisors:

AYES: BAGGETT, ERICKSON, RADANOVICH, TABER:
NOES: NONE
ABSENT: DALTON
ABSTAINED: NONE



LEROY RADANOVICH, Chairman
Mariposa County Board of Supervisors

ATTEST:



MARGIE WILLIAMS
Clerk of the Board

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



JEFFREY G. GREEN
County Counsel

EXHIBIT A

MARIPOSA COUNTY
POLICIES AND PROCEDURES
FOR
THE OPERATION OF COUNTY FIRE DEPARTMENT VEHICLES

Part 1. GENERAL INSTRUCTIONS

Part 2. ACCIDENT PREVENTION

Part 3. EQUIPMENT OPERATION

Part 4. HANDLING OF ACCIDENTS

Part 5. SAFETY INSTRUCTIONS
TO PERSONNEL

FLEET SAFETY PROGRAM

PART ONE

GENERAL INSTRUCTIONS

The first requirement of an employee is that he exercise extreme care in the operation and handling of all county vehicles or any vehicle employed in county use. All drivers must be completely conversant with the General Safety, Operating and Maintenance instructions contained herein within 15 days after employment, as it must be understood that rules are useless unless applied. Rules contained within this program are applicable to all persons employed by the County of Mariposa that may operate a motor vehicle in the course of county business. Situations not specifically covered by rule should be referred to your Department Head for decision unless circumstances are such that he/she is not available. Drivers are expected to use their best judgment in such cases and make an immediate report of the matter as quickly thereafter as possible.

STATE AND LOCAL REGULATIONS

Drivers must familiarize themselves with State, Local and other regulations which affect the operation of their equipment. They should be particularly familiar with the vehicle code of this State.

DRIVER'S LICENSE

Prior to employment drivers must secure a State Driver's license or valid temporary State permit and must have the license or temporary permit in their possession when on duty.

CONDUCT OF PERSONNEL

Courteous deportment is required of all employees.

PERSONAL OBLIGATIONS

Elected officials, Department Heads or Supervisors shall have the authority to authorize the carrying of passengers other than County employees. Such passengers must be carried in the cab or within the body of the vehicle. Nothing contained in this rule shall be so construed as to prohibit the carrying of persons in custody or any person or persons in the case of accident or other emergency.

PART TWO

ACCIDENT PREVENTION

Safety is of the first importance in the discharge of duty. In any operation of motor vehicles, proceed carefully. Take no chances. The constant exercise of good judgment and strict compliance with rules and orders will, in most instances, prevent accidents.

Any act of carelessness, indifference or recklessness shall be regarded as evidence of unfitness of the driver.

RECKLESS DRIVING FORBIDDEN

No motor vehicle shall be driven recklessly or so as to endanger life, limb or property.

DRIVING WHILE ILL OR FATIGUED

No motor vehicle shall be driven by any driver while his/her ability or alertness is so impaired through fatigue, illness or any other cause as to make it unsafe for him/her to drive or to continue to drive a motor vehicle, nor shall he/she be required or knowingly be permitted to drive while in such condition.

USE OF ALCOHOLIC BEVERAGES

No driver shall go on duty while under the influence of, nor drink while on duty, any alcoholic beverage or liquor, whatever its alcoholic content.

USE OF NARCOTICS

No person who is addicted to the use, or under the influence, of narcotic drugs or amphetamine or any derivative thereof shall operate any motor vehicle.

USE OF DANGEROUS DRUGS

No person shall operate any motor vehicle while knowingly under the influence of any dangerous drug, to a degree which renders him incapable of safely driving a vehicle.

"CLEAR COURSE" BEFORE STARTING

No motor vehicle shall be set in motion until due caution has been taken as to ascertain that the course is clear.

Drivers shall make certain when possible before backing that it is safe to do so and if necessary, shall get out of the equipment to satisfy themselves as to the safety of the contemplated move. In cases where it is necessary to back into heavy traffic or into areas of restricted clearance, drivers should obtain assistance if possible.

Nothing contained in the foregoing backing rule relieves the driver of full responsibility in the event of an accident.

OTHER USERS OF HIGHWAY NOT TO BE ENDANGERED

No motor vehicle, except in case of emergency, shall be stopped, its speed suddenly decreased, nor its course or direction changed, unless the driver thereof shall have exercised due caution to ascertain that such acts can be performed without endangering other users of the highway.

VEHICLE MUST BE IN PROPER POSITION FOR MAKING TURNS

Upon all highways any right turn shall be made from a position which is as close as practical to the extreme right side of the traveled portion of the highway. Upon two-way highways any left turn shall be made from a position which is as close as practical to the center of the traveled portion of the highway.

Upon one-way highways and upon highways on which the opposing streams of traffic are separated by a dividing strip or zone, any left turn shall be made from a position which is as close as practical to the extreme left side of the traveled portion of such highways. In all cases turns shall be made with due caution, having due regard to the length of the motor vehicle and any load thereon, the width of the roadway and other traffic. Before making any turn the motor vehicle shall be driven into the proper lane well in advance of the intersection.

OVERTAKING MUST NOT BE PREVENTED BY SPEEDING UP

The speed of a motor vehicle shall not be increased to prevent being overtaken by another vehicle attempting to pass.

PRECAUTIONS WHEN VEHICLE IS LEFT UNATTENDED

No motor vehicle shall be left unattended regardless of whether it appears to be on a grade or incline until after: (1) the parking or handbrake has been securely set, and (2) the vehicle has been placed in the lowest possible gear, reverse if headed down hill, low if headed up hill, or in the case of automatic transmissions, in the PARK position, or its wheels securely blocked, and (3) all other reasonable precautions have been taken to prevent its movement while unattended.

VEHICLES WHEN STOPPED MUST NOT INTEREFERE WITH OTHER TRAFFIC

Except for emergency vehicles, with emergency lights on, no motor vehicle shall be stopped, parked or left standing, whether unattended or attended upon a traveled portion of any highway outside of a business or residence district, when it is practical to stop, park, or leave the motor vehicle off the traveled portion of such highway. When conditions make it impractical to move the motor vehicle from the traveled portion of the highway, every effort shall be made to leave all possible width of the highway opposite such standing motor vehicle for the passage of other vehicles, and care taken to provide a clear view of such stopped motor vehicle as far as possible to the front and rear.

EXTREME CAUTION REQUIRED UNDER HAZARDOUS CONDITIONS

Extreme caution in the operation of motor vehicles shall be exercised under hazardous conditions; such as snow, ice, sleet, fog, mist, rain, dust, smoke or any other condition which adversely affects visibility or traction, and speed shall be reduced accordingly.

PART THREE

EQUIPMENT OPERATION

It is acknowledged that drivers in our service are experienced and capable operators; however, there are certain operational procedures which the county's experience indicates should be done in a specific manner. In all of these cases the reason for doing so may not be self evident to the individual or may be considerably different to what a new employee is accustomed to doing. If so, the application of the data outlined in this section will eliminate errors, prevent accidents and increase your unit's life and efficiency.

EQUIPMENT TO BE IN GOOD WORKING ORDER

No motor vehicle, County-owned or privately-owned and used in County business, shall be driven for County business unless the driver thereof shall have satisfied himself and his Department Head that the vehicle is in good working order.

A complete check of each vehicle is to be conducted by the driver each day, save and except Fire Department vehicles which shall be checked weekly and immediately after each run. The Vehicle Maintenance Department personnel shall inspect all vehicles periodically and submit an Equipment Report to the appropriate Department on each vehicle.

MOTOR SPEED

Internal combustion engines are designed to operate most efficiently and without damage at a minimum and maximum speed in revolutions per minute. When a motor is operated in a gear which turns the motor over below the minimum speed, it is being "lugged" and damage to bearings will result. When a motor is being operated at a speed over the maximum for which it was designed, it is being "overspeeded" and this practice likewise seriously damages the motor.

Lugging principally occurs on hills or in starting and is due to improper gear selection. Overspeeding can occur on down grades or on the level if the governor is not working properly. A simple method of ascertaining if you are lugging your motor is to note if the unit can pick up speed regardless of gear at full throttle. If it cannot, reduce gear ratio to a point where you have reserve power.

BRAKES

Test brakes immediately upon leaving and before attaining a speed of 10 miles per hour. If any defect is discovered in a brake test which impairs safe operation, immediate repairs should be made.

PART FOUR

HANDLING OF ACCIDENTS

All personnel must be familiar with the following instructions on the handling of accident reports:

DUTIES OF DRIVER IN CASE OF ACCIDENT

All accidents, no matter how minor, must be reported. Failure to report all accidents immediately will be considered grounds for disciplinary action.

Drivers involved in accidents must not, under any circumstances, make admissions as to negligence or liability.

Drivers are not to authorize repairs or to offer to personally pay damages.

Refer all claimants to your Department Head.

Sign no statements and do not discuss the accident with parties not officially connected with the County of Mariposa or the Highway Patrol.

The driver of any motor vehicle involved in an accident resulting in death, personal injury, or property damage, shall forthwith stop at the scene of the accident and remain there until he shall have (a) rendered all possible assistance to injured persons; and (b) give to other party involved, his name and address, the name and address of his employer, and his vehicle registration number. He shall take all reasonable precautions to prevent any further accidents at the scene.

As soon as possible after the accident, the driver shall report all details of the accident to his employer on the Field Report form contained in the vehicle.

WHAT TO DO IN CASE OF PUBLIC LIABILITY OR PROPERTY DAMAGE ACCIDENTS

If you are involved in an accident in which there is death, injury or property damage, you are required by law to stop immediately and:

1. Give to the other party your name and address, the county's name and the license number of the vehicle you are driving.
2. Show the other party your license if requested.
3. Render any injured person reasonable assistance including conveyance of an injured person by ambulance to a doctor or hospital if in apparent need of treatment.
4. Do not attempt to move injured persons unless absolutely necessary until ambulance crew or doctor arrives and examines injured party. If the other vehicle involved is unattended, you must stop immediately and:
 - a. Then and there locate or notify the owner or:
 - b. Leave in a conspicuous place a written notice giving your name and address and a statement of the circumstances and send a similar notice to the city police or county sheriff

or California Highway Patrol Office.

c. Report to the Department of Motor Vehicles, or any branch thereof, all accidents resulting in injuries or death within 24 hours after such accident. The report is to be submitted on the Division of Motor Vehicles Accident Report Form. If inside incorporated city limits, make report to local law enforcement body immediately.

REPORTING ACCIDENTS PUBLIC LIABILITY, PROPERTY DAMAGE, FIRE, THEFT

All accident of whatever nature or extent, are to be reported by you to your Department Head on the insurance carrier's accident report form as soon as possible after occurrence. For your convenience in taking down data at the scene of the accident, a field report form is furnished. A copy of this form is to be kept in each vehicle and is to be filled out in detail immediately. Accident report forms are to be filled out completely and in detail and signed by the driver. Give name of driver and owner and license number of the other vehicle, names of all passengers and amount of damage even if slight. If no damage, write in the word "none". Numbers of all vehicles involved is to be shown on card.

GET THE NAMES OF WITNESSES IF POSSIBLE.

If accident results in injury or death or damage is great, advise your Department Head or office by telephone.

COMMUNICATIONS REGARDING ACCIDENTS

If you receive letters or are served papers as the result of an accident, send them immediately to your Department Head. Make a note of the time, place and date of receipt of the service and furnish him with any documents served on you.

EDUCATION PROGRAM

1. Upon adoption of this program, general safety meetings shall be held in all Departments so that the safety program may be fully explained.

2. General safety meetings should also be held at various times to discuss accident trends and methods of prevention. Also to explain various charts and analytical data which will be made available. These charts may be posted on bulletin boards.

EQUIPMENT MAINTENANCE

1. Drivers must report to their Department Head or Supervisor any mechanical troubles or failures at once either upon leaving or checking in on our operators equipment report. Verbal reports will not be accepted.

2. Drivers must also upon first taking our equipment carefully inspect conditions of same, note any damage which is apparent, and if found damaged or defective in any way, note on report form and give to Department Head or Supervisor in charge.

3. Department Heads or Supervisors shall immediately report any mechanical troubles or failures to the Vehicle Maintenance Department Head who will arrange for replacement of an alternate vehicle.

PART FIVE

SAFE OPERATIONS

1. Prior to commencing the shift, every operator of a piece of equipment will check his equipment and fill out and sign Equipment Operators Report, save and except Fire Department vehicles which shall be checked weekly and immediately after each run.

2. If in the opinion of the operator, something needs attention to avoid possible damage to the machine or danger to the operator, the equipment shall not be used until such defect is corrected and the repairs noted on Equipment Operators Report.

3. If the operator is in doubt as to possible existence of a defect, that would affect the safety of either the operator or the equipment, such equipment shall not be used until said machine is cleared by the Vehicle Maintenance Department.

4. Personnel traveling to a job site and observing a potential hazard to the traveling public will stop and make every effort to make the hazard safe, and report immediately to the appropriate office or employee who can remove the hazard.

SAFETY PLEDGE

This certifies that I have received, read, and will be guided by the Fleet Safety Program as set forth in the MARIPOSA COUNTY POLICIES AND PROCEDURES FOR THE OPERATION OF COUNTY VEHICLES FOR PEACE OFFICERS AND FIRE PERSONNEL.

I further certify that it is my sincere intention to observe all safety rules with regard to vehicle operation and do my utmost at all times to protect the safety of myself and that of my fellow worker and the general public.

And, I further authorize the County of Mariposa to obtain a copy of my driving record from the California Department of Motor Vehicles.

Date: _____

By _____
(Signature)

(Printed Name)

Department: _____

California Driver's License Number: _____