

Reclamation Manual

Directives and Standards

Subject: Occupational Safety and Health – Motor Vehicle

Purpose: To set forth the minimum requirements for conducting an effective motor vehicle safety program.

Authority: 5 CFR 930 and Departmental Manual (DM) Safety and Health Handbook, 485 DM 16.

Contact: Safety and Health Services, D-7600

1. **Program Direction.** The following motor vehicle safety program will be implemented by all Reclamation organizational components, unless exempted by Reclamation's Designated Agency Safety and Health Official (DASHO).
2. **General.**
 - A. Every employee operating a Government-owned or -leased motor vehicle, or a private vehicle on official duty, must possess a valid State operator's license issued by the State, District of Columbia, Puerto Rico, or possession in which the employee is domiciled or principally employed. A valid license must permit operation of the class of vehicle being operated. (Upon arrival at a new duty station, employees may temporarily use their valid operators license from their previous duty station; however, a valid license for the new duty station must be acquired within timeframes mandated by local law.)
 - B. Non-Federal operators permitted to operate under third-party agreements will meet the same requirements as Reclamation employees.
 - C. Officials authorizing use of motor vehicles for official use will be responsible for verifying the employee has a valid license appropriate to the vehicle being operated.
 - D. Employees who drive motor vehicles having either a gross vehicle weight (GVW) rating of more than 26,000 pounds, towing a vehicle with a 10,000 pound or more GVW rating, hauling hazardous material requiring the vehicle to be placarded, or designed to transport 16 or more persons including the driver will:
 - (1) Possess a valid commercial driver's license,
 - (2) Possess a valid medical certificate, and
 - (3) Be included in the drug and alcohol testing program.

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- E. Each driver's driving history will be obtained annually from the Department of Motor Vehicles in the State where the license was issued.
 - F. Drivers and passengers will wear installed occupant-restraining systems whenever the vehicle is in motion. This requirement extends to personally owned or rented vehicles used on official business. Occupant-restraining systems will be installed, inspected, and maintained in operable condition in all Government-owned motor vehicles as required in Federal Motor Vehicle Safety Standards 49 CFR 571.208 and 49 CFR 571.222 (for school buses).
3. **Operator Responsibilities.**
- A. Motor vehicle operators will not be under the influence of any substance which might impair the ability to operate the motor vehicle safely and responsibly.
 - B. Motor vehicle operators will check their equipment prior to use to ensure safe operation.
4. **Training.**
- A. All operators will complete an initial defensive driving course within 3 months after being authorized to operate a motor vehicle on official duty. Subsequent to initial training, all operators will attend an approved defensive driver refresher course every 3 years.
 - B. Initial and subsequent defensive driving courses will be approved by D-7600 or Regional Safety Manager/Representative.
5. **Vehicle Inspections.**
- A. All vehicles will receive annual safety inspections to ensure that the vehicle is in safe operating condition.
 - B. Safety deficiencies will be corrected prior to continued operation of equipment.