

Reclamation Manual

Directives and Standards

Subject:	Motor Vehicle Safety Program
Purpose:	To specify the minimum Occupational Safety and Health Program (Program) requirements for conducting an effective motor vehicle safety program. The benefit of this Directive and Standard (D&S) is to ensure consistent Program application for the safe operation of motor vehicles by employees and non-Federal operators performing Bureau of Reclamation business.
Authority:	5 USC 7902; 29 USC 651; 31 USC 901; 40 USC 606; Pub. L. 91-596, Occupational Safety and Health Act of 1970; 5 CFR 930; 29 CFR 1960; 41 CFR 102.34; 49 CFR 383; 49 CFR 393, Federal Managers Financial Integrity Act of 1982; Executive Order 12196; Executive Order 13513; Office of Management and Budget Circular A-123; and Department of the Interior Safety and Health Manual Series 27, 485 DM Chapter 16.
Approving Official:	Director, Security, Safety, and Law Enforcement
Contact:	Safety and Occupational Health Office, 84-43000

1. **Introduction.** Reclamation's management is responsible for establishing and maintaining a safe and healthful environment for employees, volunteers, and visitors. To achieve this goal, Reclamation must assess its Program and ensure that adequate and reliable policies, procedures, and systems are implemented to provide training, track compliance, and promptly correct identified deficiencies. This D&S standardizes the procedures and responsibilities for Reclamation employees and non-Federal individuals operating a motor vehicle in performance of daily official duties.
2. **Applicability.** This D&S applies to all Reclamation employee or non-Federal individuals who operate a Government-owned, rental, or privately owned vehicle in performance of daily official duties.
3. **Definitions.**
 - A. **Emergency Responder.** Any employee operating a vehicle expeditiously under an unforeseen set of circumstances that can be anticipated to pose a potential threat to public order or safety and that calls for immediate action.
 - B. **Medically Qualified.** State licensed medical authority providing employee medical clearance to operate a motor vehicle. This medical clearance is typically associated with the Commercial Driver License (CDL) biennial medical examination; however, it may also include a medical clearance following a Fitness for Duty examination.
 - C. **Operator.** Any employee or non-Federal individual who operates a Government-owned, rental, or privately owned vehicle in performance of daily official duties.

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D. **Vehicle.** A Government-owned, rental, privately owned vehicle, or special use rubber tired or tracked equipment piece used to transport personnel, equipment, and supplies in performance of daily official duties.

4. Responsibilities.

A. **Designated Agency Safety and Health Official (DASHO).** The DASHO is responsible for:

- (1) providing the Secretary of the Department of the Interior with reasonable assurance through internal process and procedures that Reclamation is in compliance with applicable laws and regulations;
- (2) ensuring that Reclamation employees and non-Federal individuals operating motor vehicles in performance of their daily official duties are properly trained and, when applicable, medically qualified to decrease motor vehicle incidents; and
- (3) ensuring sufficient personnel and financial resources to implement and execute this D&S.

B. **Reclamation Directors.** Washington Office, Denver Office, all regional, and any other Senior Executive Service Directors are responsible for:

- (1) providing the DASHO with reasonable assurance that Reclamation is in compliance with applicable laws and regulations;
- (2) ensuring that Reclamation employees and non-Federal individuals operating motor vehicles in performance of their daily official duties are properly trained and, when applicable, medically qualified to decrease motor vehicle incidents; and
- (3) providing personnel and financial resources to implement and execute this D&S.

C. **Supervisors.** Supervisors are responsible for:

- (1) ensuring operators are aware of and comply with the requirements of this D&S;
- (2) ensuring employees who drive on government business are assigned a defensive driving course as required with this D&S.
- (3) ensuring the appropriate language is included in acquisition documents meeting the requirements of this D&S;
- (4) ensuring Reclamation employees operating vehicles which require a CDL:

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- (a) schedule and attend a Reclamation funded Department of Transportation medical examination;
 - (b) schedule and attend a Reclamation funded Department of Transportation license examination; and
 - (c) provide the medical clearance and license examination results to their servicing human resources office for inclusion in the employee's personnel and medical files.
- (5) ensuring training logs are completed and maintained with the appropriate agreements or acquisition documents for non-Federal individuals;
 - (6) completing Form 7-2632 "Annual Motor Vehicle Operator's Certification" for each operator under their supervision;
 - (7) retaining Form 7-2632 "Annual Motor Vehicle Operator's Certification" in the applicable employee performance, contract document, interagency agreement, or volunteer agreement file; and
 - (8) allocating funding to attain the requirements of this D&S.
- D. Training Officers/Coordinators.** Training officers/coordinators are responsible for:
- (1) providing access to nationally recognized defensive driving courses (e.g. Smith System, National Safety Council (NSC)) for supervisor's use; and
 - (2) upon request, providing accurate DOI Learn reports to supervisors, reflecting accomplishment of NSC Defensive Driving II for employees.
- E. Bureau/Regional/Area Office Safety and Health Managers/Specialists.** Bureau/regional/area office safety and health managers/specialists are responsible for coordinating with the training officers/coordinators to provide nationally recognized defensive driving courses.
- F. Employees.** Employees are responsible for complying with the requirements of this D&S.
- 5. Requirements.**
- A. License.** Operators shall:
- (1) have a valid state or U.S. territory driver's license that is maintained with their residence of record;
 - (2) have a CDL and biennial medical examination when operating vehicles:
 - (a) having a gross vehicle weight rating (GVWR) of 26,001 or more pounds; or

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- (b) with a combined GVWR of 26,001 or more pounds towing a vehicle with a GVWR exceeding 10,000 pounds; or
 - (c) hauling hazardous material requiring the vehicle or trailer to be placarded; or
 - (d) designed to transport 15 or more passengers including the driver.
- (3) annually complete Form 7-2632 “Annual Motor Vehicle Operator’s Certification” (see Appendix A).

B. Training.

- (1) Employees shall complete initial National Safety Council defensive driving training, or equivalent, within 90 days of their hire.
- (2) Non-Federal individuals shall complete initial defensive driving training before operating a Government-owned or Government-rented vehicle.
- (3) Refresher defensive driving training shall be completed every third year from the date of the initial training course completion.
- (4) Vehicle specific and trailer tow training, which includes all manufacturer-recommended training, shall be completed before operators utilize the equipment.
- (5) Training records shall be retained in DOI Learn for employees, in supervisor files for volunteers, and in acquisition documents for contractors.

C. Drug and Alcohol Testing.

- (1) **CDL Operators.** Reclamation employees whose positions (as identified in their position description) require a CDL shall be enrolled in the Department of the Interior Drug Testing program administered by the office as specified in applicable Department of Transportation regulations, Departmental Manuals, and policies.
- (2) **Non-CDL Operators.** Reclamation employees in other (i.e., non-CDL positions) testing designated positions (as identified in their position description) are subject to the Department of the Interior Drug Testing program administered by the office as specified in applicable laws, regulations, Departmental Manuals, and policies.
- (3) **All Operators.** Operators involved in an incident, regardless of property loss or injury, shall participate in Federal, state, or local law enforcement drug and alcohol testing.

D. Operation.

- (1) Operators shall comply with state or local motor vehicle regulations whenever those requirements are more stringent than this D&S.

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- (2) Operators shall conduct an inspection and complete the Form 7-2633 "Motor Vehicle Safety Inspection Checklist" (see Appendix B) for Government-owned and Government-rented vehicles and record the inspection, with deficiencies if found, in the vehicle's logbook before operating the vehicle.
- (3) Deficiencies affecting safe vehicle operation shall be corrected by the employee assigned this responsibility before the vehicle is returned to service.
- (4) Operators shall not operate the vehicle for a continuous period of more than 11 hours in a 14-hour period. A minimum of 8 hours of rest shall be provided in each 24-hour period.
- (5) Operators and all passengers shall wear vehicle installed occupant restraining systems whenever the vehicle is in motion.
- (6) The vehicle shall be operated with headlights on at all times.
- (7) Operators shall secure cargo loads on or within a vehicle with the use of adequate strength tiedowns, dunnage or dunnage bags, shoring bars, or a combination of these methods.
- (8) Operators shall ensure each truck, truck-tractor, and bus is equipped with an Underwriters' Laboratories rated fire extinguisher of 5 B:C or more; or two fire extinguishers of 4 B:C or more.
- (9) Operators shall ensure Government-owned vehicles contain a first aid kit meeting the requirements of ANSI Z308.1 as found in the Reclamation Safety and Health Standards Chapter 5.
- (10) Operators shall transport hazardous materials in approved containers outside of the vehicle's interior space and placard the vehicle as required by the Department of Transportation.
- (11) Operator prohibited activities include:
 - (a) driving while under the influence of alcohol;
 - (b) driving while under the influence of illegal or prescription drugs;
 - (c) driving with a suspended or invalid driver's license;
 - (d) driving while texting messages, programming a GPS device, or accessing a smart phone application;
 - (e) hand-held cell phone use while driving;
 - (f) driving recklessly or dangerously;

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- (g) using tobacco products including smokeless tobacco;
 - (h) eating while operating the vehicle;
 - (i) failing to stop after a collision; and
 - (j) conducting personal business unless authorized by management.
- (12) Although operators are encouraged to refrain from answering incoming or returning voice mail calls until the vehicle is parked in a safe location, operators shall use a hands free device in the limited instances they need to use a cell phone while driving.
- (13) Passenger(s) may use a cell phone or electronic device while the vehicle is in motion as long as its use does not interfere with the driver's safe operation of the vehicle.
- (14) If mechanical problems occur while operating a Government-owned or Government-rented vehicle, as quickly as possible the operator shall:
- (a) move the vehicle to the road shoulder using turn signals,
 - (b) park the vehicle off the roadway,
 - (c) turn on the vehicle hazard lights, and
 - (d) contact the fleet department for assistance as outlined on the back of the vehicle's fleet card.
- (15) Operators of a Government-owned vehicle shall ensure that a Reclamation "Motor Vehicle Accident Reporting Kit," which includes a SF-91 Motor Vehicle Accident Report (one copy) and SF-94 Statement of Witness (two copies), is readily available in the vehicle.
- (16) When involved in a property damage or injury incident operators shall:
- (a) immediately contact 9-1-1,
 - (b) contact their supervisor,
 - (c) complete the forms in the "Motor Vehicle Accident Reporting Kit" and submit the forms to your supervisor, and
 - (d) file the incident online in the Department's Safety Management Information System (SMIS).

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- (17) Reclamation employee operators shall report all moving violations incurred while operating a Government-owned or Government-rented vehicle (speeding tickets, moving violations, etc.) to their supervisor.
 - (18) Operators shall check weather conditions and respond accordingly; delaying, altering the route, or cancelling the trip if necessary.
- E. **Exceptions.** Security, law enforcement, and emergency responders shall operate Government vehicles as directed by Departmental Manual Series 21, Part 446 and the applicable operational manual which supersedes this D&S.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____