

SAFE DRIVER POLICY

Purpose

Influence and maintain safe vehicle operation and responsible vehicle operators.

Responsibilities

1. Maintain a current ND driver license.
2. Employees who drive city or private vehicles, for business purposes on monthly basis complete driver safety training.
3. Comply with and obey state traffic laws (i.e. NDDOT "Rules of the Road" manual).
4. All city vehicles will be operated only by employees authorized by management.
5. Conduct pre-trip vehicle inspection.
6. Complete or schedule vehicle maintenance/repairs as needed and document oil change or repairs.
7. If you drive your personal vehicle to conduct city business you must provide proof of insurance to your department head or supervisor. North Dakota state law requires that all motor vehicles registered and operated in the state carry certain minimum insurance coverages.
 - Bodily injury liability: \$25,000 per person (the maximum amount payable to on person) /\$50,000 per accident (the maximum amount payable to all people injured in one accident). Bodily injury liability provides coverage for claims brought against you for bodily injury caused to another person through the operation of your vehicle.
 - Property damage liability: \$25,000 per accident. Property damage liability provides coverage for claims brought against you for damage caused to someone else's property through the operation of your vehicle. Also covers damage to a car you rent per personal use on a short-term basis.
 - Uninsured motorist coverage: Underinsured motorist coverage must be equal to the uninsured motorist coverage. Underinsured motorist provides you coverage for a bodily injury claim you would have against another driver whose liability coverage is less than your underinsured coverage.
8. Report suspended license to department head or supervisor.
9. Abide by the Smoke Free Policy for city-owned vehicles.

Driver Education

Employees who operate city or private vehicles, for business purposes on monthly basis complete driver safety training. Employees complete one of the following NDIRF Defensive Driver, Emergency Vehicle Operator Course (EVOC) or WSI online LMS safe driving courses (all 10 must be completed);

Avoiding Rear end Collisions

Hazards of Changing Lanes

Defensive Driving

Distracted Driver

Extreme Driving Conditions

Hazards of Speeding

Road Rage

Safe Backing and Turning

Tailgating

Driver Fatigue

The required Safe Driver Training must be completed every third year or within the first year for new employees.

Summary:

Employees who drive for the city are expected to represent the city in a professional, courteous and law-abiding manner.