

DRIVER SAFETY

GENERAL DRIVING REQUIREMENTS

While operating a personal or RAILS-owned vehicle on RAILS business, employees must:

- Observe applicable speed limits at all times;
- Obey all traffic rules and regulations;
- Drive defensively and anticipate driving hazards, such as bad weather and bad drivers; and
- Report any accidents in which they are involved to the police and their supervisors.

Commented [MH1]: incidents should be reported immediately

Safety Belts

Drivers must ensure that safety belts are worn by drivers and passengers in all vehicles used for RAILS business. Lap belts must be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured. Children should not ride in RAILS vehicles unless in an emergency situation. Approved child safety restraints must be used for children of the age, size, or weight for which such restraints are prescribed by law.

Employees who discover an inoperable restraint system promptly must report the defect to the appropriate supervisor. RAILS-owned vehicles in which a safety belt is inoperable cannot be used until the safety belt is repaired.

Wireless Communications Devices Use

Employees cannot use wireless communications devices, including cell phones and text messengers, when driving RAILS-owned vehicles on RAILS business, except when using an electronic communication device in hands-free or voice-operated mode. Drivers who need to use a wireless communications device must pull over to a safe location before using the device. (625 ILCS 5/12-610.2)

<http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=062500050K12-610.2>

Accidents

A printed card titled "In Case of Accident" must be kept in the glove compartment of each RAILS-owned vehicle. The card is intended to provide employees with easy access to guidance on what to do when accidents occur. In general, the following requirements apply:

- Employees must report traffic accidents immediately to the local police and then to their supervisors.
- Employees must not sign or make any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving a RAILS-owned vehicle. Employees should avoid explaining or describing the accident to anyone except public safety personnel, their supervisor, or the claims adjuster or attorney for RAILS' insurance RAILS.
- Employees must obtain names, addresses, phone numbers, and license numbers of the other drivers involved. Employees must collect insurance RAILS contact information and the address and phone number of the police department where the accident report is prepared.

Commented [SD2]: Do all RAILS company vehicles have iPads? If so, we should indicate the reporting expectations to complete the information on-site of the accident via the RAILS provided iPad.

Commented [SS3R2]: Does this also need to include reporting in the incident reporting app?

Commented [MH4R2]: Only the route vehicles utilize the iPads.

Commented [SD5]: Taking real-time photos of the accident and vehicles should be included in this list

Commented [MH6]: This should also include pictures of the accident scene, if applicable.

Discipline

Employees who drive negligently or fail to comply with this policy's safety requirements and self-reporting guidelines are subject to immediate discipline, up to and including termination of employment