

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
- Immediately 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.

Commented [JF2]: This statement would only be necessary if we had language that allowed for non-employees to be passengers in vehicles

Employees who discover an inoperable restraint system must 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 **messages**, 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)

However, the use of a wireless communication device to (1) watch or stream videos, (2) participate in video conferencing (on applications such as Zoom or Microsoft Teams), or (3) access social media (such as Facebook or Instagram) is strictly prohibited while operating RAILS-owned vehicles, regardless of whether the device is in hands-free or voice-operated mode.

<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:

Commented [SP3]: [6/14/24 PC meeting] the entire accident section needs to be sent to legal and reworked.

- 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 carrierRAILS.
- Employees must obtain names, addresses, phone numbers, insurance information and license numbers of the other drivers involved in a traffic accident. Employees must also collect insurance RAILS the contact information and the address and phone number of the responding police department, where the accident report is prepared.
- Employees must, when feasible, take photographs of the scene of a traffic accident involving a RAILS-owned vehicle, including of any damage to the RAILS-owned vehicle or other vehicles involved in the accident.

Commented [SP4]: [6/14/24 PC meeting] fix wording

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.

All information collected under this policy must be promptly provided to the appropriate RAILS supervisor.

Safety & Tracking Equipment

A select number of RAILS-owned vehicles are equipped with tracking technology to monitor and improve driving safety. Use of RAILS vehicles signifies the driver's understanding of and consent to the use of tracking technology.

Tracking equipment can be used to record vehicle speed and other data, and will only be actively monitored during RAILS business hours. In the event RAILS obtains data from a vehicle which indicates a failure to comply with this policy (including speeding or other unsafe driving practices), this data may be used to impose discipline consistent with this policy.

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

Commented [JF7]: For the unionized employees at the Rockford facility, it is likely that RAILS will need to engage in impact bargaining before using the tracking devices to monitor employee performance or mete out discipline. Margaret Kostopulos, the head of our labor practice, can assist with this. Additionally, we suggest that RAILS reach out to Gallagher Bassett to see if they have any thoughts on any insurance-related issues.

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