

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.

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 promptly 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, tablets, and text messengers, when driving RAILS-owned vehicles on RAILS business, except when

- (1) the employee is reporting an emergency situation,
- (2) the vehicle is parked on the shoulder of a roadway,
- (3) the vehicle is stopped due to a traffic obstruction and is in neutral or park,
- (4) the employee is using an electronic communication device that uses a single button to initiate or terminate a phone call, or
- (5) the employee is using an electronic communication device in hands-free or voice-operated mode.

~~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. 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 carrier-RAILS.
- 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.

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

DRIVER SAFETY

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- (5) the employee is using an electronic communication device in hands-free or voice-operated mode.

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- (3) 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 the contact information and the address and phone number of the responding police department.
- (4) Employees must, when feasible, take photographs of the scene of a traffic accident involving a RAILS-owned vehicle, including any damage to the RAILS-owned vehicle or other vehicles involved in the accident.

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