

Safety Policies Checklist

Below are three important safety policies including fleet safety, alcohol and drug safety, and job injuries and illnesses.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

Sections

- **Fleet Safety**
- **Alcohol and Drugs**
- **Job Injuries and Illnesses**

Fleet Safety

The goal of fleet safety is to reduce vehicle accidents and personal injuries to the public and employees.

- Abide by all State and Federal laws**
- Obey posted speeds**
- Turn off the engine before exiting the vehicle**
- Lock the vehicle before you leave it**
- Radar detectors are forbidden in State vehicles**
- Report all accidents to supervisor immediately**
- Avoid backing up whenever possible**
- Use a spotter if the view is obstructed**

Alcohol and Drugs

- An employee may not use, distribute, sell, or possess illegal drugs or intoxicants**
- An employee may not report to work under the influence of illegal drugs or intoxicants**
- Many States' alcohol and drug policies require any employee who is operating a State vehicle or equipment to be post-accident alcohol and drug tested, if any of the following apply:**
 - Someone is killed or injured
 - Property damage is above a certain threshold (check your State's policy for what level of damage requires employees to be post-accident tested)
 - The employee receives a citation
 - The employee is at fault
 - The employee contributed to the accident
- An employee must submit to testing when the supervisor or agency official has reasonable suspicion that the employee has violated the Department's prohibitions against drug or alcohol use**

Job Injuries or Illnesses

- Employees are required to immediately report all injuries or illnesses while on the job to their supervisor**