

City of San Diego
Parks and Recreation Department
**DRIVER/OPERATOR
MANUAL**



IMPORTANT PHONE NUMBERS

PUBLIC WORKS DISPATCH/STATION 38.....	619-527-7500
PUBLIC WORKS DISPATCH/STATION 38, ROADSIDE ASSISTANCE FOR CITY VEHICLES.....	619-527-7660
FLEET OPERATIONS DEPARTMENT	619-527-7568
DISPATCH FIRE DEPARTMENT	858-573-1300
DISPATCH POLICE DEPARTMENT	619-531-2000
CALIFORNIA HIGHWAY PATROL	619-220-5492
SAN DIEGO SHERIFF DEPARTMENT	858-565-5200
CITY EQUIPMENT TRAINER	619-527-7568 or 619-527-7569
RISK MANAGEMENT DEPARTMENT, SAFETY DIVISION.....	619-236-6229
SDPD COLLISION REPORTS REQUEST	619-531-2846
SDPD TRAFFIC DIVISION.....	858-495-7800
ENVIRONMENTAL SERVICES CALL CENTER.....	858-694-7000
ENVIRONMENTAL SERVICES COLLECTIONS DISPATCH.....	858-526-2360

EMERGENCY - 911

CODE OF DRIVING FOR THE CITY OF SAN DIEGO

I will:

- Drive to protect the public, pedestrians, co-workers and myself
- Comply with all safety rules, regulations, and laws
- Maintain and operate my vehicle in a safe manner
- Act professionally (understanding, patient, polite, etc.)
- Be courteous to all others sharing the road
- Practice driving defensively every day and avoid: speeding, tailgating other vehicles, and situations that could result in a collision
- Adjust my driving to unsafe and changing road conditions
- Plan my schedule to arrive safely and on time
- Take pride in my driving skills and encourage other drivers to do the same

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ACRONYMS

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- Department Instructions (D.I.)
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- Department of Transportation (DOT)
- Driver License (DL)
- Driver/Operator I.D. Card (DOIC)
- Driver/Operator Manual (DOM)
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- Fleet Operations Department (FOD)
- Global Positioning System (GPS)
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- Memorandum of Understanding (MOU)
- Miles Per Hour (MPH)
- Preventive Maintenance Program (PM)
- Privately Owned Vehicle (POV)
- Risk Management (RM)
- San Diego Police Department (SDPD)
- Standard Operating Procedures (SOP)

For this manual, the following will apply:

- City of San Diego will be referred to as “City”
- Driver/Operator/Employee/Volunteer will all be referred to as “Driver”
- Vehicle/Equipment will be referred to as “Vehicle”
- Drive/driving/operate/operating will be referred to as “Drive” or “Driving”
- Risk Management will be referred to as “RM”

Comments, suggestions, corrections regarding the Driver Operator Manual
Should be sent to the Risk Management Department, Safety and Environmental Health Division.
MS#51B or 1200 Third Ave., Suite 1000, San Diego, CA 92101, or call 619-636-6229



INTRODUCTION

Welcome to the City of San Diego Driver/Operator Manual (DOM). The City has thousands of employees who drive as a part of their job duties. As such, each driver is an essential component in the delivery of service to our residents. Nationally, motor vehicle crashes are the single largest cause of work-related fatalities. In San Diego, preventable collisions represent approximately 47% to 55% of vehicle/industrial incidents.

In addition to the monetary cost of pain and suffering, vehicle/industrial incidents result in substantial loss to property. Every City driver is obligated to do more than just obey traffic laws and drive to avoid incidents. Drivers are expected to anticipate and think ahead, avoid situations that may not leave alternatives, keep vehicles in safe operating condition, and drive defensively. This manual and its contents are considered City policy and will be enforced as such. This manual applies to all City drivers who drive or ride in any City vehicle owned, leased, rented, or borrowed by the City, and privately-owned vehicles (POV) utilized to accomplish City business.

A. RESPONSIBILITY

All City drivers who drive on City business or operate City vehicles are required to read and follow this manual, its rules, policies and procedures and to discuss driving requirements with their supervisor. Once that is done, the driver will either sign the Acknowledgement Receipt and Understanding Form indicating having read and understood the DOM contents or select the Accept button if the DOM is being read electronically through SuccessFactors.

The City takes driver safety seriously. The instructions and information presented in this manual will aid drivers in understanding the rules of driving for the City, including their rights and responsibilities. It also details the actions to be taken in the event of a collision or other issue encountered while driving.

A.1 Drivers

Drivers are responsible for driving vehicles in a manner which gets the job done safely, efficiently, and with the most cost efficiency. Responsible drivers:

- drive with courtesy;
- drive in a safe and defensive manner;
- follow all manufacturer instructions for operating vehicles;
- understand and abide by City driving policies and procedures; and
- obey all City, State and Federal driving regulations.

A.2 Supervisors and Managers

Supervisors and Managers of drivers, who drive City vehicles which are owned, leased, rented, or borrowed by the City, are required to promote a safe work environment by doing the following:

- inspect vehicles assigned to their section and/or utilized by staff under their chain of command to ensure the vehicle is safe to operate;
- periodically observe the driving behavior of their drivers;
- take prompt action to rectify unsafe driving actions or driving conditions;

- sign Driver/Operator ID Card (DOIC) (RM-1576) (if applicable) indicating each vehicle class or specialized equipment the driver has been trained in and/or demonstrated proficiency to drive (see A.R. 75.50);
- enforce and promote City driving policies and procedures and all manufacturers operating instructions;
- respond to and investigate all vehicle/industrial incidents and complete the appropriate paperwork in the required timeframe (see A.R. 75.12);
- check annually that RM-361 Accident Report Forms Envelope is in place and contains the necessary forms (RM-1551, RM-1555, RM-1666, a copy of the vehicles registration and POV Driver Instructions, if applicable). (see Fleet Operations Department (FOD) for duplicates if necessary); and
- maintain 90 days of the Driver Vehicle Inspection Report (DVIR) (GS-152) commonly called the pre/post trip inspection forms for each vehicle.

A.3 Risk Management (RM)

The RM Department, Safety & Environmental Health Division, is responsible for the administration of the City's Incident Review, Reporting, and Prevention Program. This includes:

- providing collision information;
- providing Collision Prevention/Defensive Driver Training;
- maintaining the Department of Motor Vehicle (DMV) Employer Pull Notice Program (EPN);
- administering the Department of Transportation, Drug and Alcohol testing program (DOT);
- receiving input on reducing vehicle/industrial incidents from representatives of the largest city departments; and
- working with the City Equipment Trainer to approve post-collision 2, 4, and 8 hour required training.

A.4 City Equipment Trainer (CET)

The Fleet Operations Department's CET is available to all City employees for information, direction, and training regarding all aspects of vehicles. The CET:

- advises drivers about City, State, Federal and local driving regulations;
- provides documentation and clarification of laws, regulations, and publications from the Federal Motor Carrier Safety Administration (FMCSA), California Vehicle Code (CVC), and Administrative Regulations (A.R.) pertaining to drivers;
- acts as a mediator between the supervisor and drivers in disputes on the safe operation of a vehicle; and
- reviews and provides instruction to drivers involved in vehicle/industrial incidents.

The CET is authorized to administer the State of California Department of Motor Vehicles (DMV) Employer Testing Program (ETP) to eligible City employees. The CET training includes:

- Commercial Driver and Class C Driver
- Supervisor of Commercial Drivers
- Pre/Post Trip Inspection
- Basic Air Brake Inspection
- Forklift Operator
- Trailer Safety
- Equipment Operation
- Customized training for new drivers and vehicles

A.5 Public Relations

The City has thousands of vehicles traveling City streets each day. Each vehicle has a logo identifying it as property of the City which acts as a mobile billboard. Therefore, it is critical that all drivers follow the instructions provided on RM-361 Accident Report Envelope:

“6. DO NOT discuss the accident with anyone except the investigating law enforcement agency, Risk Management, appropriate department and bargaining unit personnel and the City Attorney’s representative. Refer anyone seeking information about the accident to Risk Management’s Liability Division at (619) 236-6670.”

Bumper stickers for City vehicles are strictly limited to City approved programs and must be pre-approved by department management.

Drivers using Privately Owned Vehicles (POV) for City business shall remember that they are representing the City when they are driving on City time and are also required to follow the Instructions for POV drivers.

B. PROCEDURES

All drivers shall perform their job duties as required and adhere to the procedures in this manual and the Administrative Regulations (A.R.). Departments may issue Department Instruction (D.I.) and Standard Operating Procedures (SOP) which will customize both the instructions in this manual and the AR to their specific driving requirements.

B.1 Driving Requirements

Drivers shall:

- possess a valid California driver license (DL of the appropriate class of vehicle they drive for City business (see A.R. 75.50);
- carry a completed Driver Operator ID Card (DOIC) if applicable;
- carry a Medical Examination Certificate (MEC) if applicable;
- carry RM-361 Accident Report Forms Envelope which contains the necessary forms (RM-1551, RM-1555, RM-1666, a copy of the vehicle registration and POV Driver Instructions, if applicable);
- follow all City, State and Local laws including those involving use of seat belts/restraints;
- back vehicles in a safe manner (see A.R. 75.05);
- follow A.R. 45.10 if driving a privately owned vehicle (POV);
- complete and submit RM-1666 to their supervisor, by the next scheduled workday if:
 - Driving privileges have been suspended, revoked or restricted
 - Traffic citation is received while driving a City vehicle
 - The auto insurance has expired while using a POV on City business
- park in authorized spaces only, per department/facility directives;
- maintain a safe and clean vehicle; and
- re-fuel City vehicles at the end of each shift or as required by each department.

B.2 Driving Prohibitions

Drivers shall not:

- drive vehicles “Under the Influence” of alcohol, drugs and/or other substances that could impair driving ability (see A.R. 97.00);

- smoke while using any vehicles owned, leased, rented or borrowed by the City (includes loaders, backhoes, golf carts, street sweepers, etc.) (see A.R. 95.94);
- use City or personal communication devices (cell phone, tablet, laptop, hands free devices, etc.) while driving City vehicles except as defined by A.R. 95.05. This includes driving in City yards and/or on City property;
- wear headphones or earphones or use other sound producing devices while driving a City vehicle;
- idle City owned, leased, rented or borrowed vehicles unnecessarily (see A.R. 90.72) (California Vehicle Code (CVC) 4755);
- deactivate, or bypass safety devices, warning alarms, or the Global Positioning System (GPS) in City vehicles;
- drive a vehicle in a manner that violates the CVC;
- do not allow unauthorized individuals to drive vehicles;
- make modifications of any kind to City owned, leased, rented or borrowed property without prior authorization; or
- transport non-City persons in City owned, leased, rented or borrowed, vehicles without prior supervisory approval.

C. DRIVING A CITY VEHICLE

C.1 Driver Training Record/Employee Pull Notice

Supervisors or designees, shall check the driving proficiency of the driver for each class of vehicle a driver will be required to drive. This includes when the driver is assigned the use of a City owned, leased, rented, or borrowed vehicle. After demonstrating proficiency, the supervisor shall sign off the vehicle type on the DOIC (e.g. ¾ ton pickups or 207 class vehicles). The card has space to authorize several types of vehicles. Supervisors are also responsible for checking to ensure drivers are in possession of a valid California driver license and the DOIC.

The numbering system for non-safety vehicles (excludes police and fire) is a six-digit number located on the right front and left rear corners of the vehicle. The first number is based on the North American Weight Standard describing the vehicle class. The next two numbers represent the subclass of the vehicle and the last three numbers represent how many vehicles are in the fleet. This numbering system identifies the vehicles that require a Commercial Driver License (CDL):

- Class 1 - 6,000 lbs. and under
- Class 2 - 6,001 to 10,000 lbs.
- Class 3 - 10,001 to 14,000 lbs.
- Class 4 - 14, 001 to 16,000 lbs.
- Class 5 - 16,001 to 19,500 lbs.
- Class 6 - 19,501 to 26,000 lbs.
- Class 7 - 26,001 to 33,000 lbs. (requires a CDL)
- Class 8 - 33,001 lbs. and over (requires a CDL)
- Class 9 - Construction/Trailers

The DMV Employer Pull Notice Program (EPN) is intended to ensure that no City driver drives any vehicles with a revoked, restricted or suspended driver license on City time for City business (see A.R. 75.50 for the details of who is included in the EPN).

C.2 Standby

Drivers "On Call" or "Standby," and have been granted permission to possess a City vehicle on a twenty-four-hour basis, shall be the sole driver of that vehicle. Such vehicles are intended for and limited to Official City Business only. Passengers shall be limited to those individuals performing Official City Business. Police and Fire shall adhere to the provisions permitted per their Memorandum of Understanding (MOU).

C.3 Road Hazards

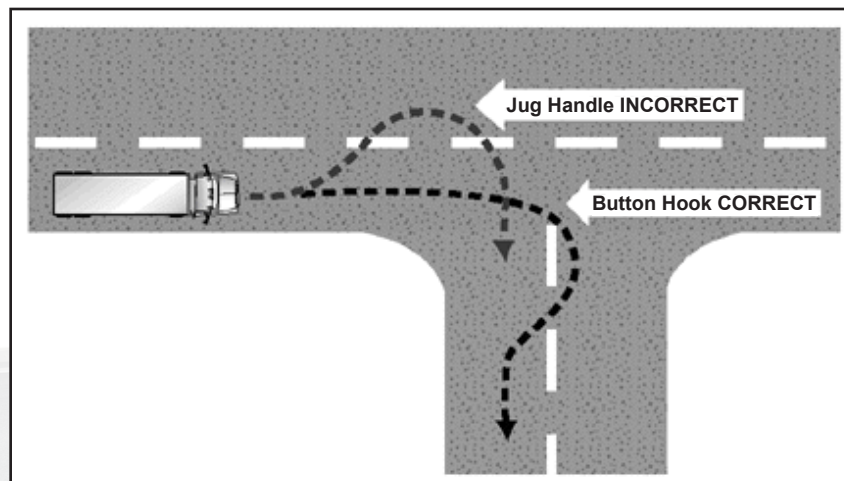
When intersection signals are malfunctioning, trees or other debris are blocking the street, street flooding, sewer emergencies, or any other roadway hazard exists, drivers shall notify the Public Works Dispatch/Station 38 at 619-527-7500, or their department's dispatch center, if applicable.

C.4 Driving on Areas Not Designed for Vehicular Usage

Drivers shall refrain from driving on areas not designated for vehicle usage unless it is necessary. Drivers shall follow the detailed instructions provided in A.R. 75.85.

C.5 Towing a Trailer

- Ensure the trailer is free from loose rocks and other debris prior to driving the vehicle;
- Ensure the towing vehicle is properly equipped and the trailer does not exceed the towing capacity of the vehicle;
- Never exceed the trailers maximum gross weight;
- Always use safety chains that are properly crossed;
- Refer to the owner's manual, decal instructions, or the CET for additional information or questions;
- Remember a turning combination requires additional space; (see diagram below)
- Combinations are heavier and longer than with the vehicle alone, which means it will take longer to stop;



- The maximum posted speed is 55 miles per hour (MPH) when any vehicle or combination of vehicles have 3 or more axles. Never exceed any posted speed limit;
- Anticipate stops, brake early, and never follow too closely; and
- Slow below posted speeds for curves, adverse weather, and hazardous road conditions.

C.6 Securing Cargo

- All cargo shall be secured. This includes those items in the vehicle cab, storage areas, and trailer if equipped; and
- Trailering any equipment requires additional precautions. This equipment shall be secured to the trailer by a minimum of four independent tie downs. Additional tie downs are required for any hydraulic booms or masts. Supervisors are required to explain and demonstrate the additional tie downs required for any hydraulic booms or masts. Contact the CET for assistance.

C.7 Unattended Vehicles

When a vehicle is left unattended, drivers are required to set the emergency brake, roll up the windows, remove the keys, activate the emergency hazard lights, if applicable, and lock the vehicle and utility cabinets (Police and Fire-Rescue refer to department policy). These rules also apply when parking in a City facility, unless otherwise instructed. If parking outside of City property, park in a highly visible and well-lit area. Drivers are prohibited from leaving vehicles unattended with the engines running unless necessary to operate auxiliary equipment (see A.R. 90.72).

C.8 Global Positioning Systems (GPS)

Many City vehicles are equipped with a GPS. The GPS is used for tracking vehicle location, mileage, and maintenance schedules. Data collected by the GPS has the potential to be used to review the driver's behaviors for misconduct or discipline procedures (see A.R. 90.74).

C.9 Fueling Vehicles

- Pull all the way forward when approaching the fuel dispenser;
- Shut off vehicle engine and set emergency brake;
- NO SMOKING;
- No use of cellular devices while fueling;
- Stay with the vehicle throughout the fueling process;
- Remove fuel cap, place nozzle in fuel tank, lift lever on dispenser and wait 5-20 seconds for the system to read the vehicle's information;
- Do not re-enter your vehicle during refueling. If you cannot avoid re-entering your vehicle, discharge any static build-up BEFORE reaching for the nozzle by touching something metal with your bare hand - such as the vehicle door - away from the nozzle.
- In the unlikely event a static-caused fire occurs when refueling, leave the nozzle in the fill pipe and back away from the vehicle. Notify 911 immediately.
- Begin fueling;
- Do not over fill, spill or top off;
- Shut off dispenser and return the fuel nozzle;
- Replace fuel tank cap; and
- Vehicles shall be fueled at the end of each shift, or as required per department policy.



C.10 Eco Driving

- Inventory vehicles to carry only what is necessary;
- Avoid short trips;
- Plan the expected route;
- Avoid riding the brake pedal;
- Drive the speed limit;
- On steep inclines use the brake to keep vehicle stopped, do not ride the accelerator;
- Acceleration should be smooth and brake gradually;
- Speed of a vehicle should be consistent;
- Correct tire pressure should be maintained; and
- Adhere to the vehicle maintenance schedule.

C.11 Filling Portable Fuel Containers

- Only approved and properly labeled containers may be used;
- At the fuel island controller, place key fob on the metal button with the red plastic ring around it (just above the key pad) for approximately 10 seconds (Police and Fire-Rescue refer to department policy);
- When prompted, use key pad to select the fuel pump;
- To fill, place container on the ground a safe distance from the vehicle, people and traffic;
- Lift lever on dispenser, place nozzle into container and begin fueling;
- Do not use nozzle lock when filling containers;
- When full, shut off dispenser and return fuel nozzle; and
- Replace cap on container.



C.12 Safety Restraints (Seat Belts)

All drivers and passengers of motor vehicles must wear a seatbelt (CVC 27315). It is the City policy that every person use both their seat and shoulder restraints while driving a City vehicle or operating a piece of equipment, unless the department policy specifically allows otherwise.

C.13 Headlights on Motor Vehicles

Drivers who are required to drive a vehicle during darkness, or inclement weather, or both, shall have at least two properly functioning headlamps, and shall utilize lighted headlamps any time windshield wipers are in use. (CVC 24400) (Exceptions for Police and Fire-Rescue)

C.14 School Warning Signal System

Drivers shall not pass a school bus when it is stopped to load or unload passengers and displays a stop signal arm extending outward from the side of a school bus. (CVC 25257)

C.15 Stationary Emergency Vehicle or Tow Trucks

Drivers while driving on freeways shall make a lane change into an available lane not immediately adjacent to an authorized emergency vehicle, tow truck, or California Department of Transportation (Caltrans) vehicle. (CVC 21809)

C.16 Bicycles

Drivers shall not pass or overtake a bicycle traveling in the same direction without allowing at least three feet of safe clearance and without impeding with the safe operation of the overtaken bicycle. (CVC 21760)

C.17 Self-Insured for All City Vehicles

The City is self-insured for its public liability insurance, which includes general liability and automobile liability coverage for property damage and bodily injury claims.

D. PRE/POST TRIP INSPECTIONS for CITY VEHICLES

D.1 Commercial Vehicles

Commercial drivers are required to perform both pre-trip and post-trip inspections whenever driving a City vehicle. The inspections shall be documented on a City Driver Vehicle Inspection Report (DVIR) (GS-152) or an approved derivative. If the vehicle is equipped with Zonar, it shall be used. If the Zonar system is not operating properly, the GS-152 shall be used. The prior workday's DVIR should be reviewed, signed, and submitted to the supervisor or designee.



D.2 Non-Commercial Vehicle Inspection

Vehicles that qualify for a weekly written report shall meet the following criteria:

- The six-digit vehicle number shall begin with a number 1 or a 2 to qualify. Some examples would be sedans, light duty pickup trucks, or vans.
- All other vehicles, trailers and equipment will continue to require a daily written DVIR (excluding Police and Fire-Rescue vehicles).
- Vehicles shall have one regularly assigned driver. Vehicles driven by multiple drivers or shifts will still require a daily written DVIR.
- Vehicles shall pass the daily visual inspection. If repairs are required or damage to the vehicle is found, it shall be documented on a DVIR.
- All vehicles being turned in for repair shall be accompanied by a DVIR.
- All written DVIR shall be maintained by the driver/supervisor for a period of 90 days.

D.3 Outside and Engine Compartment Pre-Trip Inspection Components

At a minimum, drivers of vehicles that are City owned, leased, rented, or borrowed shall check the following:

- body, fenders, and bumpers for dents, scratches and general appearance;
- tires for wear, cuts, bulges, and proper inflation;
- wheel lug nuts for tightness;
- windows, including windshield, and mirrors for cracks or anything that could obstruct visibility;

- beneath the vehicle for signs of fluid leaks;
- fluid levels;
- fuel tank and cap security and for signs of leaking;
- all exterior lights and reflectors;
- mud flaps/splash guards are present and secured;
- license plates are secured; and
- the presence and functionality of safety equipment such as fire extinguisher, safety triangles, and first aid kit etc.

D.4 Inside the Cab Pre-Trip Inspection Components

At a minimum, drivers shall check the following:

- general cleanliness, free of debris, clutter and obstructions;
- safety restraints are operational;
- steering wheel for excessive play;
- horn; and the
- Accident Report Envelope (RM-361) contains all appropriate forms/documents.

D.5 Start the Engine

At a minimum, drivers shall check the following:

- instrument panel for operable warning lights, alarms, lights and gauges;
- clutch, gear shift (if equipped);
- interior lights, turn indicators, hazard lights;
- adjust mirrors;
- backup alarms and/or camera if applicable;
- windshield wipers and fluid;
- heater/defroster;
- brake pedal and parking brake (always test the brakes before moving the vehicle); and the
- airbrake system (if equipped).

D.6 Personal Items

- Valid California Driver License;
- RM-1576 - Driver/Operator I.D. Card (DOIC) if applicable; and
- Medical Examination Certificate (MEC) if applicable.

D.7 Post-Trip Inspection

Walk around the vehicle and inspect for any changes since the pre-trip inspection. If repairs are required, turn in the vehicle along with the DVIR noting all defects. If no defects are found, sign the DVIR and leave it in the vehicle for the next driver.

E. DURING OPERATION

Drivers shall listen to and feel the vehicle's performance. Some City vehicles such as a refuse packer, require visual checks be performed throughout the day. Follow your D.I. Any unsafe vehicle should be turned in immediately to FOD and be taken out of service. Minor items should be watched during the day and reported at the end of the shift. If there is any doubt on what actions to take involving a vehicle, drivers should discuss the issue with a supervisor or FOD repair staff. Vehicles with safety or mechanical problems are not to be used until repairs are complete.

The common term for a vehicle taken out of service is “Red-Tagged.” Red-tagged vehicles are not operational until they have been cleared by FOD repair staff. After repairs have been made, check for the repair mechanic’s signature on the DVIR or electronically with Zonar, indicating the vehicle is ready for use.



E.1 Care and Maintenance of Vehicle

FOD has full service automotive repair shops that repair and maintain the City’s vehicles including a preventive maintenance program (PM). The PM program has all City vehicles scheduled for normal adjustments, lubrication, tire rotation, and tune ups etc. It is important that drivers turn in their vehicles for PM as scheduled.



E.2 Vehicle Housekeeping

Vehicles that are City owned, leased, rented, or borrowed need to be maintained on the outside and inside. Vehicle wash facilities are located at Chollas, Rose Canyon, Miramar Place, and Central yards. The inside of the vehicle should be clean, free from debris, and clutter. Do not allow any debris to escape from the vehicle while parked or moving. Tools and work equipment shall always be secured.

F. EMERGENCIES

F.1 Reporting Breakdowns

If an emergency arises while in the field, be sure to pull to the right or completely off the road when it is safe to do so. Drivers should contact the Public Works Dispatch/Station 38 at 619- 527-7660, or their own department’s dispatch center, if applicable. Dispatch will direct drivers where to take the vehicle. If the emergency is a mechanical breakdown, it is imperative that the driver stay with the vehicle until FOD staff or a contracted tow company arrives. For safety reasons, wait for the towing service outside the vehicle and off to the side of the road. If the vehicle is equipped with a strobe light, turn it on along with the emergency hazard lights, and reflectors or cones, if equipped.

F.2 Vehicle Fires

Drivers shall:

- pull off the roadway into a safe location;
- call 911 immediately;
- contact the Public Works Dispatch/Station 38 at 619-527-7500 or their own department’s dispatch center;
- use the vehicle’s portable fire extinguisher, if equipped, you know how, and it is safe to use;
- if unable to safely extinguish the fire, stand clear of the vehicle, keep others away, and await assistance; and
- If the fire is in a load of a refuse packer, find an empty lot or a secure safe location to dump the load.

F.3 Vehicle and Fire Prevention

The best prevention for avoiding fires is awareness. The following is a list of concerns drivers need to be aware of:

- fuel and chemical containers;
- oily rags, grease, solvents, and chemicals; and
- extreme dangers associated with exhaust systems when operations involve off-road worksites. The heat from these systems can cause brush fires.

F.4 Emergency Equipment

The following are typical items to be included:

- fire extinguisher (required for commercial vehicles);
- emergency triangles (required for commercial vehicles);
- first aid kit;
- spill kit;
- shovel and broom; and
- high visibility clothing.



Drivers shall refer to their department's D.I. for required emergency equipment pertaining to their vehicle and job functions.

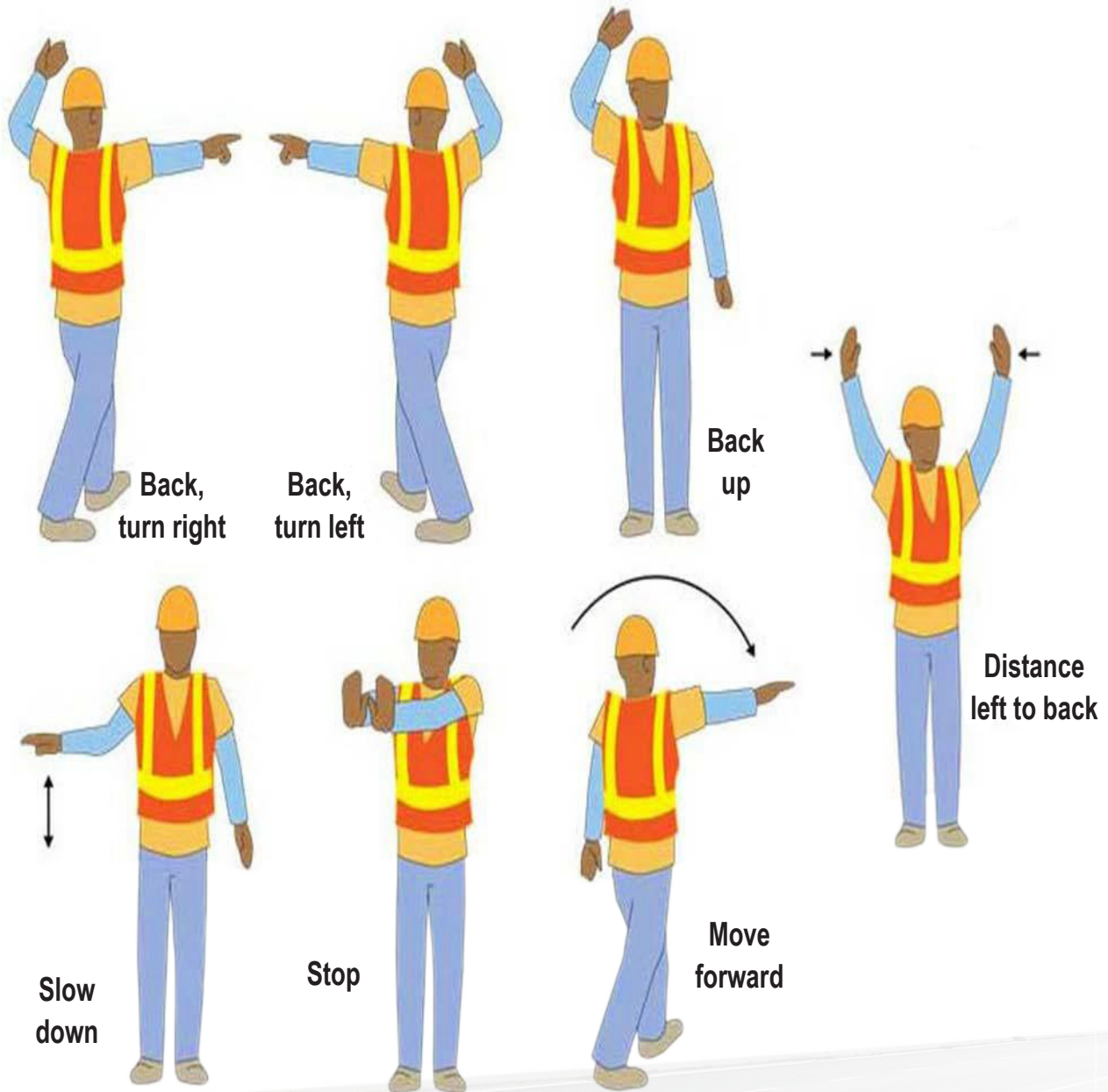
G. BACKING UP

G.1 Standard Spotter/Backer Hand Signals

The first line of defense in backing a vehicle is to avoid backing whenever possible. Drivers should avoid backing into intersections, known busy roadways, and around corners (see A.R. 75.05). Refer to the department's (D.I.), if applicable. The following are hand signals to be used for directing the backing and forward movement of a vehicle.



Backer Signals



H. MOVING FORWARD

The driver shall not move the vehicle forward until precautions have been taken to protect the driver and any other person/property from injury/damage.

H.1 When Alone:

- Get out of the vehicle and walk completely around it to check for any dangers prior to moving forward. If a significant amount of time has passed since the space around the vehicle was checked, recheck it before moving forward;
- Check for blind spots;

- Move forward slowly and if unsure, stop the vehicle to see how close the vehicle is to other objects; and
- Use the horn to clear the path and alert others of your presence.

H.2 With a Passenger:

- Passengers are required to assist the driver when moving forward with an obstructed view or any type of situation when driving precautions need to be taken to protect the operator and any other person/property from injury/damage;
- The passenger shall remain outside the vehicle in a safe position and in continuous view of the driver. The driver will stop the vehicle if eye contact is lost; and
- Standard backing hand signals understood by the driver and the passenger shall be used.

I. FIELD/WORK ZONES

I.1 Use of Emergency Lights

Drivers shall use flashing amber lights when performing:

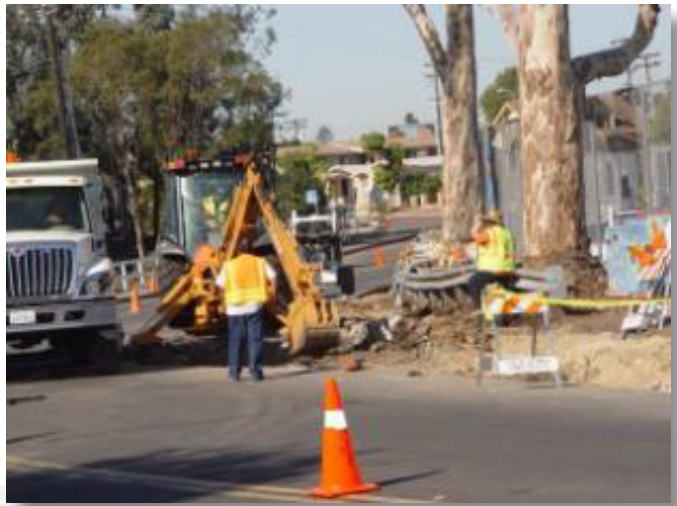
- road repair;
- tree trimming;
- signal light maintenance;
- water/sewer construction;
- street sweeping and/or painting; or
- median work.

I.2 Stopping and Working in the Roadway

Work zones are high hazards to drivers due to moving traffic. Traffic Control Plans shall follow the “California Manual on Uniform Traffic Control Devices” or refer to their D.I., if applicable.

I.3 Working off the Roadway

Drivers are directed to refrain from driving on areas not designated for vehicle use unless necessary. It is only “necessary” when there is no acceptable alternate route and/or when the specific work task dictates it (see A.R. 75.85).



I.4 Slow Moving Vehicles

When a driver must drive on a public roadway and cannot travel any faster than 25 MPH, the vehicle is required to have a “Slow Moving” sign mounted at the rear to alert approaching vehicles.



J. VIOLATIONS/CITATIONS

J.1 Driver Responsibility for Citations

Any driver issued a citation while driving City vehicles shall be responsible for paying all associated penalties and must report the receipt of the ticket to their supervisor on RM-1666 by the next scheduled work day or face possible suspension.

J.2 Parking Restrictions

Drivers shall observe all parking regulations when driving vehicles on City business. Vehicles with license plates denoting “E” or “Exempt” can park at and may use:

- City parking meters without paying fees; however, time limits are enforced;
- Passenger Zones (white curb) for up to three minutes while loading or unloading passengers only;
- Loading Zones (yellow curb) for up to three minutes for passenger/cargo loading or unloading only, (or for commercial vehicles up to twenty minutes); or
- Timed Zones (green curb) without time restraints.

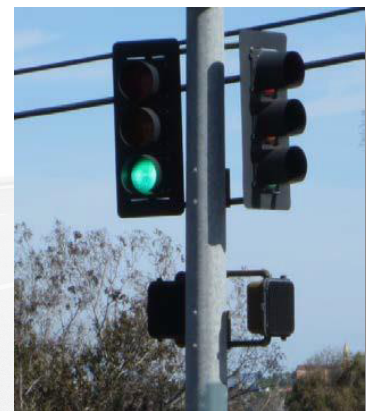
Do not park in the Red (no parking), White (mail drop), Blue (disabled), or Tow-Away zones. Exceptions are:

- Police and Fire-Rescue vehicles when responding to an emergency;
- Parking Enforcement vehicles during enforcement;
- City vehicles when used for traffic control; or
- City trucks when the parking spaces or zones are needed to facilitate construction or repair work upon, in, over, under or adjacent to a street or highway and when safety devices are properly displaced.

J.3 Signal Lights

Be aware of high volume intersections and the timing of signal lights:

- a “fresh” green light is one the driver sees turning green;
- a “stale” green light is one that has been green and may be ready to turn yellow;
- use caution when approaching a stale green light to avoid being in the intersection when the light turns red;
- a yellow light means “CAUTION”;
- when a traffic signal turns yellow, stop if it can be done safely, or if not, cross the intersection cautiously.



K. PRIVATELY OWNED VEHICLES

K.1 Authorization

Drivers requesting/required to drive privately owned vehicles (POV) to perform City business shall conform to the instructions and policies as listed in A.R. 45.10. Never transport unauthorized, non-City persons in personal vehicles while on City business.

K.2 Qualification

Drivers shall possess a valid California driver license. Drivers shall adhere to A.R. 75.50 and the State of California Department of Motor Vehicle rules and regulations.

K.3 Regulation

Drivers authorized C or CP transportation shall maintain adequate insurance (per the State of California minimum amounts) per A.R. 45.10. Drivers of POV's must report any lapse in insurance per RM-1666 or be subject to suspension. Drivers of POV shall adhere to all driving policies and procedures as drivers of City vehicles as defined in A.R. 75.12. The Accident Report Envelope (RM-361) is required to be kept in a POV used for City business. Included in that envelope shall be the Instructions for City of San Diego Driver who use their Privately Owned Vehicle (POV) for City Business (see Appendices #4.)

L. VEHICLE COLLISION/INDUSTRIAL INCIDENT

L.1 What is a Vehicle Collision?

Vehicle Collision –An incident involving City business and/or City property owned, leased, rented, or borrowed by the City and POV utilized to conduct City business, that occurs when a vehicle in motion strikes, collides or has any contact with, for example, another vehicle, a stationary object, terrain, landscape, vegetation, a pedestrian, an animal, etc. and results in actual or alleged property damage, injury and/or death, and is directly attributable to the movement of the vehicle or parts of the vehicle.

L.2 What is an Industrial Incident?

Industrial Incident –An incident involving City business and/or City property owned, leased, rented, or borrowed by the City that occurs when a piece of industrial equipment strikes, collides or has any contact with, for example, another piece of industrial equipment, a vehicle, a stationary object, terrain, landscape, vegetation, a pedestrian, an animal, or any other object that results in actual or alleged property damage, injury, and/or death, and is directly attributable to the operation of the equipment. If the equipment is specifically designed with the aspects of both vehicle and industrial equipment, when the automated appendage is in operation and an incident occurs, it is an industrial incident.

NOTE: Per A.R. 75.12, 4.1.1. "Driver must follow instructions on RM-361. All drivers must keep RM-361 in all City vehicles/industrial equipment and POVs used for City business. Notwithstanding any emergency circumstances, drivers must immediately notify (by radio or telephone) the Public Works Dispatch/ Station 38 at 619- 527-7660 or their designated dispatch (refer to specific department procedures for reporting guidelines) of all alleged and actual damage to, or caused by, City vehicles/industrial equipment or POV used for City business. Immediately thereafter, drivers must notify the department supervisor, and/or supervisor on-duty."

L.3 Collision Causes

The most cited causes of City vehicle collisions are:

- Backing of Vehicles;
- Distracted Driving;
- Unsafe Lane Change;
- Violation of Right-of-Way;
- Lack of Required Signals (unsafe right turn/left turn or U-turn);
- Unsafe Speed; and
- Following Too Closely.

Collisions can be avoided by drivers who practice defensive driving and who anticipate hazardous driving situations.

Per A.R. 75.12 Vehicle and Industrial Accident Review, Reporting, and Prevention Program, employees SHALL report all incidents

L.4 Incident Reporting

All incidents involving vehicles that are City owned, leased, rented, or borrowed, or POVs used while conducting City business, shall immediately (unless there are extenuating circumstances), be reported to the Public Works Dispatch/Station 38 at 619-527-7500, or their own department's dispatch center, if applicable. Once the dispatch center receives the call, they will contact the following agencies/individuals:

- emergency medical (if needed);
- appropriate law enforcement agency based on incident location;

The following information should be provided to the City Dispatcher:

- driver's name and if driving a POV on City business;
- if another vehicle(s) is involved;
- location of collision;
- any injuries requiring medical assistance and traffic control (if needed);
- tow truck (if needed); and
- if there are any fluids flowing from any of the vehicles.

Notify FOD if there is any damage to the City owned, leased, rented or borrowed vehicle.

All City and POV vehicles used for City business shall carry the RM-361 Envelope. The outside of the envelope gives incident procedures and serves as proof of insurance for City vehicles. The envelope shall contain:

- RM-1551 Employee Vehicle/Industrial Accident Damage Report;
- A copy of the City's Vehicle Registration;
- RM-1555 Supervisor Vehicle/Industrial Accident Investigation Report;
- RM-1666 Employer Notification Form; and
- Instructions for POV Drivers, if applicable.

L.5 Incident Investigation

Upon notice of a City vehicle incident, a law enforcement agency may respond and investigate. San Diego Police Department (SDPD) will respond to all City vehicle incidents however, California Highway Patrol (CHP) and County of San Diego Sheriff's Department may not respond except in cases of injury or when the incident is a road hazard. The investigation is completed at the scene. All aspects of the investigation shall be documented, including the capturing of witness statements, photographs, etc., and compiled into a Traffic Collision Report.

Law enforcement shall be notified of all City vehicle incidents unless the incident occurred on City property, there is no injury, AND if the damage is only to City property. The incident location determines which law enforcement agency will respond (i.e. Sheriff, CHP or another municipal police agency). The driver's supervisor or the on-call supervisor is required to go to the incident site and conduct a thorough investigation including the completion of an RM-1555 (see A.R. 75.12).

For collision instructions for POV drivers driving on City business see Appendices P.4. Law enforcement will not respond to POV driver incidents unless there is an injury or when the collision is a road hazard. Contact Public Works Dispatch and your supervisor if the collision occurred while you are on City business. In addition, notify your insurance company of the collision and follow their instructions for submitting a claim.

L.6 Tow Truck Administration

Prior to leaving collision site, investigating supervisors shall ensure the collision site is free of collision debris that would otherwise reflect poorly upon the City. If a tow truck is on site, the investigating supervisor shall reference the tow truck driver's responsibility to free the area of the collision debris (see Appendices P.3 for Tow Truck Administration).

L.7 Frequent California Vehicle Code Collision Descriptions

Starting Parked Vehicles or "Unsafe Backing" CVC 22106. No person shall start a vehicle stopped, standing, or parked on a highway, nor shall any person back a vehicle on a highway until such movement can be made with reasonable safety.

Following Too Closely CVC 21703. The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of such vehicle and the traffic upon, and the condition of, the roadway.

Violation of Right-of-Way CVC 21804. (a) The driver of any vehicle about to enter or cross a highway from any public or private property, or from an alley, shall yield the right-of-way to all traffic, approaching on the highway close enough to constitute an immediate hazard, and shall continue to yield the right-of-way to that traffic until they can proceed with reasonable safety.

Unsafe Lane Change CVC 21658. (a) A vehicle shall be driven as nearly as practical entirely within a single lane and shall not be moved from the lane until such movement can be made with reasonable safety.

Turning Movements and Required Signals (Unsafe Right/Left-Turn or U-Turn) CVC 22107. No person shall turn a vehicle from a direct course or move right or left upon a roadway until such movement can be made with reasonable safety and then only after the giving of an appropriate signal in the manner provided in this chapter in the event any other vehicle may be affected by the movement.



Unsafe Speed CVC 22350. No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property.

Reckless Driving CVC 23103. (a) A person who drives a vehicle upon a highway in willful or wanton disregard for the safety of persons or property is guilty of reckless driving.

Distracted Driving Electronic Wireless Communications Device: Prohibited Use CVC 23123.5. (a) A person shall not drive a motor vehicle while using an electronic wireless communications device to talk, write, send, or read a text-based communication (excludes hands-free devices). (see A.R. 95.05 for specific City instructions on driving using electronic wireless communication).

Stop Sign Requirements CVC 22450. (a) The driver of any vehicle approaching a stop sign at the entrance to, or within, an intersection shall stop at a limit line, if marked, otherwise before entering the crosswalk on the near side of the intersection. If there is no limit line or crosswalk, the driver shall stop at the entrance to the intersecting roadway.

Circular Red or Red Arrow Violation CVC 21453. (a) A driver facing a steady circular red signal alone shall stop at a marked limit line, but if none, before entering the crosswalk on the near side of the intersection or, if none, then before entering the intersection, and shall remain stopped until an indication to proceed is shown.

Violation of Posted Signs CVC 21461. (a) It is unlawful for a driver of a vehicle to fail to obey a sign or signal defined as regulatory in the federal Manual on Uniform Traffic Control Devices, or a Department of Transportation Sign.

Unattended Vehicles CVC 22515. (a) No person driving, or in control of, or in charge of, a motor vehicle shall permit it to stand on any highway unattended without first effectively setting the brakes thereon and stopping the motor thereof.

(b) No person in control of, or in charge of, any vehicle, other than a motor vehicle, shall permit it to stand on any highway without first effectively setting the brakes thereon, or blocking the wheels thereof, to effectively prevent the movement of the vehicle.

“NO FAULT IMPLIED” - No fault implied collision – an incident in which fault could not be determined by the investigating law enforcement agency or investigating supervisor for SDPD unless it can be determined that the driver could have prevented the collision by using defensive driving techniques. If it is determined that the driver could not have prevented the collision, the incident will be classified a non-preventable.

M. INCIDENT PREVENTION TECHNIQUES

M.1 Defensive Driving: is defined as “driving to save lives, time, and money, despite the conditions around you.” Its aim is to reduce the risk of collision by anticipating dangerous situations, despite adverse conditions or the mistakes of others. The following techniques will assist with driving defensively:

- Drivers maintain control over a vehicle by placing their hands on the steering column in the 9 o'clock and 3 o'clock positions. This is done to enable your hands to remain in control of the steering column in case of an airbag deployment;

- Look directly in front of your vehicle and Aim High in Scanning - look 1-15 seconds into the future. Look beyond the vehicle directly in front of you;
- Get the Big Picture - look for hazards such as parked vehicles, doors opening, and pedestrians;
- Keep Eyes Moving - use peripheral vision and don't use the fixed habit stare;
- Leave a Way Out - allow maneuvering room within the vehicle's immediate surroundings;
- Enhance Vehicular Visibility - use directional signals, hazard lights, head lights, brake lights, horn, and/or hand signals;
- Maintain the three second rule. When the vehicle ahead of you passes a certain point, such as a sign, count "one-thousand-one, one-thousand-two, one-thousand- three." This takes approximately 3 seconds. If you pass the same point before you finish counting, you are following too closely. Drivers should add additional seconds for weather, size of vehicle, load or road conditions;
- When stopped, can see where the rear tires of the vehicle in front of you meet the road;
- Avoid "Road Rage" by not engaging other drivers in any aggressive actions;
- Maintain a positive attitude; and
- Concentrate on the immediate driving situation.

M.2 Driving Tips

Mirrors

- adjust prior to the start of any trip;
- know what is going on behind and to the sides of the vehicle;
- check mirrors regularly;
- check for blind spots; find and know your vehicle's blind spots;
- report permanent blind spots so corrective action can be taken; and
- remember turns, merges, and tight maneuvers require additional mirror checks.

Signals

- turning, lane changes, and hazards with the vehicle or with problems ahead, are communicated by signals;
- signal at least 100 ft. prior to the maneuver; and
- be sure to cancel the signal after completing the maneuver.

Making Turns

- look left-right-and left again;
- check your blind spots several times; and
- signal at least 100 ft. prior to turning.

Stopping Distance

There are three elements involved in stopping a vehicle:

- Perception Distance. The distances traveled after the eyes see a hazard until the brain recognizes it; for an alert driver this is 3/4 of a second @55 MPH = 55 ft.
- Reaction Distance. The distances traveled when the brain tells the foot to hit the brake and it does; for an alert driver this is 3/4 of a second @55 MPH = 55 ft.
- Braking Distance. The distances traveled to a complete stop once the brakes are applied; for a heavy vehicle @55 MPH on dry pavement with good brakes this is 4 3/4 seconds = 165 ft.

Perception Distance (Eyes to Brain) =	55 ft.
Reaction Distance (Brain to Foot to Brake) =	55 ft.
Braking Distance (Brake to Stop) =	165 ft.
Total Stopping Distance =	275 ft.

The size of an NFL regulation football field is 300 feet without the end zones.

Air Brake Lag

This is the distance vehicles travel after applying the air brakes. This takes into consideration the time for the air to travel through a properly maintained air brake system, which @55 MPH on dry pavement with good brakes is an additional 32 ft. of travel.

Passing

- Accurately judge the speed and distance of other drivers;
- Assume they don't see you;
- Avoid head-on collisions by:
 - slowing down;
 - flashing head lights;
 - using the horn;
 - leaving a way out;
 - being prepared to move carefully to the shoulder; and
 - when being passed, move to the right as much as possible without leaving the road.

Managing Curves

- Realize curve speeds are suggested for passenger cars (under ideal conditions);
- Trucks or larger vehicles should drive less than the posted speed;
- Slow down prior to reaching the curve;
- Keep vehicle in the lane; and
- Accelerate slightly coming out of the curve.

Tailgaters

- Do not speed up;
- Maintain your current speed;
- Increase the distance between you and the vehicle in front of you;
- Avoid any quick lane changes and signal them ahead of time;
- Do not turn on your lights or tap brake lights; and
- Make sure you are in the appropriate lane for your speed.

Speed Limit

- Speed limit signs are posted for the type of roads and traffic in each area;
- Speed limits are based on ideal driving conditions and are not to be exceeded;
- The "Basic Speed Law" mandates that regardless of the posted speed limit, your speed should depend on the:
 - number and speed of other vehicles;
 - road surface;

- presence of pedestrians; and
- weather conditions.

Foul Weather Driving

- Drive in the slow lane;
- Turn on headlights;
- Increase the distance from the vehicle in front of you;
- Maintain low speeds to avoid hydroplaning;
- Do not use high beams during fogging conditions;
- Give ample time for arriving at your destination; and
- Avoid sudden braking to avoid skids.

Parking Vehicles

- Park in a manner that avoids backing;
- Pick a spot that is easy to get into and out of; and
- When parking downhill, turn front wheels towards the curb/side of the road. When parking uphill, turn front wheels away from the curb.



- When parking in an area without a curb, either uphill or downhill, turn the wheels toward the side of the roadway;
- Set the emergency brake; and
- Lock the vehicle and take the keys.

N. VEHICLE ERGONOMICS

Poor driving ergonomics can create muscle pain; you may need to adjust your seat, mirrors, headrest, etc. to prevent injury.

N.1 Ergonomic Tips

- Raise the seat as high as is comfortable;
- Move the seat forward to be able to reach the clutch, accelerator, and brake pedals;
- If equipped, adjust seat cushion tilt angle under legs to support the thighs;
- Adjust the backrest for support along the back up to shoulder height;
- Adjust the lumbar support to provide even pressure along the back;
- Adjust the steering wheel down and towards you for easier reach;
- Adjust the head restraint to prevent injury in an incident; and

- Adjust the rear view and side mirrors to minimize strain on neck.



O. FORKLIFT CERTIFICATION

An additional certification is required for any employee operating a forklift. Operating rules shall be posted and enforced for all industrial trucks. Refresher observation is required every three years. Forklift Operator training can be obtained through the CET.



As a driver, you choose how you are going to drive City equipment.
You make decisions on how you will respond to the environment
(roads, other drivers, weather, and your vehicle).

Make good choices!



P. APPENDICES

P.1 Administrative Regulations

- 45.10 Employee Transportation Authorization
 - <https://www.sandiego.gov/sites/default/files/legacy/humanresources/pdf/ar/ar4510.pdf>
- 75.05 Vehicle/Equipment Backing Procedures
 - <https://www.sandiego.gov/sites/default/files/ar7505.pdf>
- 75.12 Vehicle and Industrial Accident Review, Reporting, and Prevention Program
 - <https://www.sandiego.gov/sites/default/files/legacy/humanresources/pdf/ar/ar7512.pdf>
- 75.50 Driver License Certification, Training, and Verification Requirements
 - <https://www.sandiego.gov/sites/default/files/legacy/humanresources/pdf/ar/ar7550.pdf>
- 75.85 Driving on Areas Not Designated for Vehicular Usage
 - <https://www.sandiego.gov/sites/default/files/legacy/humanresources/pdf/ar/ar7585.pdf>
- 90.72 Motive Equipment Idling Reduction Policy
 - <https://www.sandiego.gov/sites/default/files/legacy/humanresources/pdf/ar/ar9072a.pdf>
- 90.74 Telematics Data Logging for City Vehicles/Equipment
 - <https://www.sandiego.gov/sites/default/files/ar9074.pdf>
- 95.05 Cell Phone and Other Handheld Communication Device Use Policy
 - <https://www.sandiego.gov/sites/default/files/legacy/humanresources/pdf/ar/ar9505.pdf>
- 95.94 Tobacco and Smoke-Free Workplace Policy
 - <https://www.sandiego.gov/sites/default/files/legacy/humanresources/pdf/ar/ar9594.pdf>
- 97.00 Substance Abuse Policy
 - <https://www.sandiego.gov/sites/default/files/legacy/humanresources/pdf/ar/ar9700.pdf>

P.2 Associated Forms

- RM-361 Accident Report Envelope
- RM-1551 Employee Vehicle/Industrial Accident Damage Report
 - <https://citynet.sandiego.gov/sites/default/files/form1551.pdf>
- RM-1555 Supervisor Vehicle/Industrial Accident Investigation Report
 - <https://citynet.sandiego.gov/sites/default/files/form1555.pdf>
- RM-1576 Driver/Operator ID Card (DOIC)
- RM-1666 Employer Notification Form
 - <https://citynet.sandiego.gov/sites/default/files/form1666.pdf>
- GS-152 Driver Vehicle Inspection Report (DVIR)
 - <https://citynet.sandiego.gov/sites/default/files/gs152.pdf>

P.3 Tow Truck Administration

- <https://citynet.sandiego.gov/sites/default/files/towtruckresp.pdf>

P.4 Instructions for City of San Diego Employees/Volunteers who use their Privately Owned Vehicles (POV) for City Business

- <https://citynet.sandiego.gov/sites/default/files/instructionspov.pdf>