

Section 24: VEHICLE SAFETY

INTRODUCTION

As a King County employee, you may need to drive during the course of your job. The safe operation of a motor vehicle is of critical importance, as you are a representative of King County on the roads.

APPLICABILITY

To drive on King County business, you must possess a valid driver's license.

Drivers of the following vehicles must have Commercial Driver's Licenses (CDLs):

- All single vehicles with a manufacturer's weight rating of 26,001 pounds or more
- All trailers with a manufacturer's weight rating of 10,001 pounds or more, and a combined vehicles' gross weight rating of 26,001 pounds or more
- All vehicles designed to transport 16 or more persons (including the driver)
- All school buses, regardless of size
- All vehicles used to transport any material that requires hazardous material placarding or any quantity of a material listed as a select agent or toxin in 42 CFR 73

Additionally, all employees routinely assigned to drive a vehicle must be trained in defensive driving. Routinely assigned to drive has been defined as at least once per month. The Safety and Claims Management office provides training on this topic. It is recommended that you take the course every three years.

RESPONSIBILITIES

Employees who drive should operate vehicles in a manner that reflects the highest regard for safety of the public, other King County employees, and property. There are a few major points to remember when using vehicles:

- Before operating any vehicle, take time to familiarize yourself with it: locate the controls for shifting, braking, lights, heater, windshield wipers, and so on. You also need to check the vehicle to ensure that everything is operating properly. If you find any defects, report them to your supervisor and to the King County maintenance shop responsible for your vehicle so repairs can be made. No vehicle should be used with operating defects.
- When operating any vehicle you are expected to obey all traffic rules and regulations, including wearing seat belts, observing speed limits and refraining from using hand-held cellular telephones. You are responsible for any penalties, with a few exceptions, for violations of traffic regulations.

- Bicycle riders are expected to observe the same laws and regulations as motor vehicles when ridden on the road. If you must ride on routes used by pedestrians, such as sidewalks, the pedestrian has the right of way. When approaching a pedestrian from behind, a bicycle rider should use an audible voice or mechanical signal. Any employee using a bicycle at work must wear a helmet. When not in use, bicycles should be parked in racks or other approved storage areas; they should not be taken into buildings and stored in offices, shops, halls or other areas of general use.
- Motorcycles, scooters and similar vehicles are subject to the same rules and regulations as motor vehicles. They are not permitted on paths, sidewalks, in buildings or other areas of general use. Motorcycle riders must wear helmets.
- Accidents involving King County vehicles shall be reported to Risk Management (206-263-2250) no later than the end of the workday following the accident. Managers or supervisors must ensure that each employee involved fills out a King County Accident Reporting Form.

TRAINING

As stated above, employees who are routinely assigned driving responsibilities shall be trained in defensive driving. This includes employees who drive their personal vehicles on County business. This 4-hour training is conducted by Safety and Claims Management. These classes are offered once or twice each month. Additionally, classes can be arranged for work groups, at their locations, by contacting a Safety Trainer at Safety and Claims Management at 206-477-3371 or 206-477-3370.