



Chief Executive Office – Risk Management Branch

VEHICLE SAFETY BEST PRACTICES

County of Los Angeles (County) employees operate vehicles in the course and scope of their employment. It is necessary for the County to provide services to the public on a daily basis; however, this task increases liability for the County. Departments are encouraged to develop a vehicle-related risk mitigation program as a way to reduce the County's liability exposure by implementing measures on best practices.

The vehicle-related risk mitigation program should include the following policies and procedures:

- ❖ Driver Selection and Screening – establish selection standards for those who will be allowed to drive for departmental business. This can include the review of past driving history, review of the current Department of Motor Vehicles (DMV) driving record, and on-the-job observation of driving behaviors and adherence to departmental requirements.
- ❖ Driver Training – review applicable local, State of California, and Federal driving rules and regulations, defensive driving techniques for avoiding accidents, hazards of distracted driving, safe practices, emergency procedures, and accident reporting requirements. Defensive driver training can be found [here](#) and with closed-captioning by clicking [here](#).
- ❖ Vehicle Selection, Inspection, and Maintenance – review and consider safety features of all vehicles considered for use, conduct inspection of vehicles prior to use, review preventive maintenance schedule for servicing, and test safety-related equipment.
- ❖ Post-Accident Procedures – procedure to comply with departmental and the regulating authority's reporting requirements, investigation for determining the facts of the accident, identifying the cause, and making appropriate recommendations for preventing future events.
- ❖ Vehicle Accident Review Committee – purpose of the Committee includes review of accident investigations, determine preventability, and recommend corrective actions. Committee membership should include representation from management, department's human resources staff, and employees. A brief overview of the purpose and structure of a Vehicle Accident Review Committee can be viewed [here](#).
- ❖ Disciplinary Action – develop and implement vehicle operation-related discipline guidelines. Recommended disciplinary guidelines can be found [here](#).

Departments should evaluate their vehicle-related risk mitigation program on an annual basis, which should include a review of the department's vehicle liability loss data, mileage permittee program, related losses, Vehicle Accident Review Committee findings, departmental frequency and severity trends, and accidents per 100 employees.

For consultative assistance, contact:

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