



## VEHICLE SAFETY BEST PRACTICES

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

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

Driver Selection and Screening – Establish selection standards for those permitted to drive for departmental business. This can include the reviewing past driving history, 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](#).

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 – Establish procedures to comply with departmental and regulating authority reporting requirements, conduct investigations to determine the facts of the accident, identify the cause, and make appropriate recommendations for preventing future events.

Vehicle Accident Review Committee – The purpose of the Committee includes reviewing accident investigations, determining preventability, and recommending corrective actions. Committee membership should include representation from management, the 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 annually, which should include a review of the department's vehicle liability loss data, mileage permittee program and related losses, Vehicle Accident Review Committee findings, departmental frequency and severity trends, and accidents per 100 employees.