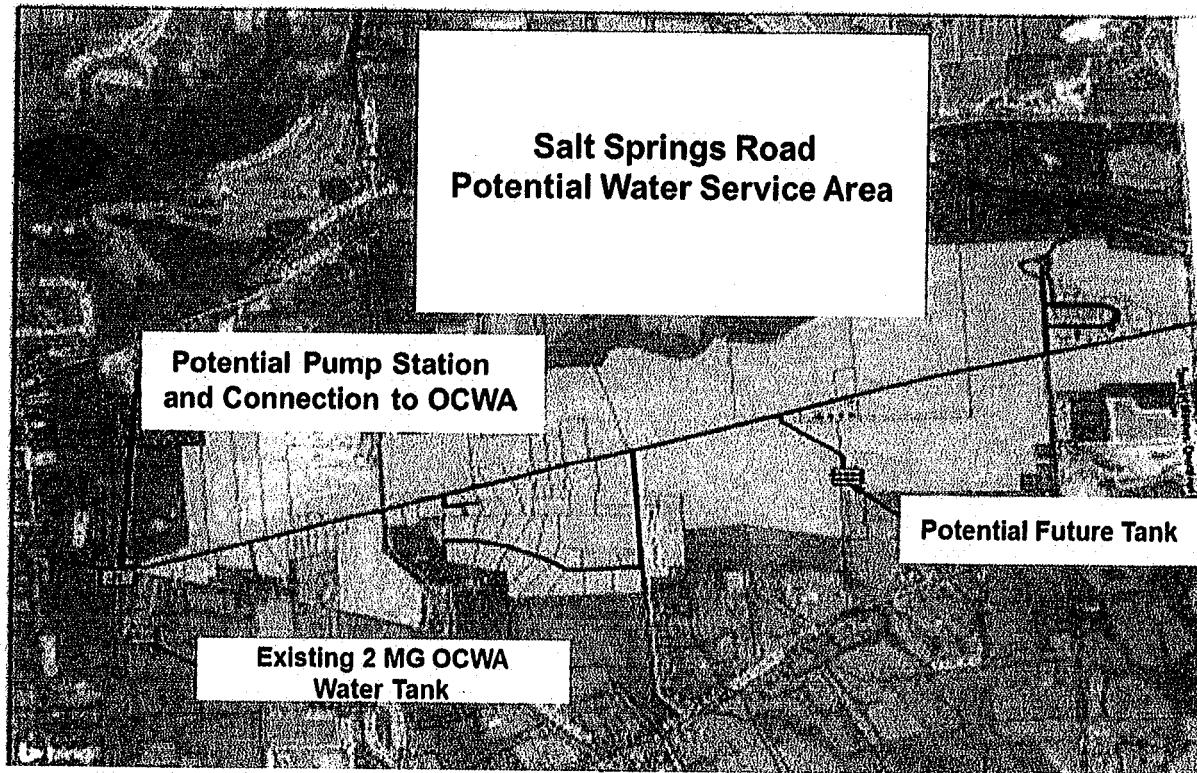


Agenda
Manlius Town Board
April 11, 2018
6:30 PM

1. The Pledge of Allegiance
2. Approval of Minutes – March 28, 2018
3. Approval of Abstract # 7
4. Annual Justice Court Audit
5. Final report for the proposed Salt Springs Water District
6. Correspondence/New Business
 - a. Highway Superintendent
 - b. Planning & Development
 - c. Attorney
 - d. Town Clerk
 - e. Police Chief
 - f. Town Board
 - g. Supervisor
Driver Safety Program
7. Adjournment

Salt Springs Road Joint Water Project

Town of Manlius Drinking Water Survey Final Report



Prepared by Kristy LaManche
KL Consulting Services
3481 S Street Road
Marcellus, New York

April 2018

Introduction

The Town of Manlius and Town of Sullivan began a discussion about the Salt Springs Road Joint Water District in 2016. The project would provide a safe and reliable potable water supply and fire protection for residents of a combined water service area in the Towns of Manlius and Sullivan. It would accommodate upgrades to the Sky Ridge Water District (Manlius) and extend service into the Town of Sullivan.

Miller Engineers was hired by the Town of Manlius to prepare a feasibility report for the Town's portion of the project. The report was completed in April 2016 and included information on the potential service area, in addition to several probable cost estimate scenarios. There are an estimated 154 parcels within the Town of Manlius that are included in the project. The majority of parcels are located on Salt Springs Road, Strawberry Lane, Horseshoe Lane, MacClenthen Road, Brae Leure Road, and Gulf Road. All homes in the proposed water district are currently served by individual residential water wells, with the exception of the existing Sky Ridge District which is provided water through a public ground water well for 29 homeowners.

The project proposes a connection to an existing water main system in the Town of Manlius currently operated by the Onondaga County Water Authority (OCWA) and a shared 2-million gallon water storage tank, pump station and pressure reducing valve. The proposed system would be operated and supplied water from OCWA and will generally consist of installing approximately 27,000 linear feet of 8-inch diameter water main, valves, fire hydrants, water services and appurtenances. The total project cost is estimated to be \$6 million dollars with \$2 million in costs to be shared by the Town of Sullivan. According to Miller Engineers' calculations of the estimated first year costs and potential grant funds available, the average cost for a residential user ranges from \$900 to \$2,480 per year.

Before the Town of Manlius can apply for financial assistance from state and federal agencies to reduce the costs to residents, a water district must be formed. In January 2018, the Town of Manlius hired KL Consulting Services, through a contract with Miller Engineers, to perform a survey to assess the community's desire to have public water extended to the Salt Springs Road Joint Water Service Area. The results of the survey will help the Town determine if there is enough interest from residents to proceed with district formation and the pursuit of financial assistance. Working with representatives of the Town and Miller Engineers, KL Consulting Services prepared a cover letter and survey (Appendix A) which was mailed out to 126 property owners in mid-February. Duplicate surveys were not mailed to property owners of more than one parcel within the project area. A second mailing was sent out the last week in February to those properties that had not responded. Completed surveys were to be returned to KL Consulting Services by Friday, March 9, 2018.

KL Consulting Services tracked all survey responses and entered the information into an Excel spreadsheet. Any additional comments that were written on the survey were recorded verbatim. One survey respondent included a letter addressed to Supervisor Theobald. A copy of the letter was forwarded to the Town and a representative from Miller Engineers. The letter is included in Appendix B.

Survey Results

A total of 93 surveys were returned out of the 126 that were mailed (74%) by the March 9 deadline. Below is a summary of the questions asked and the responses received. Responses to each question were tallied for the entire project area, as well as broken out by street, so that the Town can identify common themes throughout the proposed project area and per street. Additional comments included on the surveys are presented after the results of each question

Question 1: Where do you get your water? A total of 91 out of 93 people responded to this question.

	Drilled Well	Shallow Well	Spring	Other
All responses	85 (93)	1 (1)	0	5(6)
<i>Numbers in () represent the percentage of responses for each category</i>				
Responses by Street	Drilled Well	Shallow Well	Spring	Other
Brae Leure	8	0	0	0
Eagle Village N	1	0	0	0
Gulf Road	5	0	0	0
Horseshoe Lane	14	0	0	4
MacClenthen Road	6	0	0	0
Palmer Road	1	0	0	0
Salt Springs Road	42	1	0	1
Strawberry Lane	3	0	0	0
Anonymous	5	0	0	0

Some survey respondents also added additional comments about the source of their water including the following: Drilled well - community well; Neighborhood well – aging infrastructure; Neighborhood drilled well; Community well; Community well; OCWA Horseshoe Lane; and OCWA well on Gulf Road.

Question 2: Do you drink your well water? A total of 93 out of 93 people responded to this question.

	Yes	No
All responses	76 (82)	17 (18)
<i>Numbers in () represent the percentage of responses</i>		
Responses by Street		
Brae Leure	6	2
Eagle Village N	1	0
Gulf Road	5	0
Horseshoe Lane	17	2
MacClenthen Road	6	0
Palmer Road	1	0
Salt Springs Road	33	12
Strawberry Lane	3	0
Anonymous	4	1



<https://holmeswater.com/wp-content/uploads/2013/12/cup.jpg>

Some survey respondents also added stated: Very seldom drink water; Drink water after it goes through a water softener and reverse osmosis system; Alternate with bottle water; and Drink water through filter.

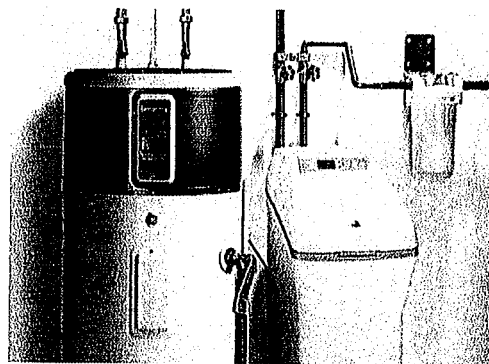
Question 3: How does your water taste? A total of 86 out of 93 people responded to this question.

	Good	Bad
All responses	68 (79)	18 (21)
<i>Numbers in () represent the percentage of responses</i>		
Responses by Street		
Brae Leure	6	0
Eagle Village N	1	0
Gulf Road	5	0
Horseshoe Lane	14	5
MacClenthen Road	6	0
Palmer Road	1	0
Salt Springs Road	29	12
Strawberry Lane	3	0
Anonymous	3	1

Some survey respondents also included additional comments about the taste of their drinking water as follows: Water tastes very good; Excellent water taste; Good taste with filter; Good taste after going through the reverse osmosis system; Water tastes okay; Water tastes bad but taste is fine with reverse osmosis filter; Water tastes not bad not great...good; Water tastes okay. Not great; and Water tastes poor.

Question 4: Do you use a water filtration or softener system? A total of people 92 out of 93 people responded to this question.

	Yes	No
All responses	76 (83)	16 (17)
<i>Numbers in () represent the percentage of responses</i>		
Responses by Street		
Brae Leure	8	0
Eagle Village N	1	0
Gulf Road	5	0
Horseshoe Lane	17	2
MacClenthen Road	5	1
Palmer Road	1	0
Salt Springs Road	32	12
Strawberry Lane	3	0
Anonymous	4	1



<http://preserveoakville.com/wp-content/uploads/2015/02/watersoftener.jpg>

Some survey respondents also included additional comments about the use of water filtration or softener systems for their drinking water as follows: I have a water filtration and softener (system); Our white clothing in the wash becomes less brilliant with every wash; and I hate buying salt and dragging those heavy bags to my basement.

Question 5: Have you ever run out of water? A total of 90 out of 93 people responded to this question.

	Yes	No
All responses	19 (21)	71 (79)
<i>Numbers in () represent the percentage of responses</i>		
Responses by Street		
Brae Leure	2	6
Eagle Village N	0	1
Gulf Road	1	4
Horseshoe Lane	5	13
MacClenthen Road	0	6
Palmer Road	0	1
Salt Springs Road	10	33
Strawberry Lane	0	3
Anonymous	1	4

Some survey respondents also included additional comments about water supply/quantity issues including: Low water Wednesdays; Run out of water later in evening; Pressure is poor at night and Wednesday mornings, low flow; Every night at 11:00 pm; Neighbors had a water shortage 91, 95, 88/ water problems 2017; Water pressure can be an issue; Ran out of water when power was out and broken pump; Not due to dry well - had a pump fail once; Ran out of water when pump broke; Ran out of water during drought; Close to run out of water; Close to run out of water almost 1-2 years; and Haven't run out of water so far.

Question 6: Have you ever had a bulk delivery of water? A total of 90 of 93 people responded to this question.

	Yes	No
All responses	13 (14)	77 (86)
<i>Numbers in () represent the percentage of responses</i>		
Responses by Street		
Brae Leure	2	6
Eagle Village N	0	1
Gulf Road	2	3
Horseshoe Lane	4	15
MacClenthen Road	0	6
Palmer Road	0	1
Salt Springs Road	4	38
Strawberry Lane	0	3
Anonymous	1	4



<http://www.mikevailtrucking.com/uploads/water-truck-lrg.jpg>

Some survey respondents also included additional comments about bulk water deliveries as follows: Bulk delivery when pool installed; Bulk delivery during drought many years ago, not to home; Bulk delivery into community water tower years ago; There has been a bulk water delivery in the past; No not since we have lived here (2005 to present). There were shortages in 1995, 1991, 1988; No bulk delivery but apparently neighborhood did in the past; No bulk delivery of water but use 5-gallon jugs though; ? (Interpreted as respondent does not know if they've ever had a bulk delivery); and I've lived here for 9.5 years, not while I've lived here (not sure if response is to question about contamination or bulk water delivery).

Question 7: Has you well ever been contaminated? A total of 88 out of 93 people responded to this question.

	Yes	No
All responses	13 (15)	75 (85)
<i>Numbers in () represent the percentage of responses</i>		
Responses by Street		
Brae Leure	1	7
Eagle Village N	0	1
Gulf Road	0	5
Horseshoe Lane	2	16
MacClenthen Road	0	5
Palmer Road	0	1
Salt Springs Road	9	33
Strawberry Lane	0	3
Anonymous	1	4

Those that responded "yes" to their wells being contaminated listed the following contaminants: lead, sediment, coliform, debris, brown color, ground runoff and bacteria.

Some survey respondents also stated: Well contaminated with lead. No idea if other contaminants; Well contaminated with coliform, but due to have being empty for a long time (estate sale); Well required adding bleach non-drinkable for several days. Not sure about contaminant; Our neighbors have had water contamination problems; Don't know if well was ever contaminated; Well not contaminated to my knowledge; Well not contaminated to our knowledge; Don't know if well contaminated '88 tested twice; and I've lived here for 9.5 years, not while I've lived here (not sure if response is to question about contamination or bulk water delivery).

Question 8: Are you concerned about fire protection? A total of 90 out of 93 people responded to this question.

	Yes	No
All responses	61 (68)	29 (32)
<i>Numbers in () represent the percentage of responses</i>		
Responses by Street		
Brae Leure	4	4
Eagle Village N	0	0
Gulf Road	4	1
Horseshoe Lane	19	0
MacClenthen Road	2	4
Palmer Road	0	1
Salt Springs Road	27	16
Strawberry Lane	2	1
Anonymous	3	2

Some of the survey respondents also indicated that they are: (I am) concerned about fire protection and want water (public) to be established before I even consider building and Always concerned about fire protection - fire...how? (house...? trucks?).

Question 9: Are you in favor of public water if the annual cost to extend service was \$900 to \$1,200? A total of 89 out of 93 people responded to this question.

	Yes	No
All responses	56 (63)	33 (37)
<i>Numbers in () represent the percentage of responses</i>		
Responses by Street		
Brae Leure	4	3
Eagle Village N	0	1
Gulf Road	5	0
Horseshoe Lane	18	0
MacClenthen Road	0	6
Palmer Road	0	1
Salt Springs Road	23	19
Strawberry Lane	2	1
Anonymous	4	1

There were four surveys that did not have an answer to this question: one from Brae Leure Road, one from Horseshoe Lane and two from Salt Springs Road. One of these respondents put a "+" between yes and no and commented "It is a bit much considering of taxes already are high." Two respondents wrote that they are "not sure" and one respondent circled "yes" and "no" and indicated if the \$900 to \$1200 was a "one-time fee then yes."

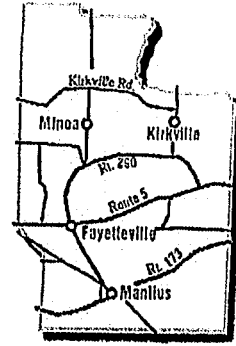
Additional comments that were written on the surveys are as follows (Note: "yes"/"no" indicated if the respondent circled one of the choices in addition to writing their comment):

- "Yes" Would pay more.
- "Yes" My house is 10 years old and I already had to replace a well pump - very costly. Very much in favor; please continue to get this done.
- "Yes" I bought this property to build a home. The well there now is not usable. I am concerned about fire protection and water (public) to be established before I even consider building. My mother and grandparents also live on Salt Springs Road and very much want public water.
- "Yes" As a resident of Horseshoe District who personally conducted this survey on Salt Springs Road I consider this questionnaire to be a waste of time and funds. We had a 90% approval rate/interest rate. The paperwork is at Clearpath.
- "Yes" Annual cost for how many years? Yes if a limited number of years.
- "Yes" In favor if a limited number of years.
- "No" Plus over \$2,000 first year cost!
- "No" (arrow to \$1,200) This high but my bigger concern is the cost to get the water to my house/barn.
- "No" We are already drowning in taxes! No No No
- "No" That estimate is too high.
- "No" I am interested in understanding what the "residential" capacity of the project is. I have not been able to get answers!
- "No" I am not interested in public water all.
- "No" Too much \$.
- "No" Firmly against.
- "No" Willing to pay \$50 to \$75 per month tops.
- Unsure if in favor - only been here since August.
- Unsure if in favor - it is a bit much considering of taxes already are high.
- (Circled both) One-time fee then yes, in favor; otherwise no.
- (Circled both) Annual cost for how long? Not sure if in favor.

Appendix A

Cover Letter and Survey

Town of Manlius



February 5, 2018

RE: Joint Salt Springs Water System Project

Dear Resident,

In July 2017, you received a letter regarding the discussion of a joint public water system between the Town of Sullivan and Town of Manlius along Salt Springs Road. Since then, the Town of Manlius has been working to develop a scope of work and assessment of probable cost estimates. Initial indications are that the project will exceed the New York State Comptroller's threshold of the average cost of a water system for Upstate New York communities, so we must form a water district in order to pursue funding from State and Federal agencies to offset costs to you and your neighbors. The full report, including cost projections, can be found on the Town's website (www.townofmanlius.org) or in person at the Manlius Town Clerk's office.

Enclosed is a short survey designed to help the Town determine if residents along Salt Springs Road are in favor of public water. If there is enough interest based on results of this survey, we will move forward with beginning the process of forming the water district and pursuing project financing. If there is not enough interest, we will not proceed with the project and will inform the Town of Sullivan that they will need to investigate other options. Please take a few minutes to complete the survey and mail it back to KL Consulting Services by March 9, 2018. (KL Consulting Services is working with Miller Engineers to coordinate the public outreach aspects of this project and also provide assistance with securing project financing.)

A public information session on this project will be held at Immaculate Conception Church, Dwyer Hall, 400 Salt Springs Rd., Fayetteville on Wednesday, March 7 at 6:30 pm. Representatives from the Town will be on hand to answer your questions and collect your survey if you haven't returned it by then. In the meantime, please feel free to contact me at (315) 637-3414 or etheobald@townofmanlius.org with any questions or comments you have.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Theobald".

Edmond J. Theobald
Supervisor

Edmond J. Theobald, Supervisor

Town Board - John R. Loeffler, Nicholas J. Marzola, Richard Rossetti, Vincent Giordano, Karen Green, Sara Bollinger

Salt Springs Road Joint Water Project
Town of Manlius ~ Community Survey

Name _____ Address _____

Please answer each question and circle only one response per question. Thank you.

Where do you get your water? Drilled well Shallow well Spring Other

Do you drink your well water? Yes No

How does your water taste? Good Bad

Do you use a water filtration or softener system? Yes No

Have you ever run out of water? Yes No

Have you ever had a bulk delivery of water? Yes No

Has your well ever been contaminated? Yes No

 If so, what was the contaminant? _____ please specify

Are you concerned about fire protection? Yes No

Are you in favor of public water if the annual cost to extend service was \$900 to \$1,200? Yes No

Please return this survey by March 9, 2018

Appendix B

Letter to Supervisor Theobald from Resident

cc'd 2/22/18
forwarded to
D. Miller +
A. Dot 2/22/18

February 14, 2018

Mr. Edmond J. Theobald, Supervisor
301 Brooklea Drive
Fayetteville, NY 13066

Dear Ed:

I have received the survey regarding the possible joint public water system on Salt Springs Road between the Town of Sullivan and Town of Manlius.

I'm still not sure the project has been explained in a manner that is easy for most people to understand, *nor is the survey*. Sadly, when that happens, the response is usually negative.

As a land and home owner of property on Salt Springs Road in both the Town of Manlius and the Town of Sullivan, I am strongly in favor of this project.

Water is singly the most important element in our world today. In this day and age, everyone should have water that is safe to use. While many of the residents have good wells and no shortage, often the water is extremely hard and needs to be treated. There are also some residents that struggle year to year to have enough water. I wonder how often those that may be against this project have their water tested for purity. *Salt Springs Road, like a good part of New York State, is and has always been farm land with all the possible contaminants that farming brings. Public water is added value to homeowners, and with it comes the availability for access to fire hydrants should the need arise.*

As it was explained at the meeting I attended and through several conversations since, if the applied for grants are approved, the annual cost for *all residents* would be approximately \$575 paid via our property tax bill.... regardless of whether they hooked up or not. This \$575+- is included in the \$900-\$1200 yearly cost as personal usage based on a family of 4. Connection charges would vary per residence. I have owned several residential properties in both the Town of Sullivan and the Town of Manlius, the cost of water has never exceeded \$300 per year. *Since no one can predict the future*, if a resident choose NOT to tie in, that \$575+- is still pretty cheap insurance to *guarantee the availability of water, aka "LIQUID GOLD," should someone lose their well or their house catches fire.*

I hope that you will continue to move forward with this project and present it so that it is easily understood. If I can be of any help, please let me know.


Marlene C. Denney

P.S. Ed, at my shop we have an average of about 40 employees, using water 5-6 days a week and we wash buses, our bill averages \$1500 per year.

Glatfelter Public PracticeSM

A Division of Glatfelter Insurance Group

Town of Manlius

Driver Safety Program

DRAFT

Driver Safety Policy Statement

It is the policy of the Town of Manlius (hereinafter "Town") to provide a safe and healthy workplace for our employees. We believe all that all incidents are preventable and that all employees should return home from the job in the same condition in which they arrived. We will provide a compressive health and safety plan that includes safety while operating vehicles to help accomplish our safety goals.

Respecting this, the Organization Name will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the Organization Name subscribes to these principles:

1. All accidents are preventable through the implementation of effective safety and health control policies and programs.
2. No job is more important than an employee's health and safety.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for employees, holds reliance in higher regard with customers, and increases productivity. For this reason, Organization Name will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Organization Name is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of the Organization Name will set a positive example with good attitudes and a strong commitment to safety and health in the workplace. Toward this end, management must monitor facility health performance, safety, working environments, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this facility. Everyone's goal must be to improve safety awareness continuously and to prevent accidents and injuries.

The Town will provide top-level support for the driver safety program. We believe in open and honest communication and encourage our employees to report any condition that they deem unsafe in their work environment. Employees should feel comfortable reporting these issues and should be confident that we will not reprimand them for doing so.

Supervisor

Date

Driver Safety Accountability

Each level of the organization has responsibility for the safe operation of company vehicles or personal vehicles while on company business. Each role is defined below:

1. Leadership

Town leadership must ensure the program is appropriately resourced to implement the program, collect and communicate appropriate information, review incidents and collisions, ensure driver training is completed as required, and pursue areas for continual improvement.

2. Vehicle Safety Manager

The Town vehicle safety manager is responsible for the execution of this plan, appropriate driver training, overseeing the driver selection process, and reviewing all accidents. The vehicle safety manager should set goals for the safe operations of vehicles, monitor the results, and report the results to organizational leadership.

3. Immediate Supervisor

Immediate supervisors are responsible for the coaching, recognition, and discipline of drivers for both safe and unsafe vehicle operations. Supervisors have the front-line responsibility for the success of the driver safety program.

4. Employee

Town employees are required to operate vehicles safely in all situations. This includes operating vehicles at or below posted speed limits, driving defensively, avoiding aggressive behaviors or actions, following all fleet safety rules, reporting unsafe vehicle operating conditions immediately, and reporting accidents as soon as possible.

Driver Safety Rules

Each driver is expected to follow these fleet safety rules:

1. Employees of the Town may only operate company vehicles, which have been approved by the employer. Family members, non-employees, or unauthorized employees are not allowed to operate any company vehicle. All company vehicles are to be used for company business purposes only, and no personal use of vehicles is allowed.
2. Operate motor vehicles in a safe manner.
3. Abide by driver safety regulations outlined in this program.
4. Maintain a valid driver's license and adhere to license restrictions.
5. Participate in company-sponsored activities or programs designed to improve driver safety.
6. Report all vehicle accidents (vehicle, cargo, personal injury, and property), no matter how minor, to the vehicle safety manager and/or supervisor.
7. Maintain vehicles according to established maintenance standards.
8. Adhere to state and federal motor carrier regulations.
9. Report all unsafe conditions pertinent to the vehicle for which they are assigned.

10. Ensure all persons driving or riding in a company vehicle are wearing seat belts.
11. Operate vehicles within posted speed limits at all times.

Driver Selection Process¹

Purpose

The Town has an obligation to make sure anyone driving a company-owned or company-leased vehicle, or anyone driving on company business has a valid driver's license. The Town is also obligated to make sure that drivers do not have a history of unsafe driving behaviors.

The Town has enacted a policy regarding driver's license record checks. This policy also institutes an action plan for drivers who have a history of unsafe driving. The policy will be referred to as the Town Driver Selection Process (DSP).

1.0 Scope

The DSP applies to the following:

- All persons who drive a company owned or company leased vehicle.
- All persons who drive personal vehicles for business use.
- All persons who drive any other vehicle for company business.

2.0 Definitions

- 2.1 *Company Motor Vehicles* include all motor vehicles that are owned, leased, or rented by the company and any other vehicles used for company business.
- 2.2 *Driver* refers to all persons described in section 2.0 of the DSP.
- 2.3 *Suspension of Driving Privileges*: Includes any suspension, revocation, or other loss of a driver's operating privileges as a result of motor vehicle-related violation(s).
- 2.4 *Administrative Suspension of Driving Privileges* includes any suspension of operating license as the result of administrative actions. They include nonpayment of child support, nonpayment of taxes, and any other instance that does not involve a motor vehicle violation.
- 2.5 *Preventable Collision*: A collision is preventable when it is determined that a driver's actions (or inaction) put him or her into a position in which a collision occurs.
- 2.6 *Non-preventable Collision*: A collision is non-preventable when no matter what action the driver took; he or she could not have avoided the collision.
- 2.7 *At-Fault Collision*: A collision is at fault with respect to a driver when the investigating authority determines that the driver was responsible for at least 51 percent of the cause of the collision.
- 2.8 *Not-at-Fault Collision*: A collision is considered not-at-fault with respect to a driver when the investigating authority determines that the driver was responsible for less than 51 percent of the cause of the accident.

¹ Safety Professionals Handbook: Technical Applications Volume II, Joel M. Haight, PhD, PE, Editor

2.9 Serious Driving Infractions: The infractions include:

- 2.9.1 Any suspension of driving privileges.
- 2.9.2 Any driving-under-suspension violations.
- 2.9.3 Any driving-under-the-influence violation.
- 2.9.4 Any offense involving fleeing or evading police, or related actions.
- 2.9.5 Any violation involving leaving the scene of a motor vehicle collision.
- 2.9.6 Any reckless driving violation
 - 2.9.6.1 Reckless driving is defined as the willful and wanton disregard for the safety of persons or property.

3.0 Requirements for Consideration of Employment

3.1 This section of the DSP is applicable to all persons who operate vehicles within the scope of their employment with the Town and is a consideration of employment to any person who has been given a conditional offer of employment.

3.2 General Requirements

- 3.2.1 Any person who falls under the scope of this section must possess a current and valid driver's license that is issued by the controlling authority where the applicant currently resides.
- 3.2.2 Persons who fall under the scope of this section must give written permission to conduct a check of their motor vehicle records (MVR). The federal Driver's Privacy Protection Act of 1994 is the primary law governing an organization's ability to collect and use employee's MVRs. Under this law, state's DMVs are restricted from disclosing personally identifiable driver records without first obtaining the driver's express written consent. Consent is a condition of employment if an employee is responsible for the operation of a company owned, leased, or rented vehicle, or if they will use their own vehicle on company time.

3.3 Considerations

- 3.3.1 Persons who have received a conditional offer of employment will not be eligible for employment if, within the past three years, they:
 - 3.3.1.1 Received a conviction for any serious driving infraction as defined by the DSP, such as occasions where they were convicted of driving under the influence (DUI)/driving while intoxicated (DWI) within the last three years.
 - 3.3.1.2 Received three or more convictions for speeding violations in excess of 20 mph in the last 18 months.
 - 3.3.1.3 Received four or more convictions for moving violations within the last 24 months.
 - 3.3.1.4 Were involved in more than two preventable collisions in the last three years.

4.0 Driver License Record Checks

On an annual basis, or more frequently, the Town will run a check on the drivers' license of all individuals who fall under the scope of the DSP policy. Violations and collisions will be considered based on the time frames provided in section 3.3.1.

Driver Monitoring Process

The Town believes that proactively intervening in driving behaviors is essential to our Driver Safety Plan. The following process will be used to measure driving performance and to implement interventions to reduce the likelihood that a driver falls into Level II, Level III, or Level IV.

Risk-Level Classifications

The following risk level classifications will be used to manage drivers with motor vehicle collisions and violations and will determine which interventions will result from each driver's activities.

0-3 Points – (Minimal Risk) **Level I**

4-6 Points – **Level II**

7-9 Points – **Level III**

10+ Points – **Level IV**

Risk-Level Interventions

All interventions must be communicated to employees (in writing) with a clear expectation for improvement.

Level I

Drivers will complete a computer-based training program that addresses the specific problems they are experiencing. The training will include testing to document the results of the training.

Level II

At their own expense, drivers will attend an instructor-led, eight-hour classroom and behind-the-wheel program that addresses their specific problems.

Level III

At their own expense, drivers will participate in a one-on-one, full day training lesson that addresses the specific problems they are experiencing. A comprehensive report will be filed that details the drivers driving habits. Level III drivers also face further disciplinary action up to and including termination. Level III drivers cannot operate a company owned, leased, or rented vehicle until this intervention is complete.

Level IV

Level IV drivers will be stripped of their driving privileges while on company time. Level IV drivers also face further disciplinary action up to and including termination. Level IV drivers cannot operate a company owned, leased, or rented vehicle until this intervention is complete. Level IV drivers will be terminated if driving is a core duty of their job.

Dispute of Findings

Once a risk-level driver is notified of the findings from a driver's license records check, he or she has 30 days to dispute the findings. To be removed from a risk-level category, a driver's violation(s) must be removed from the driver's license records by the issuing authority that posted them. If within 30 days, a driver notifies the company that the violation(s) have been removed, then the company will conduct another MVR check. If the driver no longer falls into a risk-level category, no further action will be taken. The company reserves the right to remove the driver from all driving responsibilities during the 30-day dispute period.

Violation Point Assessment

No Points	
• Non-moving violations	• Equipment violations
Two Points	
• One preventable collision • Windshield or window obstruction • Speeding (up to 10 mph over speed limit) • Driving with expired license • Red/Yellow light violation • Backing up violation • Failure to yield • Seatbelt violation • Improper lane change	• Following too closely • Improper turn, lane use, or passing • Headlight violation • Disobedience of traffic devices • One-way street violation • Blocking intersection • Failure to obey police officer • Improper signaling
Four Points	
• Driving too fast for conditions • Passing stopped school bus • Speeding (11 to 20 mph over speed limit) • Failure to yield to emergency vehicle	• Speeding (school zone) • Unrestrained child • Inattentive driving • Talking on cell phone
Six Points	
• Two preventable accidents in one year • Speeding (21-30 mph over speed limit) • Texting or emailing while driving	• Programming GPS while driving • Any other distracted driving offense
Ten Points	
• Three preventable collisions in one year • Fleeing or evading police and related offenses • Speeding (31+ mph over speed limit) • Driver's license suspension • Driving while license is suspended	• DWI or DUI and other related substance abuse violations • Hit-and-run violation • False reports • Reckless driving
Twenty Points	
• Four preventable collisions in two years • Any felony charge except DUI or DWI	• Reckless Driving

Reporting Violations

Drivers who fall under the DSP must report, to their immediate supervisor, when they are charged with motor vehicle violations as follows:

- With 72 hours of first reporting workday, they must report any moving violation with which they have been charged.
- They must immediately report any suspension of driving privileges.
- Within 24 hours of their first reporting workday, they must report any serious infraction as defined by this policy.

Any violation that affects a driver's license status affects the driver's ability to operate a vehicle for this company legally. Therefore, report of violations includes violations that occur on either company or personal time and includes incidents that include either company or personal vehicles.

Supervisors who receive a self-reported notification of a violation from an employee will, as soon as possible, report this information to Human Resources, Risk Management, or the Vehicle Safety Manager.

Driver Performance Management

The performance review of an employee whose primary role within the organization is driving should include annual goals relating to safe driving. These employees should also have formal driver evaluation forms completed by their immediate supervisor at least once annually.

Those employees who are not primary drivers should have at least one goal related to safety in their performance objectives. Any at-fault accidents or unsafe driving behaviors should impact that rating.

Corporate Cell Phone Policy²

At the Town, we deeply value the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of cell phones while driving, we are instituting a new policy. Company employees may not use cellular telephones or mobile electronic devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

- When employee is operating a vehicle owned, leased or rented by the Company.
- When the employee is operating a personal motor vehicle in connection with Company business.
- When the motor vehicle is on Company property.
- When the cellular telephone or mobile electronic device is company owned or leased.
- When the employee is using the cellular telephone or mobile electronic device to conduct Company business.

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

² <http://safety.nsc.org/cellphonekit>

Vehicle Inspection and Maintenance

Vehicles should be maintained in-line with the manufacturer's specification and local legal requirements. Vehicle inspections should be completed as required by the local jurisdiction. Employees are expected to inspect the condition of the vehicle that they are driving prior to the trip and to report any unsafe operating conditions to the fleet safety manager immediately.

Accident Reporting and Investigations³

An accident investigation is a search for facts. Management of the Town must not only determine what happened, but why it happened, and most importantly, how employees can avoid similar collisions. It is the responsibility of the supervisor to investigate collisions involving employees in their area. Environment, road and vehicle conditions, human behavior, and organizationally accepted behavior must all be considered. The success of the investigation depends on the supervisor's ability to obtain facts without prejudice and without trying to support preconceived notions.

The Town's ultimate goal in preventability determination is self-improvement to prevent accidents in the future. This is not a faultfinding mission.

The guidelines on the following pages are meant to help supervisors perform the investigative and preventability determination part of their job. By following the step-by-step procedure as outlined, supervisors will be able to gather enough information for their purposes, as well as to provide the Town with legal and financial documentation. It is essential for reports to be as complete and accurate as possible because it is, in many cases, the only official document of the collision to submit to insurance or to justify disciplinary action.

Employee Responsibilities

After being involved in a vehicle collision:

1. Call 9-1-1.
2. Stop immediately to investigate.
3. Help anyone who is injured.
4. Contact your immediate supervisor once the scene is assessed.
5. Protect your vehicle from further damage or theft without putting yourself in danger.
6. If possible, do not move any vehicles until the police arrive.
7. Be courteous, but do not sign anything or discuss the collision with anyone except the police and the Town representative, once identified.
8. Do not admit any responsibility or agree to pay for anything.
9. Obtain witness contact information. If names are refused, obtain vehicle license plate information.
10. If possible, take pictures of the vehicle(s) at the scene.

³ NETS Comprehensive Guide to Road Safety p. 28-33

Supervisor Responsibility

When an employee calls to report a collision:

1. Make sure the employee is not injured and is out of harm's way.
2. Determine if the employee needs immediate medical attention and provide the employee with the means to receive medical attention (call an ambulance if one hasn't been called).
3. Ensure the employee followed the steps above.

At the Scene

When arriving at the scene (when appropriate), the supervisor will:

1. Check on the condition of the employee and others involved.
2. Secure the vehicle and its contents.
3. Photograph the scene.
4. Gather information for your report.
5. Sketch the scene.
6. Secure witness statements.

Photographing the Scene

Take pictures of the collision scene from as many angles as possible. Take shots of the vehicles from a distance to make sure you capture the surrounding area as well. Close-ups of any damage, inside or outside the vehicles, or to the surrounding property should be included. If the vehicles have been moved, photograph each from as many angles as possible. Remember, it is better to have too many pictures instead of not enough.

Gathering Information at the Scene

Precise location of the collision – be sure you know:

1. City, state, and county where the collision occurred;
2. Name of Highway, street or route;
3. Nearest street address if the collision occurred in a built-up area;
4. Distance from the nearest intersection or other landmark.

Parties Involved – be sure you know:

1. Names, addresses, and phone numbers of all parties involved, including passengers, witnesses, and police officers (if possible, obtain the police officer's badge number);
2. The owners of any vehicles or other property involved in the collision;
3. Other driver's insurance company, policy number, agent's name, and agent's phone number.

Vehicles involved – be sure you know:

1. Make, model, year, license plate number, color, and type;
2. Damage sustained by each vehicle.

Extent of injuries – be sure you know:

1. If possible, determine the exact nature and extent of injuries to anyone involved in the collision.

2. Be sure your driver is physically and mentally able to drive before allowing him/her to continue.
3. If possible, determine the name, address and telephone number where injured parties are transported.
4. If possible, determine the name of the ambulance company.

Measurements – be sure you know:

1. Length of skid marks (only if it is safe to do so).
2. Width of road or highway (if safe)
3. Distance from the point of impact to at least two stationary objects.

Driving conditions – be sure you know:

1. Road surface and condition.
2. Weather and lighting conditions at the time of the collision.

Determine if alcohol and drug testing requirements are met. If any of the following occurs as the result of the collision, Organization Name management must conduct a post-collision drug and alcohol test on the employee:

1. Fatality;
2. Moving violation is issued to the driver.

Determine if the employee was using a cellular phone when the accident occurred. Remind them that this information will be obtained from records to encourage honesty.

Sketching the Scene

Sketch the collision scene as accurately as possible, including all physical features in the vicinity such as trees, fences, walls, ditches, and signs. Traffic signs and signals, as well as the names of streets and highways, are also extremely important.

Also, be sure to show:

1. Direction of vehicles involved prior to the accident.
2. Point of impact (make note of its distance from a fixed reference point)
3. Final resting place of vehicle(s) as a result of the collision
4. Length of all skid marks
5. Width of road and individual traffic lanes

Back at the Office: Determining Preventability

After investigating a collision, you must determine whether or not it was preventable on the part of your employee. The Organization Name considers a collision/occurrence preventable unless the employee did everything possible to prevent it, including anticipating the hazard and applying the appropriate defensive driving procedures.

Remaining objective is important. It will not be easy, but personal feelings for the employee involved must not be allowed to influence the decision. The effects of that decision go well beyond the particular employee and collision in question.

By that definition, preventability goes far beyond legal liability as far as Organization Name is concerned. It is possible for an employee to have a preventable collision/occurrence while not being legally at fault. Company drivers, as trained professionals, bear more responsibility for preventing collisions than ordinary motorists. That standard is admittedly high, but comes with the territory and is universally accepted throughout the industry.

By classifying a collision/occurrence non-preventable, a supervisor may be giving unspoken approval for certain driving behavior for all his/her employees. By ruling one preventable, the supervisor defines certain behavior as unacceptable by the corporation's standards. In short, each decision sets the driving standard and expectations for the employees.

Driver Training⁴

There shall be a process to ensure all employees and contractors who drive for the company are appropriately trained for the specific vehicles to be operated, and that the training is adequately documented.

Universal Training for all Employees

Annual classroom or computer-based safety awareness training, including policy review certification, is required for all employees who drive on or off the job. The annual training should address general hazard awareness (including fatigue management and distracted driving), items identified through a review of historical collisions and policy review certification. This training should be offered to all individuals who drive on behalf of the company.

Light Vehicle Training for Company Drivers

All company drivers of light passenger vehicles are required to complete the universal annual training. In addition to the universal training requirements for all employees, training for Company Drivers of Light Vehicles must include the following:

1. Light vehicle defensive driver training within 90 days of hire or as soon as training is reasonably available for all company driver and every three years thereafter.
2. A formal driver evaluation should be completed at least annually by the driver's immediate supervisor. Targeted training should be developed to address any unsafe driving behaviors that are observed during these sessions.

⁴ NETS' Comprehensive Guide to Road Safety, pp 35-36

Medium and Heavy Vehicle Training

In addition to all training requirements of light vehicle company drivers, operators of medium or heavy vehicles must include the following:

1. Specific Vehicle training in the applicable vehicle at least once every three years.
2. Classroom or computer-based training in the two years between the defensive driving courses.
3. Specific training for individuals who transport others.

High Risk Driver Management

Drivers who are identified as high risk per the Driver Selection Process must receive:

1. A coaching session with the driver's immediate supervisor immediately after the At-Risk driver classification;
2. Driver training appropriate to mitigate the behaviors that led to the high-risk classification within 90 days of the classification.
3. Two assessment drives that last an entire shift within 12 months of a high-risk driver classification.

Formal Driver Evaluations

Driver evaluations are opportunities for supervisors to review the driving skills and vehicle condition one-on-one with their company drivers. They are meant to provide immediate feedback on driving skills and identify areas for improvement. The supervisor should complete a driver evaluation within 15 days of an employee becoming a driver and every year thereafter. The following checklist should be used and signed by the supervisor and the driver.

Driver Evaluation Form ⁵

Scan 360° Skills	Positive Behavior	Needs Improvement	Not Observed
Adjust mirrors to reduce blind spots before starting to drive.	☐	☐	☐
Scan ahead of, behind, and to both sides (360°) if the vehicle while driving.	☐	☐	☐
Checks rear- and side-view mirrors every 4-8 seconds while driving.	☐	☐	☐
Reacts early to hazards ahead by covering the break or moving to another lane.	☐	☐	☐
Continues to scan 360° while the vehicle is stopped.	☐	☐	☐
Scans 360° and turns to look over the shoulder while backing.	☐	☐	☐
Can describe appropriate "escape routes" when driving or stopped.	☐	☐	☐

Comments:

Following Distance	Positive Behavior	Needs Improvement	Not Observed
Always maintain at least a two-second following distance.	☐	☐	☐
Increases following distance to 4-8 seconds in poor weather/road conditions.	☐	☐	☐
Increases following distance to compensation for tailgaters.	☐	☐	☐
Quickly drops back to safe following distance if another car cuts in ahead.	☐	☐	☐
Uses low-beam headlights on the roadway so the vehicle is visible to others.	☐	☐	☐
Reduces speed on unpaved roads	☐	☐	☐
Approaches slow moving vehicles with caution.	☐	☐	☐
Yields at unmarked or reduced visibility intersections	☐	☐	☐
Reduces speed when going from paved to unpaved roads	☐	☐	☐

Comments:

Intersection Skills	Positive Behavior	Needs Improvement	Not Observed
Slows, checks cross-traffic and covers the brake before passing through intersections.	☐	☐	☐
Avoids entering intersections on a yellow light.	☐	☐	☐
When stopped, can clearly see that the rear tires of car ahead touch the pavement.	☐	☐	☐
Signals intention to turn well in advance.	☐	☐	☐
When turning left, waits to turn wheels until all cross traffic has cleared.	☐	☐	☐
Waits two full seconds before entering an intersection after green light.	☐	☐	☐

Comments:

Braking Skills	Positive Behavior	Needs Improvement	Not Observed
Uses "ready brake" whenever there is a potential problem ahead.	☐	☐	☐
Uses "30% braking" to bring car to a smooth stop.	☐	☐	☐

Comments:

⁵ NETS' Comprehensive Guide to Road Safety, pp. 37

Vehicle Walk Around

☐ Good Condition

☐ Exterior Needs Maintenance

☐ Interior Needs Maintenance

Supervisor's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____

DRAFT

Appendix A: Accident Investigation Form

DRAFT

Vehicle Accident/Loss Investigation Report

(This is not a claim form)

Fire Department: _____ Date: _____

Address: _____

Name of Driver: _____

Type of Vehicle: _____ Vehicle ID/Unit Number: _____

Date Driver was Last Certified on the Above Vehicle: _____

Date of Accident: _____ Time: _____ Date Reported: _____

Location of Accident: _____

Roadway

- | | |
|------------------------------------|---|
| ☐ Straight | ☐ 2-lane |
| ☐ Curve | ☐ 3-lane |
| ☐ On grade | ☐ 4-lane |
| ☐ Level | ☐ Divided |
| ☐ Hillcrest | ☐ Rural |
| ☐ Dry | ☐ Lanes marked |
| ☐ Wet | ☐ Lanes unmarked |
| ☐ Muddy | ☒ No road defects |
| ☐ Snowy | ☐ Holes, ruts, etc. |
| ☐ Icy | ☐ Loose material |
| ☐ Oily | ☐ Other |

Accident Occurred

- ☐ At station
- ☒ Responding to emergency
- ☐ At emergency scene
- ☐ Returning from emergency
- ☐ Training
- ☐ Convention or parade
- ☐ Other

Type of Loss

- ☐ Personal injury
- ☐ Property damage
- ☐ Vehicle damage

Weather

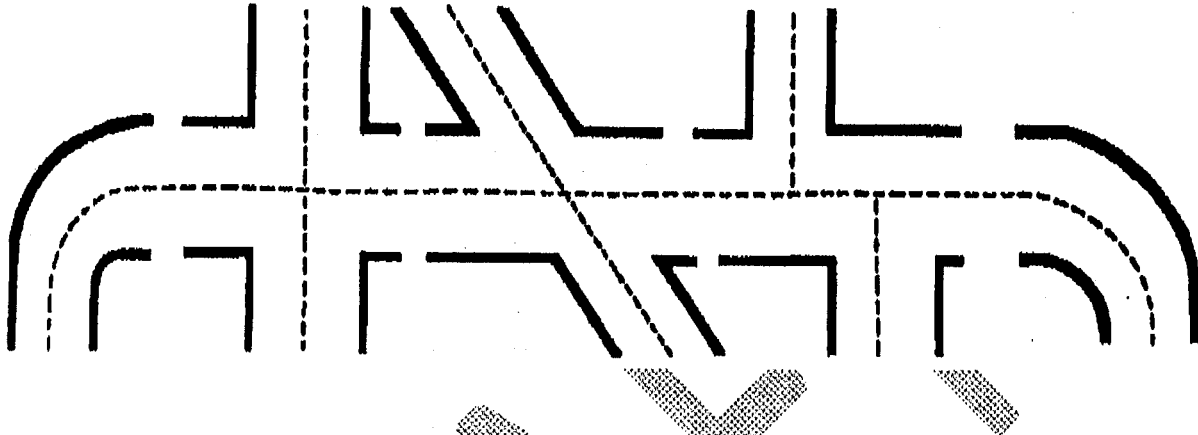
- ☐ Clear
- ☐ Rain
- ☐ Snow
- ☐ Fog
- ☐ Other

Description of Accident: _____

Motor Vehicle Diagram

Complete the following diagram showing direction and positions of automobiles involved, designating clearly point of contact.

Indicate North



Give street names and directions

Your Vehicle



Other Vehicle(s)



Instructions:

1. Show vehicles and direction of travel
2. Use solid line to show path of each vehicle before accident, dotted line after accident

Safety Analysis

What acts, failures to act and/or conditions contributed most directly to this accident? (Immediate Cause)

What are the basic or fundamental reasons for the existence of these acts and/or conditions? (Fundamental Cause)

What action has or will be taken to prevent recurrence? Place "X" by items completed.

Safety Supervisor's Comments:

Driver's Signature

Date

Supervisor's Signature

Date

Safety Supervisor's Signature

Date