

Driver Safety Procedure

Purpose

To specify safe driving practices that apply to those operating motor vehicles within the scope of their employment duties at Intermountain.

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Scope

Intermountain Health Care, Inc.

Definitions

Company Business - Arising out of, or in the course and scope of conducting business for Intermountain Healthcare, Inc.

Vehicle - Vehicle owned, leased or rented by Intermountain and personal vehicles used for company business.

Fleet Management - A department of the Supply Chain Organization coordinating vehicle purchase, lease, and rentals.

Procedure

- 1 Vehicles owned or leased by Intermountain may only be operated on Company Business or for special activities when approved by the employee's supervisor.
- 2 Employees must meet the criteria established in the *Driver Qualification Procedure* in order to drive Vehicles on Company Business.
- 3 Driver and Supervisor Requirements
 - 3.1 All occupants of a Vehicle or must wear safety belts while the Vehicle is in operation except in shuttle buses where the installation of seat belts is not required under Utah law.
 - 3.2 Employees are prohibited from overloading and/or overcrowding a Vehicle, which may result in unsafe operation. Drivers should not carry more passengers than the number of seat belts installed.
 - 3.3 Avoid distractions while driving, including but not limited to:
 - 3.3.1 Operating a cell phone, unless it is hands-free for talking and listening
 - 3.3.2 Operating any portable electronic device while the vehicle is in motion (laptop, MP3 player, etc.)
 - 3.3.3 Attending to personal hygiene (putting on makeup, shaving, etc.)
 - 3.3.4 Searching for something inside the vehicle while the vehicle is in motion
 - 3.3.5 Engaging in any form of road rage
 - 3.3.6 Transporting hitchhikers or strangers
 - 3.3.7 Having pets in the vehicle
 - 3.4 Report any damage to the vehicle or accident involving the vehicle as soon as possible to Risk Management (see *Motor Vehicle Accident Report Procedure*).
 - 3.5 Traffic citations received by the driver of a Vehicle, whether received as a result of a moving or standing violation, are the sole responsibility of the individual cited.
 - 3.5.1 Intermountain is responsible for citations issued as a result of its failure to properly equip or maintain a Vehicle owned or leased by Intermountain.
 - 3.5.2 Parking citations may be exempt, as determined by each supervisor, based on the circumstances.
 - 3.6 Individuals operating a Vehicle for Company Business must do so in a safe manner. Drivers must not be impaired by medication, alcohol, drugs, fatigue or other factors.
 - 3.7 If a supervisor determines an employee unfit to drive, he or she is responsible to postpone the employee's use of a Vehicle (see *Fitness for Duty Policy*).
 - 3.8 Firearms are not permitted in any Vehicle owned, leased or rented by Intermountain.
 - 3.9 Vehicles owned, leased or rented by Intermountain must not be modified for towing purposes, unless specifically required for Company Business and approved by Fleet Management. Additionally, Vehicles owned, leased or rented by Intermountain may not be used to tow personal recreational vehicles including, but not limited to boats, campers, and trailers.
 - 3.10 All occupants are prohibited from smoking in Vehicles owned, leased or rented by Intermountain.
- 4 The Accident Review Board meets quarterly, or more frequently as needed, to review employee accidents and monitor compliance with the *Motor Vehicle Accident Reporting Procedure* and *Driver Qualification Procedure*.

Exceptions