

SAMPLE SEATBELT POLICY (1)

1. The [Authority/City/County] has declared that any and all passengers, including the driver, riding in a vehicle owned by [Authority/City/County] are required to properly wear installed seat belts when operating an [Authority/City/County] vehicle.

Exceptions are as follows:

- a. Tractors/equipment without a "Roll-Over Protection System (ROPS)
- b. Specialized construction equipment.
- c. Prisoner/suspect of law enforcement officers being transported for short distances in the back seat of the vehicle when restraining devices or other documented circumstances prevent the proper wearing of seat belts.
- d. Other exceptions must be requested in writing giving a full justification. Requests will be addressed to the [Risk Management/HR/other] Department for approval.

2. A failure to use your seat belt is a serious safety violation and is not to be taken lightly. It is a known fact that seat belts can and do help reduce the severity of injuries when they are properly used. Proper use constitutes proper adjustments as well as proper latching of the unit.

Employees who receive an auto allowance or for any other reason for operating their personal vehicle on [Authority/City/County] business are required to wear their seat belts in their personal vehicles as well as those in [Authority/City/County] vehicles. To bring employees into compliance with this policy:

First Offense: Will result in a written warning;

Second Offense: Will result in a two-day suspension without pay.

Third Offense: Will result in the loss of driving privileges for those who drive [Authority/City/County] vehicles;

Offense for Those who receive auto allowance: Will be the forfeiture of that allowance.

SAMPLE SEATBELT POLICY (2)

Required Seat Belt Use:

We value the lives and safety of our employees. Because it is estimated that seat belts reduce the risk of dying in a motor vehicle crash by 45 percent, our [authority/city/county] has adopted the following policy concerning employee seat belt usage.

In addition to following all traffic regulations, all employees and their passengers are required to use a set belt when traveling in any vehicle while in the course of conducting [authority/city/county] business. The requirement applies to business travel in a vehicle owned by the [authority/city/county], in a rental vehicle and in a vehicle owned by an individual employee, regardless of whether the employee is compensated for the use of his/her vehicle.

If an employee is provided a [authority/city/county] owned vehicle that is used in the course of his/her employment and is also available for that employee's personal use, that employee, together with all passengers who occupy the vehicle at anytime and for any purpose, whether business-related or personal, are required to use seat belts at all times the vehicle is in motion.

The use of seat belts is to be considered a condition of employment with this company. Failure to abide by this stated policy will be considered a breach of that condition of employment and subject the person in violation to disciplinary action, including suspension and possible termination.

SAMPLE SEATBELT POLICY (3)

Introduction. Because seat belts are the best protection against injury or death in a crash, a (authority/city/county) seat belt use policy is extremely important. The simple act of buckling up reduces the chance of serious injury or death by 40% to 60% and can save money for (authority/city/county).

Policy. (Name of authority/city/county) recognizes that seat belts are extremely effective in preventing injuries and loss of life. We care about our employees, and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Therefore, effective (date), it will be (authority/city/county) policy that seat belts shall always be used by both drivers and passengers while traveling on official company business. Employees are strongly encouraged to use their seat belts off the job as well. The purpose of this policy is to establish mandatory belt use as an organizational priority and designate responsibility for implementation and enforcement.

Application. The seat belt use policy applies to all employees and occupants of any vehicle driven by employees, including rentals and personal vehicles when used on official company business.

Responsibility. Managers and supervisors must demonstrate their commitment to this policy by communicating it to their employees, monitoring compliance, evaluating effectiveness and taking disciplinary action against violations.

Belt Systems Maintenance. Seat belts in all (authority/city/county) vehicles are to be maintained so that they are clean and in good working order.

Employee Education. Information on the benefits of seat belts, as well as (authority/city/county) commitment to their use will be emphasized in new employee orientation, training, handbooks, safety rules and internal communications. Employees will be required to sign a pledge to use seat belts as a condition of employment. Managers and supervisors are encouraged to promote and provide time for employee awareness programs to explain the benefits of seat belts both on- and off-the-job.

Enforcement. Seat belt use is such a common, healthy practice that the need to actively enforce this policy should be rare. However, the policy will be enforced the same as other (authority/city/county) rules, and employees who violate it will be subject to disciplinary actions which may include dismissal. Managers and supervisors have an obligation to encourage and routinely monitor usage. The driver of the vehicle is responsible for enforcing seat belt use by all occupants.