

# Confederated Tribes of the Colville Reservation Vehicle & Fleet Policy

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2014-272

## RESOLUTION

**WHEREAS**, it is the recommendation of the Law & Justice Committee to approve the revised vehicle policy for the Colville Confederated Tribes. It is known the policy was needing an update since CBC passed resolution 2013-137 which eliminated the Motor Vehicle Report (MVR) point system.

**THEREFORE, BE IT RESOLVED**, that we, the Colville Business Council, meeting in a **SPECIAL SESSION** this 15<sup>th</sup> day of May, 2014 acting for and in behalf of the Colville Confederated Tribes, Nespelam Washington, do hereby approve the above recommendation of the Law & Justice Committee.

The foregoing was duly enacted by the Colville Business Council by a vote of **8 FOR 0 AGAINST 0 ABSTAINED**, under authority contained in Article V, Section 1(a) of the Constitution of the Confederated Tribes of the Colville Reservation, ratified by the Colville Indians February 26, 1938, and approved by the Commissioner of Indian Affairs on April 19, 1938.

ATTEST:



**Michael O. Finley, Chairman**  
Colville Business Council

cc: Jim Boyd, Committee Chair  
Nuomi Yazzie, Committee Secretary  
Trisha Jack, CBC Recording Secretary  
Francis Soliday, Executive Director  
Delora Wulff, BIA Superintendent  
Anna Vargas, Reservation Attorney  
David Oseuga, Comptroller  
Dept. or Program: Larry Robiette,  
Property, Casualty, & Fleet



# Confederated Tribes of the Colville Reservation Vehicle & Fleet Policy

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## **Overview**

Certain privileges are given to an authorized driver of the Tribes' vehicles. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all time and following the policies and procedures outlined in the Vehicle Policy Guidelines.

## **Vehicle Policy Guidelines**

The Colville Tribes' Vehicle Policy has been established to help ensure the safety of the drivers, vehicles, general public, and property. It informs you, the driver, what is expected to maintain safe vehicle operation. Anyone operating a motor vehicle in performance of duties in support of the Tribe must comply with the requirements of this policy. Managers will be responsible for ensuring that Personnel comply with all requirements contained in this policy. Failure to adhere to the policy may be grounds for disciplinary and or adverse action as outlined in the Employee Policy Manual.

The policy shall pertain to all Tribal and Tribal Enterprise Programs, including, CTFC, (Colville Tribal Federal Corporation) and elected officials of the Colville Tribe who:

- Are authorized and/or assigned the use of a Tribal vehicle.
- Drive leased, commercial, and rental vehicles in course of job duties
- Drive their personal vehicle for the benefit of the Colville Tribe's. Note: If you drive your personal vehicle on Tribal business on a regular basis, you must provide a certificate of insurance to the Colville Tribes, verifying a minimum personal automobile liability coverage limit of \$200,000 and written authorization from the Program Manager for which the employee works. Under no circumstances will the Tribe be responsible for any damages to your vehicle caused by an accident.

## **I. LICENSING REQUIREMENTS**

A MVR (Motor Vehicle Report) will be requested annually to verify employee eligibility. To be eligible to drive any Tribal and/or GSA vehicle, leased, commercial, rental or privately owned vehicle on tribal business, or hold any position which requires driving on a regular or specific project you must:

- A. FOR QUALIFYING DRIVERS OF TRIBAL/GSA VEHICLES WITH GROSS WEIGHT OF 26,000 LBS AND UNDER.
  - a. Possess a valid State drivers license for the class of vehicle to be operated
  - b. Meet the established MVR (Motor Vehicle Report) requirements.
- B. FOR VEHICLES WITH GROSS VEHICLE WEIGHT 26,0000 LBS AND OVER, IN ADDITION TO I-A, THE FOLLOWING WILL APPLY:
  - a. Driver Qualification and Identification Certificate
  - b. Medical Examiner's Certificate
  - c. Certificate of Driver's Road Test
  - d. Certificate of Written Examination, Questions & Answers
  - e. Driver Data Sheet (from Driver Qualification File)

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## II. OBTAINING AND EVALUATING MOTOR VEHICLE REPORTS (MVR)

Note: MVR's are processed by the Colville Confederated Tribes, are considered confidential information and should not be discussed with others without a signed release and a specific reason.

- A. Driver's Responsibility
  - a. Drivers are responsible for immediately notifying their direct supervisor and/or program manager of all Major Moving Violations and All Accidents.
  - b. An employee whose license is suspended or revoked during her/his employment must notify his/her immediate supervisor within 5 (five) working days of the suspension/revocation.
  - c. Drivers who do not report all major Moving Violations, Accidents immediately or suspension/revoked license within 5 (five) working days will be subject to disciplinary action as outlined in the Employee Policy Manual.

## III. REMOVING AND REINSTATING DRIVER STATUS

Those drivers with unacceptable or borderline MVR's will be ineligible to drive a Tribal Vehicle until the time they have a valid license.

## IV. ALCOHOL AND DRUGS

- A. No employee who has consumed alcoholic beverages or illegal drugs will operate a tribal vehicle, rental vehicle, or their own vehicle while on tribal business.
- B. Alcoholic beverages are not permitted in tribal vehicles.
- C. If you must take prescribed drugs or medication which may cause drowsiness, dizziness, or impairment of normal functions you must notify your supervisor and a decision will be made at that time regarding the driving of tribal vehicles or your own vehicle for tribal business and your work schedule.
- D. Refer to the Tribes' adopted "Drug Policy"

## V. ACCIDENTS/INCIDENTS

- A. All accidents in Tribal vehicles whether owned, leased, rented or borrowed must be reported immediately to the Tribal Police and the Property & Casualty Office, giving details of the accident, to include but not limited to the following information:
  - a. The name, address, and phone numbers of those involved and of any witnesses.
  - b. All pertinent information the other vehicle(s) if any.

**Note: At no time shall the employee admit fault until the Tribes review the circumstances. In case of injury or death, notify the Executive Director immediately by telephone at 1-888-881-7684 or (509) 634-2238.**
- B. When an accident occurs the driver should follow the instruction on the accident kit, Exhibit 1, found in the glove compartment of all vehicles.
  - a. All accidents must be called in immediately to Program Manager or other designated individual and to Property & Casualty Insurance.
  - b. If an employee is responsible for the accident/incident, they will be immediately accompanied by their Supervisor to complete a post accident UA, (if the employee tests positive for drugs or alcohol, then they will be subject to disciplinary action as outlined in the Tribes Employee Policy Manual, (EPM).

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- c. A claim must be filed for all accidents, whether the driver's fault or not.
- C. The driver must complete a Claim Form, Exhibit 2.
  - a. The person responsible for the fleet will review the accident with the driver and make appropriate comments on page 2 of the form.
  - b. The supervisor's comments may include a recommendation regarding preventability.
  - c. The Safety Committee under Executive Session will review all accidents involving all bodily injury or property damage, in accordance with Section IV, Alcohol and Drugs.
- D. The Claim form is then forwarded to the Safety Committee for final action and determination of preventability.
  - a. The driver is notified in writing of the outcome.
  - b. The driver's file is documented.
  - c. If the accident was determined to be preventable and/or resulted in points on the Driver record, a new MVR will be obtained to determine continued eligibility to drive.
  - d. The completed reviews should be circulated to the Program for review and information purposes.

## VI. REVIEW COMMITTEE

- A. The purpose of the Safety Committee (Tribe/CTFC/) is to determine the preventability of accidents. It is imperative that the committee maintain consistency and fairness in all situations.
- B. If there is not functioning Safety Committee, a Review Committee will be established by Tribal Administration.
- C. No member of the Safety Review Committee will be allowed to participate in a review an accident/incident in which they were involved.
- D. Reviewing Procedures
  - a. All accidents/incidents involving bodily injury or property damage will be reported monthly
  - b. If more than one employee was involved, each employee must be interviewed separately.
  - c. Area of discussion/review:
    - i. Nature of the accident/incident
    - ii. Circumstances surrounding the accident/incident
    - iii. Determination: The committee will determine whether or not the accident was preventable or non-preventable in accordance with the GUIDE FOR DETERMINING PREVENTABILITY OF MOTOR VEHICLE ACCIDENTS, Exhibit 5. The guide is based on National Safety Council Rules
    - iv. Findings will be reviewed with the employee.
- E. The Program Manager and/or the employee's direct supervisor are responsible for seeing that the appropriate actions are taken and documented.

## VII. VEHICLE INSPECTION AND MAINTENANCE

- A. Driver Inspections

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- a. "Walk around" inspections should be performed before each use of the vehicle or equipment.
  - b. The inspections should be performed by the driver.
  - c. DRIVER'S VEHICLE CONDITION REPORT, Exhibit 3, should be used to document the inspection.
  - d. Completed forms should be maintained in the vehicle for a period of one month.
  - e. A copy must be turned into the Program Manager or other designated individual who is responsible for making and documenting that the necessary repairs are made.
- B. Driver's log
- a. Should be kept in accordance with current DOT, State, and Tribal requirements using Driver's Mileage Log form, Exhibit 4.
- C. Maintenance
- a. Each Program/Entity is responsible for keeping maintenance files on each of its Tribal/GSA vehicles.
  - b. Regular preventative maintenance should be performed in accordance with the manufacturer's recommendations or past usage experience.
  - c. All work performed must be documented using PREVENTATIVE MAINTENANCE AND REPAIR RECORD, Exhibit 5, or equivalent.
  - d. In the event of an accident, the ability to document proper vehicle maintenance can preclude allegations of negligence.
    - i. Records should be maintained by the Program Manager or other designated individual who is responsible for ensuring that regular maintenance is completed and documented.
    - ii. If outside vendors maintain records, a current set should also be kept in Program records.

## VIII. OPERATOR RULES

Violation of these rules will be subject to disciplinary and or adverse action as outlined in the Employee Policy Manual under the Travel Policy.

- 1 It is the Tribal policy that all Tribal vehicles must be driven in a safe and intelligent manner at all times. Our vehicles are our most important working tools and must be treated as such.
- 2 The safety of the equipment and vehicles must never be entrusted to who are not properly licensed to drive that particular vehicle. All drivers are expected to have a valid State Driver's License and a safe driving record as reported by the Department of Motor Vehicles. Where required by DOT regulations, drivers shall have a valid Commercial Driver License. At no time will the use and control of the tribal vehicle be delegated to anyone who is not an employee unless approved by the Executive Director.
- 3 Drivers are expected to know and comply with all motor vehicle laws. A current copy of your State's Driver's Handbook should be available from the Safety Coordinator for reference purposes.
- 4 Only employees, staff, or authorized clients are permitted in tribal vehicles.
- 5 Hitchhikers are not permitted.
- 6 Tribal vehicles are to be used for Tribal business only.

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- 7 You must obtain written vehicle authorization approval for after/before hours and weekends or holidays before leaving. Members of your family, neighbors, or friends may not operate the vehicle except in an emergency.
- 8 All speed limits must be observed and followed.
- 9 Safety belts will be worn at all times.
- 10 All traffic signals and signs will be obeyed.
- 11 Adequate following distances should be maintained with necessary braking distance kept in mind.
- 12 Follow parking rules.
- 13 Employees receiving a traffic violation/citation while using a company vehicle will be responsible for payment and liability of that citation/violation.
- 14 Smoking, Eating and drinking in vehicle are prohibited.
- 15 Unauthorized stops for personal use are prohibited.
- 16 Damages to a Tribal vehicle, interior or exterior, regardless of how minor must be reported to the employee's immediate supervisor.
- 17 Major accidents and those involving bodily injury are to be reported to the employee's immediate supervisor for investigation. Police reports should be made if necessary, as well as driver exchange information. Procedures should be followed as outlined in the Tribal Investigation Reporting Procedure.
- 18 All vehicle accidents and incidents will be fully investigated by the employee's immediate supervisor.
- 19 Drivers are responsible or inspecting their vehicles prior to use and reporting any mechanical or physical problems to the program manager.
- 20 The Tribe maintains adequate vehicle insurance coverage. An insurance card and copy of the vehicle registration is kept in each vehicle.
- 21 Personal property may be carried (when legal) in tribal vehicles. Such personal property may not be attached to a tribal vehicle in any way that might damage the interior or the exterior finish, (i.e., CB radio may not be attached to the dashboard, a cellular phone may not be installed and an extra antenna may not be affixed to the body unless specifically authorized by the Tribe).
- 22 There is no insurance provided for the personal property carried in a tribal vehicle.
- 23 Any equipment which is attached to or alters the performance of a tribal vehicle is not allowed.
- 24 Tribal vehicles may not be used to tow personal trailers of any kind (unless specifically authorized by the Executive Director).
- 25 To ensure a safe and timely delivery schedule, all vehicles must be kept in good repair.
- 26 Every vehicle must be equipped with the proper flares, reflectors, and a fire extinguisher to be used in case of an emergency situation or breakdown. Drivers must be trained in proper use of emergency equipment.
- 27 All tailgate lifts must be equipped with a safety bar or chains.
- 28 Tailgate lifts must be in good working order. When dollies are used on tailgate lifts, they must be checked in a proper manner to ensure that they do not roll.
- 29 All trucks and trailers must be checked while loading and unloading to ensure that they don't roll when loading heavy dollies or during forklift operation.
- 30 Rear doors of trucks and trailers are to be inspected periodically to make sure latches are rollers are working properly. Rear doors must be equipped with a padlock for both security and safety transporting.

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- 31 Drivers will comply with all applicable DOT specification and standards, some of which include: weight of vehicles, maximum length between axles, maximum overall length, and height of vehicles.
- 32 Using a cell phone while operating a Tribal/GSA vehicle is prohibited

## **IX. VEHICLE USER ACKNOWLEDGMENT**

- A. Each Driver should receive a copy of the Tribal entity's Vehicle Policy.
- B. Have the employee sign the Vehicle User Information, Exhibit 6 and place the signed form in the employee's driver file.

## **X. Definitions**

- a. Employee: All permanent, part-time, temporary and seasonal employees where their job description requires the position to drive as a part of their duties.
- b. Motor Vehicle: A government or Tribal owned, rented or leased motor vehicle and/or privately owned, rented or leased motor vehicle, with a gross vehicle weight (GVW) of less than 26,000 pounds, designed to transport less than 15 people, and which does not haul hazardous materials or tow vehicles with a GVW of 10,000 pounds or more (e.g. sedans, light trucks, sports utility vehicles (SUVs) and all terrain vehicles, (ATVs).
- c. Motor Vehicle Operator: An employee who drives a motor vehicle, including commercial motor vehicles, in the performance of their duties and responsibilities.
- d. Commercial Operator: An employee who operates a commercial vehicle and is required to possess a Commercial Driver's License (CDL).
- e. Commercial Motor Vehicle: A vehicle having a GVW rating of more than 26,000 pounds, a vehicle towing a trailer weighing 10,000 pounds or more, a vehicle hauling hazardous material which requires display signs noting the hazardous material content of the vehicle, a vehicle designed to transport 15 or more people including the driver, or a school bus. Operators of these vehicles must have a valid CDL.

## **Fleet Management Services**

### **Purpose**

The purpose of Fleet Management Services (FMS) which is part of the Property & Casualty program is to help allocate and track vehicles to make the most use of the available resources while maintaining service to the organization as well as the Tribal Membership. The services which FMS provides are: Purchase, replacement, maintenance, cost reports, and repair for the Colville Confederated Tribe.

### **PURCHASE**

To purchase a vehicle here are the suggested steps to follow:

- a. Know what type and specifics of a vehicle which will meet the need of your department.
- b. Know what your budget is for the vehicle.
- c. Send a requisition (exhibit 7) to Property & Casualty.

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## **REPLACEMENT**

When replacing a vehicle it is similar to purchasing a vehicle with these exceptions:

- a. If the vehicle has residual value this should be known in the purchasing or leasing of a new vehicle. Please use the Vehicle Insurance Request Form (exhibit 8).
- b. Send the Property Survey Board form to FMS along with the information on the replacement vehicle to update the insurance as well as the fleet inventory (exhibit 9).

## **MAINTENANCE**

The process for maintenance of vehicle:

- a. Follow manufacture maintenance schedule.
- b. Report to FMS any issue regarding vehicle. (Accident, Service Engine Light, recall notice, etc.)
- c. Send in copy of Work Order/Request to FMS (exhibit 10).
- d. It is expected the Inventory Specialist or Property Custodian will make the arrangements to have preventive maintenance schedule and done with a report to FMS. If there is need of major maintenance (driveline, engine, or electrical) FMS needs to be notified immediately.
- e. Any accident occurs please follow the insurance policies and procedures and notify FMS.

## **COST REPORTS**

Part of managing the vehicle is to have timely reports regarding the monthly, quarterly, and annual cost. The reports will be generated based on GSA, credit card, and when available a fleet management software. It is important to know where the vehicles are by locations in case of emergency, security, and inventory purposes.

## **REPAIR**

To obtain the most value out of the vehicle it is important to properly maintain the vehicle. In maintenance this includes preventive maintenance (oil change, air filters, windshield wipers, fluids, tire rotation, etc...), repair due to accidents, and repair due to mechanical failure.

Vehicles should be expected to last until they have been driven for 10 years according to AAA 2012 survey information. In ensuring longevity of the vehicles when reporting a repair here are the steps:

- a. Seek a local repair shop to provide the basic service (Jacksons, Les Schwab, Birds, etc...) please send a copy of work order/repair to FMS.
- b. If major repairs are necessary (this is usually more than \$600.00) then a bids or quotes will be needed as outlined in the Purchasing procedures. Please send copy of information to FMS to help track vehicle history/use.



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## CHECK OUT OF VEHICLES FROM FLEET MANAGEMENT SERVICES

### Location

Fleet Management Services (FMS) is located at the TOSHA building (14 Entiat Street) on the agency campus. Fleet vehicles are held in a secured motor pool fenced area. The RESERVATION RENTAL RIGS (Triple R) is the designation of the fleet motor pool.

### **Phone numbers and hours**

The phone number to call on campus is (509) 634-2011. The service hours for RRR are 7:00 am till 2:00 pm to make reservation and check in is to before 4:00 pm Monday through Friday. All weekend and after hours calls please contact the Property & Casualty Manager. After hours calls will be accepted until 9:00 pm at (509) 631-4918.

# Confederated Tribes of the Colville Reservation Vehicle & Fleet Policy

### What to do if you're involved in an accident

Being involved in an accident can be a nerve-racking, disorienting experience. That's why this Accident Report Guide was created. It is intended to help you gather the information needed in the event of an accident. While we hope you never need this information, it's here if you do. Keep this booklet, along with your insurance ID card in the glove compartment of the insured vehicle. Follow the instructions in this booklet and complete the Accident Report Guide after an accident.

**In the event of an accident, please remember to:**

- NEVER** "Make a Deal" for damages.
- NEVER** leave the scene of even a MINOR accident.
- NEVER** accept an offer of cash, check or "private" settlement.
- NEVER** disavow injury to you or your passengers.
- NEVER** offer to pay ANYTHING even if you think you are at fault.
- NEVER** administer first aid unless you are LICENSED to do so.

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- ALWAYS** (when conditions permit) move to shoulder or other "SAFE AREA" to prevent further damage.
- ALWAYS** ask someone to summon police and seek medical assistance. Repeat at 5-minute intervals.
- ALWAYS** remember the 3C's: Remain CALM, COURTEOUS, CONSISTENT in your version of the accident.
- ALWAYS** obtain complete information from those involved. See next panel.
- ALWAYS** complete this report on the scene - not later on.
- ALWAYS** obtain the names of witnesses including addresses and phone numbers.
- ALWAYS** notify the owner of the car you are driving as soon as possible.

### Injured

NAME \_\_\_\_\_ AGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DRIVER       RIDER - YOUR CAR      POSITION IN CAR \_\_\_\_\_

PEDESTRIAN       RIDER - OTHER CAR      POSITION IN CAR \_\_\_\_\_

NATURE AND EXTENT OF INJURY \_\_\_\_\_

AMBULANCE CALLED?     YES     NO

NAME \_\_\_\_\_ AGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DRIVER       RIDER - YOUR CAR      POSITION IN CAR \_\_\_\_\_

PEDESTRIAN       RIDER - OTHER CAR      POSITION IN CAR \_\_\_\_\_

NATURE AND EXTENT OF INJURY \_\_\_\_\_

AMBULANCE CALLED?     YES     NO

### Your Vehicle

VEHICLE YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

DRIVEN BY \_\_\_\_\_

NATURE AND EXTENT OF DAMAGE \_\_\_\_\_

### Witnesses

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

Exhibit 1 page 1

# Confederated Tribes of the Colville Reservation Vehicle & Fleet Policy

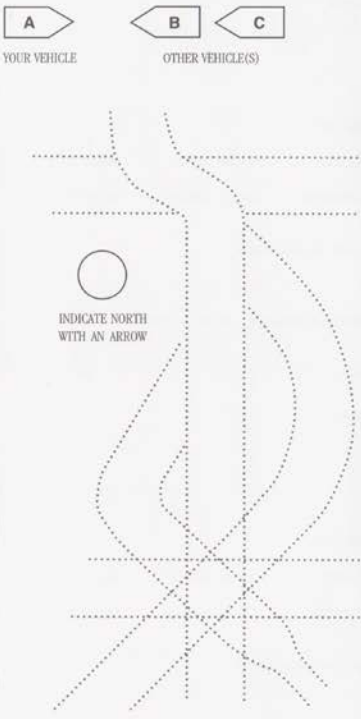
Accident Report Guide	Diagram	Other Vehicle
<p><b>Important:</b> If possible, fill in this form at the scene of an accident. Report all accidents immediately to your independent agent or broker.</p>	<p>USE THIS DIAGRAM TO SHOW NAMES OF HIGHWAYS AND DIRECTION OF VEHICLES INVOLVED, DESIGNATE YOUR VEHICLE AND OTHER VEHICLES.</p>	
<p><b>Police Report</b></p> <p>OFFICER _____</p> <p>PRECINCT _____</p> <p>SUMMONS ISSUED _____</p>	<p><b>A</b>      <b>B</b>      <b>C</b></p> <p>YOUR VEHICLE      OTHER VEHI(S)</p> 	<p>DRIVER _____ AGE _____</p> <p>ADDRESS _____</p> <p>TELEPHONE _____</p> <p>DRIVER'S LICENSE NUMBER _____ STATE _____</p> <p>VEHICLE YEAR _____ MAKE _____ MODEL _____</p> <p>OWNER OF VEHICLE _____</p> <p>ADDRESS _____</p> <p>TELEPHONE _____</p> <p>INSURANCE COMPANY _____</p> <p>POLICY NUMBER _____</p> <p>NATURE AND EXTENT OF DAMAGE _____</p> <p>NUMBER OF PASSENGERS _____</p> <p>STATEMENTS MADE BY OTHER DRIVER _____</p>
<p><b>Description of Accident</b></p> <p>DATE/TIME _____</p> <p>LOCATION (STREET, CITY, STATE) _____</p> <p>ESTIMATED SPEED OF VEHICLES _____</p> <p>DESCRIPTION OF WHAT HAPPENED _____</p> <p>WHO RECEIVED VIOLATION? _____</p> <p>WEATHER CONDITIONS _____</p>	<p>INDICATE NORTH WITH AN ARROW</p>	<p>(CONTINUED ON REVERSE SIDE)</p>

Exhibit 1 page 2



**Confederated Tribes of Colville Reservation  
Property & Casualty Insurance**

P.O. Box 150 • Nespelem, WA • 99155 • Ph: 509-634-2018 • Fx: 509-634-2091

**Claim for Damages**

**Please Type or Print in Ink**

Mail or Deliver Original Claim to: **Property & Casualty Office  
14, Entiat Street  
Post Office Box 150  
Nespelem, Washington 99155**

**Claim Information**

- (1) Employee name: \_\_\_\_\_  
(Last Name) (First) (Middle) (DOB: mm/dd/yyyy)
- (2) Current program address: \_\_\_\_\_
- (3) Mailing address (if different): \_\_\_\_\_
- (4) Employee daytime phone numbers: \_\_\_\_\_  
(Home) (Work) (Cell)
- (5) Employee email address: \_\_\_\_\_

**Incident Information**

- (6) Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.  
If the incident occurred over a period of time, date of first and last occurrences:  
From: \_\_\_\_\_ Time: \_\_\_\_\_ a.m/p.m.  
To: \_\_\_\_\_ Time: \_\_\_\_\_ a.m/p.m.
- (7) Location of incident: \_\_\_\_\_
- (8) Colville Confederated Tribes department(s) or employee(s) allegedly responsible for damages/injuries: \_\_\_\_\_
- (9) Names, addresses, and contact numbers of all persons involved in, or witness to, this incident: \_\_\_\_\_
- (10) Vehicle year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License: \_\_\_\_\_  
VIN: \_\_\_\_\_

Colville Tribes Risk Management Office

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## Pre-Trip Fleet Vehicle Inspection Form

**DRIVER MUST INSPECT THE ASSIGNED VEHICLE BEFORE THE VEHICLE IS MOVED.**

**DRIVER: USE THIS CHECK LIST AS A GUIDE FOR INSPECTING THE VEHICLE.**

**CHECK "OK" IF ITEM FUNCTIONS PROPERLY AND "REPAIR" IF REPAIR IS NEEDED.**

Vehicle Receiving Inspection: \_\_\_\_\_ License No. \_\_\_\_\_

Odometer Number: \_\_\_\_\_ Driver Name: \_\_\_\_\_

OK	REPAIR	ENGINE OFF CRITERIA
		ENGINE OIL WITHIN ACCEPTABLE LIMITS
		FAN BELTS TIGHT AND SHOW NO OBVIOUS DAMAGE
		COOLANT LEVEL ACCEPTABLE
		TIRE TREAD AND SIDEWALLS SHOW NO DAMAGE
		TIRE INFLATION
		WINDOWS CLEAN INSIDE AND OUTSIDE
		WINDSHIELD WIPERS CLEAN AND NOT STUCK TO WINDSHIELD
		SEAT BELT FUNCTIONS CORRECTLY
		EMERGENCY / INCIDENT REPORTING KITS AVAILABLE
		FIRE EXTINGUISHER AVAILABLE
		<b>ENGINE ON CRITERIA</b>
		HEADLIGHTS FUNCTION ON BOTH HI AND LO BEAM
		TURN SIGNALS FUNCTION
		BRAKE LIGHTS FUNCTION INCLUDING THIRD BRAKE LIGHT
		REVERSE LIGHTS / BACK UP ALARM FUNCTIONS
		FLUID LEAKS DISCOVERED
		HORN SOUNDS
		MIRRORS FUNCTION AND ARE CLEAN
		BRAKES FUNCTION CORRECTLY
		ANY NEW DAMAGE NOTED PRIOR TO USING THIS VEHICLE?

NOTES: \_\_\_\_\_

I have personally inspected the vehicle above and have found it to be in the condition listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Exhibit 5

## A GUIDE TO DETERMINE ACCIDENT PREVENTABILITY

### 7.1 DEFENSIVE DRIVING

The National Safety Council's Safe Driver Award is designed to recognize expert safe driving performance, not just average performance. The Award is based on the concept of defensive driving--the ability to avoid accidents in spite of the wrong actions of the other driver and in spite of adverse driving conditions.

### 7.2 STANDARD OF PERFORMANCE

Accidents involve so many different factors that it is impossible to set hard and fast rules to classify them preventable or non-preventable. Each member must make this determination. In making these decisions, a member will answer the question "What standard of safe driving performance do we expect of our drivers in this company?" If a company is lenient, it condones a mediocre standard of safe driving performance. Drivers respect a strict interpretation of the rules so long as the company takes the time and effort to insure that these interpretations are made consistently and impartially. The following paragraphs are offered as a guide in determining the preventability of accidents.

### 7.3 PERSONAL VEHICLES AND PERSONAL USE OF EMPLOYER VEHICLES

If an employee operates his own vehicle on official company business, accidents sustained by him must be adjudged according to these rules. Accidents involving drivers operating their own vehicles during off-duty hours shall not be charged against the Safe Driver Award. Reimbursement mileage should be a guide to determine this factor.

Accidents involving company owned vehicles permanently assigned to employees for business and personal use when operated by the company employee, whether for company business or not, shall be charged against the Safe Driver Award.

### 7.4 ACCIDENTS INVOLVING MORE THAN ONE COMPANY DRIVER

When two or more vehicles of a fleet enrolled in the Safe Driver Award program are involved in the same accident, each driver may be charged with a preventable accident regardless of which one was primarily responsible for the occurrence. Although two or more employees may be riding on the same vehicle, a preventable accident will be charged only against the person operating the vehicle.

### 7.5 WITNESS STATEMENTS

Each driver involved in an accident usually contributes to it in some degree. If the "other driver" admits he was at fault, it usually only means that he sees how he contributed to the situation. Admission of being at fault by the "other driver", a record of the "other driver" being cited for a traffic violation and witness or police statements of exoneration for the company driver are not, in themselves, conclusive evidence to adjudge an accident "non-preventable." It is likely that the member driver contributed to the situation in some manner.

Statements of exoneration are generally based on legal responsibility without respect to the definition of preventability used in these Safe Driver Award Rules. Consequently, a careful study must be made of all conditions to determine how the employee in question contributed to the situation by acts of omission or commission.

Unless through investigation indicates that employee in question could not have avoided involvement, by reasonable defensive driving practice, the following types of accidents will be regarded as **PREVENTABLE**.

#### **7.6 INTERSECTIONS**

It is the responsibility of professional drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the "other driver" to conform to law or traffic control devices will not automatically discharge an accident as "not preventable." Intersection accidents are preventable even though the professional driver has not violated traffic regulations. His failure to take precautionary measures prior to entering the intersection are factors to be studied in making a decision. When a professional driver crosses intersection and the obvious actions of the "other driver" indicated possible involvement either by reason of his excess speed, crossing his lane in turning, or coming from behind a blind spot, the decision based on such entrapment should be **PREVENTABLE**.

#### **7.7 BACKING**

Practically all-backing accidents are preventable. A driver is not relieved of his responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances for himself.

#### **7.8 FRONT-END COLLISIONS**

Regardless of the abrupt or unexpected stop of the vehicle ahead, your driver can prevent front-end collisions by maintaining a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of front-end collisions.



Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.

## 7.9 REAR-END COLLISIONS

Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in his own following distance. Rear-end collisions preceded by a roll-back, an abrupt stop at a grade crossing, when a traffic signal changes, or when your driver fails to signal a turn at an intersection, should be charged **PREVENTABLE**. Failure to signal intentions or to slow down gradually should be considered **PREVENTABLE**.

## 7.10 PASSING

Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver's responsibility.

## 7.11 BEING PASSED

Sideswipes and cut-offs involving a professional driver while he is being passed are preventable when he fails to yield to the passing vehicle by slowing down or moving to the right where possible.

## 7.12 LANE ENCROACHMENT

A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic. Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances.

Squeeze plays causing involvement with parked cars, pillars, and other structures, can be prevented by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

## 7.13 GRADE CROSSINGS

Collisions with fixed rail vehicles, such as trains, streetcars, etc., occurring at grade crossings, in traffic, in a rail yard, switch area, or on private property are the responsibilities of the professional driver to prevent. When a vehicle is parked across a rail siding, the driver must first determine if

it is safe and permissible and, furthermore, must stand by in case conditions change by the movement of rail cars during the parking interval.

## **7.14 OPPOSING VEHICLES**

It is extremely important to check the action of the company driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact, must be carefully verified. Even though an opposing vehicle enters your drivers' traffic lane, it may be possible for your driver to avoid the collision. For example, if the opposing vehicle was in a passing maneuver and your driver failed to slow down, stop, or move to the right to allow the vehicle to re-enter his own lane, he has failed to take action to prevent the occurrence. Failing to signal the opposing driver by flickering the headlights or sounding the horn should also be taken into account.

## **7.15 TURNING**

Turning movements, like passing maneuvers, require the most exacting care by a professional driver. "Squeeze plays" at the left or right turns involving other vehicles, scooters, bicycles, or pedestrians are the responsibility of the driver making the turn. Failure to signal, to properly position the vehicle for the turn, to check the rearview mirrors, to check pedestrian lanes, or to take precautionary action from tip-offs from the other vehicle immediately preceding the incident. U-turns by your driver that result in a collision are **PREVENTABLE**.

## **7.16 PASSENGER ACCIDENTS**

Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it must be considered preventable when your driver stops, turns, or accelerates abruptly. Emergency action by the company driver to avoid a collision that results in passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver.

## **7.17 PEDESTRIANS**

Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. An unusual route of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents. Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, shopping areas, residential streets, and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular situation. Bicycles, motor scooters and similar equipment are generally operated by young and inexperienced operators. The driver who fails to reduce his speed when this type of equipment is operated within his sight-distance has

failed to take the necessary precautions to prevent an accident. Keeping within posted speed limits is not taking the proper precaution when unusual conditions call for voluntary reduction of speed.

## **7.18 WEATHER**

Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, snow, fog, sleet, or icy pavement have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions, or to "call it a day" when necessary, should be cause for deciding an accident preventable. Failure to use safety devices such as skid chains, sanders, etc., provided by the company, should be cause for a preventable decision when it is reasonable to expect the driver to use such devices.

## **7.19 ALLEYS, DRIVEWAYS, AND PLANT ENTRANCES**

Accidents involving traffic originating from alleys, driveways, plant entrances, and other special interesting locations should be carefully analyzed to determine what measures the professional driver might have taken to avoid the occurrence. Failure to slow down, sound a warning or to yield to the other driver, can be considered cause to judge such an accident preventable.

## **7.20 FIXED OBJECTS**

Collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements under viaducts, inclined entrances to docks, marquees projecting over traveled section of road, and similar situations are not, in themselves, valid reasons for excusing a driver from being involved. He must be constantly on the lookout for such conditions and make the necessary allowances.

## **7.21 PRIVATE PROPERTY**

When a driver is expected to make deliveries at unusual locations, construction sites, etc., or on driveways not built to support heavy commercial vehicles, it is his responsibility to discuss the operation with the proper authorities and to obtain permission prior to entering the area.

## **7.22 PARKING**

Unconventional parking locations, including double parking, parking, failure to put out warning devices, etc. generally constitute evidence for judging an accident preventable.

Rollaway accidents from a parked position normally should be classified preventable. This includes unauthorized entry into an unlocked and unattended vehicle, failure to properly block wheels or to turn wheels toward the curb to prevent vehicle movement.

## **7.23 MECHANICAL FAILURE**

Any accident caused by mechanical failure that reasonably could have been detected by the driver, but went unheeded should be judged preventable. It is the driver's responsibility to report unsafe vehicle conditions for repairs and to immediate repairs where continued operation might result in an accident. When mechanical difficulties occur unexpectedly during a trip, and a driver upon discovery, fails to check with his company for emergency instructions prior to an accident, the accident is preventable.

An accident caused by mechanical failure that results from abusive driving should be considered **preventable**.

## **7.24 NON-COLLISION**

Many accidents, such as overturning, jack-knifing, or running off the road, may result from emergency action by the driver to preclude being involved in a collision. Examination of his driving procedure prior to the incident may reveal speed too fast for conditions, or other factors. The company driver's actions prior to involvement should be examined for possible errors or lack of defensive driving practice.

## Confederated Tribes of the Colville Reservation Vehicle Insurance Coverage Request Form

ADD  DELETE

Date:

PROGRAM/DEPARTMENT:

Please insure the following vehicle under the program vehicle inventory.

YEAR OF VEHICLE:

MAKE AND MODEL:

VEHICLE IDENTIFICATION NUMBER (VIN):

LICENSE PLATE NUMBER:

VALUE:

APPROXIMATE DATE FOR COVERAGE TO BEGIN:

TYPE OF COVERAGE (Select One):

FULL COVERAGE

LIABILITY ONLY

Please charge the following account for coverage:

Please charge the following account for license plates:

IF REPLACING A VEHICLE, DELETE THE FOLLOWING:

YEAR OF VEHICLE:

MAKE AND MODEL:

VEHICLE IDENTIFICATION NUMBER (VIN):

## Confederated Tribes of the Colville Reservation

### Vehicle Authorization

Employee:

Date:

Position/Title:

Department/Program:

Vehicle Type:

License#:

Destination:

Purpose:

- Normal Working Hours
- Before/After Normal Working Hours
- Weekends or Holidays

Hours – From:

To:

\_\_\_\_\_  
Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**(AUTHORIZATION MUST BE WITH EMPLOYEE WHILE IN TRAVEL STATUS)**

# Confederated Tribes of the Colville Reservation Vehicle & Fleet Policy

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## COLVILLE TRIBES SURVEY BOARD FORM

PROGRAM: \_\_\_\_\_ Date: \_\_\_\_\_

1. **DESCRIPTION OF ITEM:**

Year / Make / Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Tribal ID No: \_\_\_\_\_

VIN Number: \_\_\_\_\_ Tribal Lic No: \_\_\_\_\_

Purchased Price: \_\_\_\_\_ Funding Source: \_\_\_\_\_

Depreciated Value: \_\_\_\_\_ Current Value: \_\_\_\_\_

2. **SURVEY BOARD FINDINGS:**

a. Lost  Stolen  Misuse / Abuse

Disciplinary / Legal steps recommended: YES  NO

If YES, specify: \_\_\_\_\_

b.  Item no longer needed for program

c.  Item not economical to repair

d.  Normal life expectancy achieved

3. **RECOMMENDED METHOD OF DISPOSAL:**

a.  Trade In

b.  Auction

c.  Retain for spare parts / cannibalization

d.  Dispose of as scrap

e.  Turn into recycling

f.  Transfer to another Program: \_\_\_\_\_

\_\_\_\_\_  
PROGRAM MANAGER and Date

\_\_\_\_\_  
INVENTORY TECHNICIAN and Date

\_\_\_\_\_  
I. T. PERSONNEL and Date

\_\_\_\_\_  
RECYCLING PERSONEL and Date

# Confederated Tribes of the Colville Reservation Vehicle & Fleet Policy

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**Colville Confederated Tribes  
Fleet Management Services (FMS) Work Order**  
Ph. (509) 634-2011 or (509) 634-2018

**To Our Work Order Customers:**

1. Fill out your order, email to FMS, and print this form.
2. FMS will call within 24 hours to schedule service unless emergency.
3. If emergency state in other services box below and call FMS.
4. Make sure to have keys available to FMS to have repairs done quickly.

NAME:			PLATE#:	
ADDRESS:				
CITY, State:		ZIP:		Mileage:
Extention:		Mobile Phone:		
When do you need vehicle returned by?:				<input type="checkbox"/> AM <input type="checkbox"/> PM
Year:	Make & Model:	Color:		

**Use this handy checklist:**

- |  |  |
|--|--|
| <input type="checkbox"/> Change Oil and Filter   | <input type="checkbox"/> Check Belts & Hoses         |
| <input type="checkbox"/> Inspection  | <input type="checkbox"/> Change Transmission Fluid   |
| <input type="checkbox"/> Check Brakes  | <input type="checkbox"/> Check Heating System        |
| <input type="checkbox"/> Check Tires   | <input type="checkbox"/> Check Exhaust System        |
| <input type="checkbox"/> Balance Wheels <input type="checkbox"/> Front <input type="checkbox"/> Rear | <input type="checkbox"/> Check Steering and Shocks   |
| <input type="checkbox"/> Check Air Conditioning  | <input type="checkbox"/> Diagnose Check Engine Light |
| <input type="checkbox"/> Body Estimate   | <input type="checkbox"/> Check Oil Leak              |
| <input type="checkbox"/> Engine Tune Up  | <input type="checkbox"/> Check Battery / Alternator  |
| <input type="checkbox"/> Replace Timing Belt   | <input type="checkbox"/> Save Old Parts              |
| <input type="checkbox"/> Front End Alignment   | <input type="checkbox"/> FREE Ankers Plate Frame     |

**Other Services Desired / Description of Problem:**

This is an acknowledgement \_\_\_\_\_ program is requesting repairs to be made to our fleet vehicle. It is understood if a loaner vehicle or rental car is needed for the program the Property Custodian or Inventory Specialist will follow the CCT Vehicle Policy on how to Check out Vehicles from FMS.

PROGRAM/DEPARTMENT: \_\_\_\_\_ Date: / /