DRAFT RECLAMATION SAFETY AND HEALTH STANDARDS
RELEASE
Comments on this draft release must be submitted to acryns@usbr.gov by [10/11/20].

Background and Purpose of the Following Draft Reclamation Safety and Health Standards (RSHS)

The RSHS are being updated by the Bureau of Reclamation Safety and Occupational Health Office to reflect new guidance from Reclamation, the Department of the Interior, and the Occupational Safety and Health Administration. This public release is intended to provide the public an opportunity to comment on each updated section in draft form. This process will enhance transparency and eliminate potential confusion about Reclamation’s safety standards.

The RSHS are incorporated into the Reclamation Manual through SAF 01-01, *Occupational Safety and Health Directive – General*. The Reclamation Manual is used to clarify program responsibility and authority and to document Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory for Reclamation employees.

See the following pages for the draft RSHS.
Section 39

Motor Vehicle Safety

39.1 Scope
This section sets forth requirements for safe motor vehicle operation, required training, and safe practices. It applies to all Bureau of Reclamation employees, volunteers, and non-federal individuals who operate government owned (GOV), General Services Administration (GSA) leased, rental, and privately-owned (POV) vehicles during official government business.

39.2 General Requirements
Operation of motor vehicles on official government business must comply with this section, as well as state and local requirements. Security, law enforcement, and emergency responders shall operate vehicles as directed by Department Manual (DM) Series 21, Part 446 Law Enforcement. Operators of GSA leased vehicles shall comply with both this section and GSA requirements. All Reclamation employees, volunteers, and non-Federal individuals who operate or are passengers in a GOV, GSA leased, rental, or POV on official government business shall wear vehicle installed seatbelts (occupant restraining systems) whenever the vehicle is in motion. When motor vehicles will be used to transport hazardous materials, the vehicle must be placarded as required by the Department of Transportation (DOT). A rental vehicle, paid for by the government, shall be treated as a GOV. If a POV is driven for official government business, (e.g. transport to airport for temporary duty (TDY) or a work-related errand), the operator must have defensive driver training.

39.3 Responsibilities

39.3.1 Fleet Managers
39.3.1.1 Shall ensure vehicle deficiencies which affect safe vehicle operation are corrected before the vehicle is returned to service.
39.3.1.2 Shall ensure vehicles equipped with fire extinguishers and first aid kits are in accordance with paragraph 39.7.
39.3.1.3 Shall ensure all GOV and GSA leased vehicles have a Motor Vehicle Accident Report Kit.
39.3.1.4 Shall ensure motor vehicles receive all routine scheduled maintenance.
39.3.1.5 Shall ensure safety and preventive maintenance inspections are performed at regularly scheduled intervals as required by GSA and/or the manufacturer.
39.3.2 Area Office Manager

39.3.2.1 Shall designate, in writing, a Reclamation employee to implement the fleet program at the field level.

39.3.2.2 Shall designate, in writing, a Reclamation employee to track initial defensive driver training for new employees.

39.3.3 Area Office Safety Professionals

39.3.3.1 Shall coordinate with training officers/coordinators to provide nationally recognized defensive driving training courses.

39.3.3.2 Shall review requests for alternate training options differing from those offered by the National Safety Council.

39.3.4 First-Line Supervisors

39.3.4.1 Shall ensure all motor vehicle operators are aware of and comply with the requirements of this section.

39.3.4.2 Shall ensure any suspension, restriction, revocation, or cancellation of an employee’s license is followed while on duty.

39.3.4.3 Shall ensure employees who drive on official government business register for and complete all defensive driving training within the timeframes identified in this section.

39.3.4.4 Shall ensure Reclamation employees operating vehicles requiring a Commercial Driver’s License (CDL):

- schedule and attend a Reclamation funded DOT medical examination;
- schedule and attend a Reclamation funded DOT license examination; and
- provide the medical clearance and license examination results to the human resources office for inclusion in the electronic Department of the Interior (DOI) official personnel repository.

39.3.4.5 Shall ensure training logs are completed and maintained with the agreements for non-federal individuals.

39.3.4.6 Shall ensure motor vehicle operators are licensed by either:

- participating in a pull program with the Department of Motor Vehicles (DMV) to obtain driving records or
- obtaining Form 7-2632 “Annual Motor Vehicle Operator’s Certification” from each operator.

39.3.4.7 Shall encourage employees transferring from another state to apply for a driver’s license within the timeframe mandated by law.
39.3.4.8 Shall ensure the position description lists motor and/or commercial vehicle operation as part of an employee’s official job duties.

39.3.4.9 Shall ensure property damage to any vehicle is reported by employees and communicated to the Fleet Manager.

39.3.4.10 Shall ensure all vehicle incidents are entered in the Safety Management Information System (SMIS).

39.3.5 Operators

39.3.5.1 Shall apply for a driver’s license within the timeframe mandated by law when moving from another state.

39.3.5.2 Shall either participate in an employer driving record program with the DMV or complete Form 7-2632 “Annual Motor Vehicle Operator’s Certification.”

39.3.5.3 Shall promptly notify the first-line supervisor if there is a suspension, restriction, revocation, cancellation, or other disqualification on their driver’s license.

39.3.5.4 Shall adhere to Reclamation’s travel policy while operating a rental vehicle during official government travel.

39.3.5.5 Shall report vehicle malfunctions, failures, and damages; vehicle collisions; and property damage to the first-line supervisor and the accountable property officer.

39.3.5.6 Shall pay any fines received from moving and/or parking violations (e.g., speeding, red light, cell phone usage, and parking fines, etc.).

39.3.5.7 Shall not use a cell phone or any tobacco product while operating a GOV, GSA leased, or rental vehicle.

39.3.5.8 Shall verify the Motor Vehicle Accident Report Kit is present and complete prior to operation.

39.3.6 CDL Operators

39.3.6.1 Shall have a CDL when operating a commercial motor vehicle (CMV) which has a gross vehicle weight rating (GVWR) of 26,001 or more pounds (heavy duty vehicle); a heavy duty vehicle and towing a vehicle with a GVWR exceeding 10,000 pounds; hauling hazardous material requiring the vehicle or trailer to display DOT placarding; and/or designed to transport 15 or more passengers including the operator.

39.3.7 Training Officers/Coordinators
39.3.7.1  Shall provide access to nationally recognized defensive driving courses (e.g., National Safety Council or equivalent).

39.3.7.2  Shall provide accurate training reports to supervisors/safety professionals upon request.

39.4  Training Requirements

39.4.1  Initial

39.4.1.1  Defensive Driver Training.  Reclamation employees, volunteers, and non-federal individuals shall not operate any motor vehicles on official government business until they have completed defensive driving training. All employees that drive for official government business shall complete defensive driver training within 90 days of employment. Defensive driver training shall be obtained through a nationally recognized defensive driving course (e.g., National Safety Council or equivalent). Employees shall use the Department of the Interior (DOI) official training repository to register.

39.4.2  Certification

A CDL is required to operate any commercial motor vehicle. The CDL shall be obtained through the operator’s home state licensing bureau (e.g., Department of Motor Vehicles). Additionally, a special endorsement is required when driving a 16-person (or more) passenger vehicle or a truck with (1) double or triple trailers, (2) a tank vehicle, or (3) carrying hazardous materials. License expiration and endorsement requirements vary state by state.

39.4.3  Refresher

Reclamation employees and volunteers who operate motor vehicles on official government business shall complete defensive driving refresher training once every 3 years from the initial training completion date. If the defensive driver training has lapsed, employees shall not operate motor vehicles on official government business until refresher training is completed.

39.4.4  Recordkeeping

All Reclamation training records shall be kept in the DOI official repository. Defensive driving training for volunteers shall be tracked in supervisor files and training for non-federal individuals shall be tracked in acquisition documents.

39.5  Hazard Identification, Assessment, and Safety Measures
39.5.1 Drug and Alcohol Testing for CDL Operators
Reclamation employees whose position description requires a CDL shall be enrolled in the DOI’s Drug Testing Program administered by Human Resources as specified in applicable DOT regulations, DMs, and policies.

39.5.2 Drug and Alcohol Testing for All Operators
- Reclamation employees in other (e.g., non-CDL positions) testing designated positions (as identified in their position description) are subject to selection for random drug testing.
- Employees may be subject to testing when their actions are reasonably suspected of having caused or contributed to an accident which meets the following criteria: (1) the accident results in a death or personal injury requiring immediate hospitalization or (2) the accident results in damage to government or private property estimated to be in excess of $10,000.

39.6 Hazardous Environmental Conditions (Weather/Other)
Operators shall check weather conditions prior to vehicle operation and respond accordingly. Weather conditions may dictate a delay in vehicle operation, alteration of the route driven, selection of a different vehicle, or cancelation of the trip. Ensure vehicles are fit for anticipated driving conditions or safely decide not to drive.

39.7 Other Safety Equipment
39.7.1 Fire Extinguishers
Portable fire extinguishers, minimum 5 pound 3-A:40-B:C rated, shall be provided in any Reclamation-owned or Reclamation controlled, GSA-owned, vehicle and mobile equipment used as a transportation van/bus; service, special purpose, and/or material hauling vehicle; boom and/or lift trucks (forklifts); construction equipment; and watercraft; etc. Portable fire extinguishers shall be maintained and inspected monthly in accordance with RSHS Section 10, Fire Protection and Prevention. Secure fire extinguishers so they are accessible in an emergency and minimize the potential to launch or create a missile-like hazard in the event of impact.

39.7.2 First Aid Kits
Medium and heavy duty GOV, GSA leased, and field-going vehicle shall be equipped with a first aid kit meeting the requirements of ANSI Z308.1, Section 5, Medical Services and First Aid. First aid kits shall be maintained and inspected monthly by the assigned vehicle operator or supervisor of pooled vehicles in accordance with ANSI Z308.1.

39.7.3 Motor Vehicle Accident Report Kit
39.8 Safe Practices

39.8.1 Prohibited Activities
Operators and passengers are prohibited from conducting the following activities while operating a motor vehicle on official government business:

- driving while under the influence of alcohol, illegal drugs, or prescription drugs;
- driving with a suspended or invalid driver's license;
- driving while text messaging, programming a global positioning system (GPS) device, or accessing a smart phone application;
- driving while using a hand-held cell phone;
- driving recklessly or dangerously;
- driving while eating;
- driving while performing personal grooming activities (e.g., shaving, applying make-up);
- failing to stop after a collision;
- transporting non-authorized persons or pets;
- using tobacco products, including smokeless tobacco; and
- conducting personal business unless authorized by management.

39.8.2 Cell Phone Use
Operators shall not use cell phones for any reason while driving. Passengers may use a cell phone or electronic device if it does not interfere with the safe operation of the vehicle.

39.8.3 Communication Requirements
Operators shall ensure there is at least one communication device in the vehicle (e.g., cell phone, satellite phone). An emergency position indicator radio beacon or personal locator beacon with GPS capability is highly recommended when driving to areas where other communication devices are non-functional or lack reception.

39.8.4 Mechanical Problems
If mechanical problems occur while operating a vehicle, as quickly as possible, the operator shall:

- move the vehicle to the road shoulder using turn signals;
- park the vehicle off the roadway;
- turn on the vehicle hazard lights; and
- contact the Fleet Manager responsible for the GOV. If the vehicle is leased from GSA (license plate starts with the letter “G”), call the phone number on the back of the fleet card. If the vehicle is owned by the DOI (license plate begins with the letter “I”), follow the procedure provided by the Fleet Manager.
If mechanical problems occur while operating a rented vehicle, as quickly as possible, the operator shall:

- move the vehicle to the road shoulder using turn signals;
- park the vehicle off the roadway;
- turn on the vehicle hazard lights;
- contact the rental car agency; and
- notify the operator’s supervisor and Fleet Manager.

### 39.8.5 Vehicle Collisions

When involved in a vehicle collision with property damage or an injury (employee or member of the public), the operator shall:

- immediately contact 9-1-1, always file a police report even if there is no property damage;
- document with pictures;
- contact the operator’s supervisor and Fleet Manager;
- complete forms in the “Motor Vehicle Accident Reporting Kit” and submit to the first-line supervisor; and
- file the incident in SMIS.

### 39.8.6 Inspections

Operators shall comply with state or local motor vehicle regulations whenever those requirements are more stringent than this section.

#### 39.8.6.1 Walk-Around Inspections

Operators shall conduct a walk-around inspection prior to every use and complete the “Motor Vehicle Inspection Checklist” for vehicles used on official government business. Refer to Appendix B for light duty vehicles and Appendix C for medium and heavy-duty vehicles.

#### 39.8.6.2 Safety and Preventive Maintenance Inspections

Fleet Managers and operators of GSA-leased vehicles must comply with the safety and preventive maintenance schedules, instructions, and notifications issued by GSA for the vehicle. All DOI vehicles shall meet mandatory state emission and/or mechanical inspection requirements.

#### 39.8.6.3 Deficiencies

Deficiencies identified upon inspections shall be reported to the Fleet Manager and accountable property officer for maintaining the GOV or GSA leased vehicle or the rental company if it is a government-rented vehicle. Vehicle deficiencies which affect safe operation shall be corrected before the vehicle is returned to service.

### 39.8.7 Hours of Service
Operators may drive a maximum of 10 hours after 8 consecutive hours off duty. Operators may not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. A minimum of 8 hours of rest shall occur in each 24-hour period. Service hours are regulated by the Federal Motor Carrier Safety Administration (FMCSA) Summary of Hours of Service Regulations.

39.8.8 **Headlights**
The vehicle shall always be operated with the headlights on.

39.8.9 **Cargo Loads**
Operators shall secure cargo loads on or inside a vehicle with adequate strength tiedowns, dunnage or dunnage bags, shoring bars, or a combination of these methods.

### 39.9 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Commercial Driver’s License (CDL)</strong></td>
<td>A license issued to an individual by a state or other jurisdiction of domicile, in accordance with the standards contained in this section, which authorizes the individual to operate a class of a commercial motor vehicle.</td>
</tr>
</tbody>
</table>
| **Commercial Motor Vehicle (CMV)**  | A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle is a—  
(1) Combination Vehicle (Group A)—having a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater;  
(2) Heavy Straight Vehicle (Group B)—having a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 pounds or more), whichever is greater; or  
(3) Small Vehicle (Group C) that does not meet Group A or B requirements but that either—  
(i) is designed to transport 16 or more passengers, including the driver; or  
(ii) is of any size and used in the transportation of hazardous materials as defined in this section. |
| **Emergency responder** | Any employee operating a vehicle expeditiously under an unforeseen set of circumstances that can be anticipated to pose a potential threat to public order or safety and calls for immediate action. |
| **Field-going vehicle** | Vehicles with higher ground clearance and 4-wheel drive used for the purpose of driving on rougher and steeper roads and trails. |
Light duty vehicle
A light duty vehicle has a gross vehicle weight rating of less than 8,500 pounds for Department of the Interior vehicles, or less than 12,500 pounds for General Services Administration vehicles.

Medium or heavy-duty vehicle
A medium duty vehicle has a gross vehicle weight rating of 8501 – 16,000 pounds for DOI vehicles, or 12,501 – 23,999 pounds for GSA vehicles. A heavy-duty vehicle has a gross vehicle weight rating of more than 16,000 pounds for DOI vehicles, or more than 24,000 pounds for GSA vehicles.

Motor vehicle
A vehicle that is self-propelled, has two or more pneumatic, hydraulic tires, and is designed primarily for transportation of personnel or material. Motorized equipment shall be classified as a motor vehicle if it meets the minimum requirements identified above, is not designed as a military motor vehicle, and it not covered by 41 CFR 102.34.

Official government business
An employee’s paid tour of duty while conducting agency mission-oriented business. (e.g., operating a government owned, General Services Administration leased, or rental vehicle during normal or temporary duty (TDY); or operating a privately-owned vehicle while conducting job tasks.)

Official use
Using a motor vehicle to perform your agency’s mission(s), as authorized by your agency

Operator
Any employee or non-federal individual who operates a government-owned, GSA leased, rental, or privately-owned motor vehicle in the performance of official duties.

Preventative maintenance
Routine scheduled maintenance of motor vehicles including inspections, tune-ups, oil changes, filter changes, verification and replenishment of fluids, lubrication, alignments, tire wear, and pressure checks.

Rental vehicle
A motor vehicle obtained by contract, schedule, or other arrangement for less than 60 continuous days and paid for with government funds.

Tank vehicle
A commercial motor vehicle designed to transport any liquid or gaseous materials within a tank or tanks with an individual rated capacity of more than 119 gallons and an aggregate rated capacity of 1,000 gallons or more either permanently or temporarily attached to the vehicle or the chassis. A commercial motor vehicle transporting an empty storage container tank, not designed for transportation, with a rated capacity of 1,000 gallons or more temporarily attached to a flatbed trailer is not considered a tank vehicle.

39.10 References


https://www.doi.gov/elips/browse

Federal Motor Carrier Safety Administration (FMCSA). Regulations – *Summary of Hours of Service*.
https://www.fmcsa.dot.gov/regulations/hours-service/summary-hours-service-regulations

Code of Federal Regulations Title 49 Subtitle B Chapter III Subchapter B Part 383. *Commercial Driver's License Standards; Requirements and Penalties*.


Appendix A

Motor Vehicle Operator Certification

A.1 Annual Motor Vehicle Operator’s Certification

I acknowledge that I am required to operate a motor vehicle as part of my employment, volunteer, or contract work with the U.S. Department of the Interior, Bureau of Reclamation. I hereby certify that I possess a valid State driver’s license for the vehicle that I am required to operate as a part of my official duty.

I agree to inform my Supervisor within 24 hours if my State driver’s license should be suspended, revoked, cancelled, or if I should be disqualified from motor vehicle operation at any time after signing this certification.

I understand that any false statement on this form constitutes a violation of Title 18 of the US Code Section 1001 and is punishable by a fine up to $10,000- or 5-years imprisonment, or both.

Name of Operator

____________________
Signature of Operator

____________________
Date Signed
Appendix B

Light Duty Motor Vehicle Safety Inspection

B.1 Safety Inspection for Passenger Vehicles (Sedans, SUV, Trucks, and Vans)

Light duty vehicles have GVWR of less than 8,500 pounds for DOI owned and less than 12,500 pounds for GSA leased. At a minimum, safety inspections shall consist of the items set forth below. Deficiencies which impair safety of operation shall be corrected before returning the vehicle to an operational status.

Table B-1. Inspection Checklist

<table>
<thead>
<tr>
<th>Conduct the following inspection when checking out and returning vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check all instruments, gauges, mirrors, switches, controls, horns, and warning devices for proper functioning.</td>
</tr>
<tr>
<td>Ensure that the Accident Reporting Kit is in the vehicle. Kit should contain SF-91 Motor Vehicle Accident Report and SF-94 Statement of Witness.</td>
</tr>
<tr>
<td>Turn on vehicle headlights and turn signals to ensure proper operation. Verify lights, signals and brakes are not damaged</td>
</tr>
<tr>
<td>Turn on windshield wipers and spray wiper fluid to ensure proper operation.</td>
</tr>
<tr>
<td>Conduct interior and exterior visual inspections of the vehicle for any damage, dings or dents.</td>
</tr>
<tr>
<td>Visually check for obvious tire deflation or damage</td>
</tr>
<tr>
<td>Vehicle operator must conduct a visual walk around and identify any damage visible to the vehicle by placing an &quot;X&quot; on or circling the location of the damage on the image below.</td>
</tr>
</tbody>
</table>

License Plate: 

Name of Employee conducting inspection: 

Date & Time: 
Appendix C

Medium & Heavy-Duty Safety Inspection

C.1 Medium and Heavy-Duty Safety Inspection

Medium duty vehicles have a GVWR of 8,501-16,000 pounds for DOI owned and 12,501-23,999 for GSA leased. Heavy duty vehicles have a GVWR of greater than 16,000 pounds for DOI owned and 24,000 pounds and greater for GSA leased. At a minimum, safety inspections shall consist of the items set forth below. Deficiencies which impair safety of operation shall be corrected before returning the vehicle to an operational status.

Table B-1. Inspection Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brake Lines</td>
<td>Inspect hydraulic brake system and fluid. Check emergency brake for correct operation. For air brake systems, inspect air brake diaphragms and all air lines and air tanks for leaks and deterioration; check air brake instrument controls, air valves, and trailer hoses.</td>
</tr>
<tr>
<td>Brake Operation</td>
<td>Pull ahead slowly and apply brakes bringing vehicle to a stop, testing to determine if brakes are functioning properly.</td>
</tr>
<tr>
<td>Brake Pedal</td>
<td>Apply brakes. If brake pedal fully depresses to the floorboard, whether the vehicle stops, remove vehicle from service for maintenance.</td>
</tr>
<tr>
<td>Exhaust System</td>
<td>Check that a current emissions sticker is visible on the windshield. Listen for a loud noise which may indicate a leak or break in the exhaust system.</td>
</tr>
<tr>
<td>Fifth Wheel and Hitch Trailers</td>
<td>Check fifth wheel operation, king pin, and towing safety lock. Check trailer king pin attachment for wear damage. Check condition of vehicle-trailer jumper cable. Check tow bars, tongue socket, attachments, and safety chain.</td>
</tr>
<tr>
<td>Fire Extinguisher</td>
<td>Check charge status, mounting, size, and type appropriate vehicle based on RSHS guidance.</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>Ensure kit is present and stocked based on RSHS guidance.</td>
</tr>
<tr>
<td>Instruments, Controls</td>
<td>Check all instruments, gauges, mirrors, switches, controls, horns, and warning device for proper functioning.</td>
</tr>
<tr>
<td>License Plates</td>
<td>Ensure they are firmly attached, rear plate is illuminated, and tags are current.</td>
</tr>
<tr>
<td>Lights</td>
<td>Check all lights, signals, and reflectors. Check headlights for high and low beam operation.</td>
</tr>
<tr>
<td>Safety Belts</td>
<td>Check all safety belts for wear and mounting.</td>
</tr>
<tr>
<td>Steering System</td>
<td>Check steering for irregular movement in the steering wheel or inability to turn vehicle during brake operation check.</td>
</tr>
<tr>
<td>Item</td>
<td>Procedure</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>Tires</td>
<td>Check all tires for damage, excess wear, or need to add air for proper inflation. Check for presence of spare tire and tools to change tires.</td>
</tr>
<tr>
<td>Window Glass</td>
<td>Check for cracks or “bullseye” damage.</td>
</tr>
<tr>
<td>Windshield Wipers</td>
<td>Check for proper operation, wear damage, and deterioration. Fill windshield fluid reservoir.</td>
</tr>
</tbody>
</table>

Name of Employee

Signature and Date