

Motor Vehicle Safety Standard

SUMMARY

This standard describes Pacific Gas and Electric Company’s (PG&E’s) Motor Vehicle Safety program, the intent of which is to minimize injuries to employees and members of the public, to prevent property damage and to control risks that may be caused by the operation of a motor vehicle.

This Standard aligns with federal, state and local regulations.

TARGET AUDIENCE

This standard applies to all PG&E employees who operate PG&E-owned or leased vehicles or operate rental or personal vehicles being used for Company Business.

SAFETY

Adherence to this standard demonstrates PG&E’s commitment to improving employee and public safety.

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REQUIREMENTS

1 Objective

- 1.1 To outline a motor vehicle program with the intent to prevent or reduce the risk of motor vehicle incidents and associated injuries and to strengthen PG&Es safety programs and procedures.
- 1.2 This standard applies to the operation of PG&E-owned or leased vehicles and the operation of rental or personal vehicles for company business.

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- 1.3 All motor vehicle incidents must be reported to Corporate Safety as soon as possible but no later than 24 hours.
- 1.4 Application of this standard by the Lines of Business (LOB) will be periodically audited by Corporate Safety.

2 Roles and Responsibilities

The following roles and responsibilities should not be considered all-inclusive.

2.1 Corporate Safety shall:

1. Provide guidance on safety regulations and motor vehicle safety programs, corrective actions and mitigation activities.
2. Oversee a Driver Training Program to raise awareness of the laws, driving hazards, and to teach defensive driving skills.
3. Manage “How Am I Driving” Program and provide supervisors with information and guidance on how to analyze and interpret the reports and coach employees to reduce at-risk behaviors.
4. Manage the vehicle safety technology program including communications, reporting, and employee concerns.
5. Provide timely monthly incident reports.
6. Analyze incident and leading indicator data to provide insight and guidance on motor vehicle program enhancements.
7. Partner with LOBs on implementation of motor vehicle safety initiatives.

2.2 Supervisor shall:

1. Monitor the driving performance of employees and take appropriate, timely actions to address at-risk behaviors.
2. Ensure employees take appropriate action to secure loose items in the cab of their vehicle.
3. Ensure employees are in compliance with required motor vehicle training. (Appendix 1)
4. Verify that employees with a commercial driver's license have a valid driver license for the class of vehicle being driven and medical certification (if required).

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2.2 (continued)

5. Consult with Human Resources when an employee's driver license is invalid and the employee is required to operate a vehicle on company business.
6. Investigate, take corrective measures and submit the investigation report for "How Am I Driving" notifications within 15 days.
7. Notify Corporate Safety of all motor vehicle incidents as soon as possible but no later than 24 hours. Ensure the motor vehicle incident notification report has been submitted by the close of the next business day following the incident.
8. Lead motor vehicle incident investigation process, unless instructed otherwise by Litigation and Claims, following the Enterprise Causal Evaluation Standard. ([GOV-6102S](#))
9. Following a preventable motor vehicle incident, the supervisor shall review the employee's driving performance, including prior incidents, training and previous coaching and determine whether corrective actions are appropriate.

2.3 Employee shall:

1. Possess and maintain a valid driver license for the vehicles being used for company business.
2. Comply with and follow the rules established by the California Vehicle Code and the PG&E Rules of the Road for Employees (Appendix 2).
3. Notify their supervisor immediately if, while on company business, are involved in a motor vehicle incident or if they receive a violation or citation from a law enforcement agency.

Note

If an employee experiences any discomfort or pain resulting from a workplace incident or motor vehicle incident, the employee should notify their supervisor and contact the **24/7 Nurse Report Line at 1-888-449-7787**.

4. Notify their supervisor immediately if any of the following actions occur: Driver license or driving privileges are suspended, restricted, or canceled for any period of time.
5. Maintain a current Motor Vehicle Incident Packet (SAP Material Code 460001) in their vehicle. Click [here](#) for Packet ordering information and latest versions of the associated forms.
6. Complete mandatory motor vehicle training requirements. (Appendix 1)

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2.4 Human Resources shall:

1. Verify that all new employees have a valid driver license if the position for which they are being hired requires driving on company business.
2. Verify that employees who accept a bid via the bidding systems have a valid driver license if the position being awarded requires driving on company business.

2.5 Transportation Services shall:

1. Provide vehicles in safe operating condition with proper safety equipment as appropriate for the vehicle type and intended use.

3 Consequences of non-compliance with this Standard

- 3.1 Failure to follow these requirements may result in the loss of Company driving privileges.
- 3.2 Employees who violate this Standard may be subject to disciplinary action, up to and including termination of employment.

END of Requirements

IMPLEMENTATION RESPONSIBILITIES

Corporate Safety is the owner of this standard and is responsible for maintaining and revising the standard as necessary. Questions regarding this standard should be referred to the Motor Vehicle Safety Program Manager.

Line of Business Management ensures adherence to this standard.

COMPLIANCE REQUIREMENT / REGULATORY COMMITMENT

California Vehicle Code

California Code of Regulations Title 13

Department of Transportation Code of Federal Regulation Title 49, 382-399

REFERENCE DOCUMENTS

[TRAN-2001S Commercial Drivers Standard](#)

[TRAN-1002S Assignment and Personal Use of Company Vehicles Standard](#)

Code of Safe Practices

[GOV-6102S-Enterprise Causal Evaluation Standard](#)

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[SAFE-1004S-Serious Safety Incident Investigation Standard](#)

[SAFE-1018S-Phone-Free Driving Standard](#)

APPENDICES

Appendix 1, Employee Motor Vehicle Training Requirements

Appendix 2, PGE Rules of the Road for Employees

ATTACHMENTS

NA

DOCUMENT REVISION

NA

DOCUMENT APPROVER

Andy Williams, Vice President, Safety Health and Environment

DOCUMENT OWNER

James Merriman, Director, Planning and Governance, Safety Health and Environment

DOCUMENT CONTACT

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REVISION NOTES

Where?	What Changed?
Overall	General update
Appendices	Training requirements and rules of the road appendices

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Appendix 1, Employee Motor Vehicle Training Requirements

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Employee Motor Vehicle Training Requirements			
All employees are required to complete the below training based on the vehicle the employee most frequently drives.			
Vehicle Type	Course Title & Course Code(s)	Instruction Method	Frequency
<ul style="list-style-type: none"> • Passenger Cars/SUVs • Trucks (< 26,000lbs) • Cargo Vans 	Driving Expectations & New Laws – TECH-0081	Web-based (30 min)	Annually
	*Defensive Driving - TECH-0089; EQIP-0181; EQIP-0182; EQIP-0012; EQIP-0125; EQIP-0121	Behind the Wheel Instructor led & taken in assigned vehicle or same vehicle type as assigned (8 hours)	Once every 5 years
	Defensive Driving - The Critical 5 - TECH-9162WBT	Web-based (30 min)	Once during Year 3 after Instructor led training
	Distracted Driving - TECH9164WBT	Web-based (30 min)	Every other year

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Vehicle Type	Course Title & Course Code(s)	Instruction Method	Frequency
DOT Vehicles which meet any one of the following: <ul style="list-style-type: none"> • Weighs >26,001lbs • Excess of 40 feet, includes vehicle and trailer 	Driving Expectations & New Laws – TECH-0081	Web-based (30 min)	Annually
	*Defensive Driving - TECH-0089; EQIP-0181; EQIP-0182; EQIP-0012; EQIP-0125; EQIP-0121	Behind the Wheel Instructor led & taken in assigned vehicle or same vehicle type as assigned (8 hours)	Once every 5 years
	Defensive Driving - The Critical 5 - TECH-9162WBT	Web-based (30 min)	Once during Year 3 after Instructor led training
	Commercial Driving School – EQIP-0006	Instructor led	Initial—one time <i>Must be taken prior to driving a PG&E DOT vehicle</i>
	Distracted Driving - TECH9164WBT	Web-based (30 min)	Every other year
Personal Vehicles used for company business and company pool vehicles	Driving Expectations & New Laws – TECH-0081	Web-based (30 min)	Annually
	Defensive Driving - The Critical 5 - TECH-9162WBT	Web-based (30 min)	Once every 3 years
	Distracted Driving - TECH9164WBT	Web-based (30 min)	Every other year

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Special Circumstance Training Recommendations		
Circumstance	Course Title & Course Code	Instruction Method
Incllement weather driving (rain, snow and fog)	The Keys to Foul Weather Driving – TECH-9165WBT	Web-based (30 min)
Driving in snow and ice	Skid Car – EQIP-0136 Skid Truck – EQIP-0137	Instructor led
Close quarter driving, including congested traffic situations	Compass Maneuvering – TECH-9161WBT	Web-based (30 min)
Multiple backing incidents	5 Keys to Backing – TECH-9161WBT Backing and close quarter maneuvering – TECH-0052	Web-based (30 min) Instructor led

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Appendix 2, PG&E Rules of the Road for Employees

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Employees understand and comply with the requirements for driving a vehicle on Company business, including the following:

- Code of Safe Practices Motor Vehicle Operation Section.
 - The Code of Safe Practices (CSP) details the specific rules that must be followed when operating a motor vehicle.
- Vehicle Restraint
 - All vehicle occupants must wear a seat belt whenever the vehicle is in operation.
- Safety Devices
 - Tampering with any safety device is prohibited (e.g. speed governors, on-board safety technology, seat belt sensors). All vehicle modifications must be submitted and approved through the Vehicle Modification process ([TRANS-1005S](#)).
- 360 Degree Walk-Arounds
 - Inspect the area around the vehicle immediately prior to moving the vehicle to ensure that no hazards (e.g. stationary objects, animal, small child) exist and equipment is properly secured.
- Backing
 - Whenever possible, employees should back into perpendicular parking stalls or "pull through" by driving through one parking space into the connecting space. Do not pull through angled (echelon) parking lots. Before backing a vehicle, employees must request another employee, if available, to observe during the backing of the vehicle. Back-up technology is to be used as a tool in addition to rearview/side mirrors and observers.
- Phone-Free Driving
 - Employees must follow the Phone Free Driving Standard ([SAFE-1018S](#)) at all times. The standard describes the requirements and prohibitions for using Cellular Phones and Bluetooth® Devices while driving on Company business or while driving a Company owned, leased or rented vehicle.
- Impaired Driving
 - Employees may not operate a PG&E vehicle after consuming alcohol, even if consumption is permitted by an Officer or Director for special occasions. Employees may not transport alcohol in a PG&E vehicle unless they have the prior consent of an Officer or a Director. (Refer to the Employee Code of Conduct)
 - Employees are prohibited from driving a motor vehicle while under the influence of alcohol, an illegal substance or drug or while using prescription or non-prescription medication that can affect one's driving. Employees are obligated to inform their supervisors if they are taking any medication that might impair their driving ability. (Refer to the Employee Code of Conduct)

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Appendix 2, PG&E Rules of the Road for Employees

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- Employees are prohibited from driving a motor vehicle when fatigued (e.g. sleep-deprived). Employees are obligated to stop driving and inform their supervisors if they are too fatigued to continue driving. (Refer to Fatigue Management Procedure TRAN-2006S.)
- Incident Reporting
 - Employees must notify their supervisor immediately if, while on company business, they are involved in a motor vehicle incident or if they receive a violation or citation from a law enforcement agency.
 - Employees must submit a MVI Incident Report within 24 hours. Click [here](#) to report a Motor Vehicle Incident.
- Motorcycle Usage
 - Motorcycle usage is prohibited while on Company Business.
 - Exception: DCPD employees required to respond for Emergency Response Outage duties are permitted to drive their personal motorcycle when traveling to locations on company business. Employees are highly encouraged to secure alternative means of transportation whenever possible.
 - If an employee commutes on a motorcycle and needs to drive to another location for work purposes, THEN the supervisor must do one of the following:
 - i. Provide a Company vehicle
 - ii. Provide a rental vehicle
- Other
 - Possess and maintain a valid driver license for the vehicles being used for company business.
 - Notify their supervisor immediately if any of the following actions occur: Driver license or driving privileges are suspended, restricted, or canceled for any period of time.
 - Animals are prohibited in Company/Rental Vehicles and Personal Vehicles being used on Company business.
 - Smoking or chewing tobacco is prohibited in Company/Rental Vehicle.

[Motor Vehicle Incident Reporting](#)