

GEORGIA INSTITUTE OF TECHNOLOGY

ENVIRONMENTAL HEALTH AND SAFETY

HOW'S MY DRIVING PROGRAM

PURPOSE

The purpose of the “How’s My Driving Program” (HMD) is to assist in identifying and correcting unsafe driving behaviors, observe driver performance, measure and report data and help identify faulty equipment in Institute vehicles in order to reduce the chance of accidents or injuries to employees and the general public. In addition, it is also designed to award positive driving behavior.

SCOPE

All institute vehicles (other than emergency vehicles) are required to have a HMD decal visibly affixed on the rear of the vehicle which will allow the general public to call a toll free number to report unsafe driving behaviors, help identify faulty equipment in Institute vehicles and also report positive driving behaviors.

RESPONSIBILITIES

The EHS General Safety unit is responsible for providing driving training, tracking driver alert correspondences, and managing the program.

The Facilities Motor Pool team is responsible for deploying the decals on all GT vehicles. Facilities Motor Pool is also responsible for inspecting the stickers as they are brought to the motor pool.

The Facilities Fleet Coordinator is responsible for maintaining and updating all information pertaining to the sticker information and departmental contacts within the Driver’s Alert database and to follow up with departments in regard to processing driver alerts.

Driver’s Alert coordinators within each department are responsible for investigating driver alerts, taking action by addressing unsafe behaviors and filling out the response form within seven (7) days of the incident.

PROCEDURES

Each department shall designate a person or supervisor that will review the HMD incident reports involving their department’s vehicles.

The designated person must then meet with the driver and discuss the incident. If HMD incident report received references unsafe driving behavior, the supervisor or designated individual will counsel the employee about their driving habits and assign an appropriate

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online training course through the Driver's Alert Program (www.driversalert.com/how-my-driving.aspx).

- Many training videos are available through the Driver's Alert website at no additional cost to the department or the Institute. For more information on the available training courses, please contact the EHS General Safety Manager or the Facilities Fleet Coordinator.

If HMD incident report received references faulty vehicle equipment, the supervisor or designated individual must arrange to have the report of faulty equipment investigated by the mechanics at the GT Motor Pool, before allowing it back on the road. Custodians of GTRI, Housing, and Parking and Transportation must ensure that the faulty equipment claim is investigated and appropriate action is taken to make repairs before the vehicle is allowed back on the road.

The supervisor or designated individual must report back to the Driver's Alert Program through the online response form linked to the original incident report. The supervisor or designated individual must fill out the form accurately to include driver's name, supervisor's name and the measures taken to address the deficiencies, by the date stated in the HMD incident report. The form must be completed within seven (7) days of the incident. A reminder email will be sent after three (3) days of no response, then again at seven (7) days, requesting a response.

If the supervisor or designated individual does not report back to the Driver's Alert Program by the stated deadline, the Facilities Fleet Coordinator will follow up with the department to address the outstanding deficiencies.

If the supervisor or designated individual does not address the outstanding deficiencies within the EHS General Safety Manager's stated deadline, the outstanding deficiencies will be escalated to the head of the Department.

MAINTENANCE

All HMD stickers are periodically checked to insure visibility to the public eye (Departments, such as GTRI, Housing, and Parking and Transportation, who do not bring their vehicles to the Facilities Motor Pool for PM or any other mechanical services should perform a periodic check of the sticker.) If the sticker is altered in any way or damaged making the sticker unreadable, the vehicle must be brought to the Facilities Motor Pool to have a replacement sticker attached to the vehicle.

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RECORDS

All reports are maintained through an online database which is managed by Driver's Alert. The HMD sticker information is maintained both online at Driver's Alert and in the office of the Facilities Fleet Coordinator.