

## North Carolina Division of Air Quality

# *Motor Vehicle Safety*

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### Contents

1. Introduction
2. License and Training Requirements
3. Pre-Trip Inspection
4. Supervisor Responsibilities
5. Motor Vehicle Operators Responsibilities
6. CDL Driver Requirements
7. Records Retention
8. Appendix

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## 1. Introduction

The NC Department of Environment and Natural Resources issued its policy for fleet and vehicle safety effective July 1, 2007. The policy requires that employees who operate State-owned motor vehicles and rental vehicles do so in such a manner as to minimize deaths, injuries, and costs. The policy establishes a comprehensive fleet and vehicle safety program. The policy applies to the following drivers:

- Occasional Drivers – those who operate a division or MFM vehicle on an intermittent basis.
- Routine Drivers – those who operate a division or MFM vehicle in excess of two trips or two days per week.
- CDL Drivers – those who are required to operate a Commercial Motor Vehicle (CMV) and possess a commercial driver license.

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## 2. License and Training Requirements

### **Occasional Drivers:**

Employees who occasionally operate State motor vehicles shall possess a valid North Carolina driver's license and have completed the Defensive Driving Course (DDC-4).

### **Routine Drivers:**

Employees who routinely operate State motor vehicles shall possess a valid North Carolina driver's license and have completed the Defensive Driving Course (DDC-4). Routine drivers will attend the Defensive Driving Course (DDC-4) every three years after initial training.

### **CDL Drivers:**

Employees who are required to operate a Commercial Motor Vehicle (CMV) as part of their job duties shall possess a commercial drivers license (CDL) and have completed the Defensive Driving Course (DDC-4). CDL drivers will attend the Defensive Driving Course (DDC-4) every three years after initial training. Also, CDL drivers shall complete a road test in the type of vehicle they are assigned to operate. The road test will be conducted by a North Carolina certified CDL examiner.

### **Driver's License Record Check:**

A driver's record check will be conducted for all employees who are authorized to operate a State motor vehicle at the initial job assignment. To be authorized to operate State motor vehicles, the driver must:

- Have no more than two traffic convictions or 5 points of a moving traffic violation within the past 3 years, and
- Have no convictions of an alcohol or drug related traffic offence within the past 5 years.

**Drivers License on File:**

Before permitting a driver to operate any motor vehicle, supervisors will ensure the driver has the appropriate North Carolina driver's license for the assigned vehicle. The supervisor will maintain a copy of the current driver's license for each employee who operates State motor vehicles.

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**3. Pre-Trip Inspection**

**Non-Commercial Motor Vehicles:**

A pre-trip inspection by the driver will be conducted just prior to use. The pre-trip inspections are to be performed using the Travel Log and Pre-Trip Inspection Checklist. [See Appendix A](#). The person responsible for the vehicle shall maintain the pre-trip inspection sheets for a period of three years.

**Commercial Motor Vehicles:**

The FMCSA regulations (§392.7) and the North Carolina Commercial Drivers License Law, requires that all Commercial Motor Vehicles be inspected prior to being placed into service each day. The pre-trip inspections are to be performed using the CMV Pre-Trip Inspection Checklist. [See Appendix B](#).

The CDL driver must conduct a pre-trip inspection prior to operating a vehicle. The CDL driver is responsible for reporting any noted problems with the vehicle to their supervisor. The person responsible for the vehicle shall maintain the pre-trip inspection sheets for a period of three years.

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**4. Supervisor Responsibilities**

Each supervisor is responsible to ensure implementation of DAQ's Motor Vehicle Safety program.

Supervisors with drivers under their supervision are responsible for:

- Assure drivers under their supervision attend the required driver training
- Inform the designated coordinator of changes in a driver's status
- Cooperating with the designated coordinator on driver information requests
- Ensure that drivers perform Pre-Trip Vehicle Inspections
- Ensure that motor vehicles are not abused by drivers
- Ensure that motor vehicles are not operated when it is unsafe and known to be defective

Supervisors shall not permit any employee to operate a licensed vehicle if they have not been adequately trained.

Supervisors shall not permit any employee to operate a motor vehicle until a driver's record check for the employee has been completed and found to be satisfactory.

Supervisors are responsible for promptly investigating all motor vehicle incidents/accidents involving their direct reports and completing all required documentation. See <http://daq.state.nc.us/employee/safety/vehiclereport.shtml> for guidelines for investigating and reporting motor vehicle accidents.

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**5. Motor Vehicle Operator Responsibilities**

All drivers who operate State motor vehicles shall observe all state motor vehicle laws and ordinances with a concern for safety and courtesy at all times.

It is the responsibility of each employee to inform their supervisor if their driving record has accumulated five driver points or more for moving traffic violations. Drivers having a driving record with 5 points or more for moving traffic violations within the past 3 years are prohibited from operating a State vehicle.

Any employee qualified to operate a State motor vehicle whose driver license has been suspended, revoked, or canceled shall notify their supervisor upon reporting for duty and before driving for State related business purposes. Failure to comply with this requirement is reason to initiate personnel action.

Drivers of State motor vehicles must obey all traffic and parking laws. Posted speed limits must not be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All violations and fines shall be the responsibility of the driver involved.

All occupants of State vehicles must be properly restrained by the vehicle's occupant restraint devices (seat belts and/or shoulder harness) at all times the vehicle is in motion. It shall be the driver's responsibility to ensure that passengers use the available restraint devices.

Cell phones will not be used while driving State motor vehicles. To safely use a cell phone when operating a motor vehicle, drivers should pull off the road in a safe area and stop the vehicle to conduct a conversation on a cell phone. Passengers of motor vehicles may use a cell phone as long as the driver is not distracted.

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## 6. CDL Driver Requirements

CDL Drivers are those who are required to operate a Commercial Motor Vehicle (CMV) and possess a commercial driver license.

DAQ must assure that all drivers of commercial motor vehicles meet the minimum qualifications specified in DOT Part 391. A CDL driver must meet the following requirements:

- Have only one valid commercial motor vehicle operator's license.
- Pass a driver's road test or equivalent.
- Pass a medical examination for commercial drivers.
- Be able to drive the vehicle safely.
- Be in good health and physically able to perform all driver duties.
- Be at least 21 years of age.
- Speak and read English well enough to converse, understand highway traffic and signals, and be able to make legible entries on reports and records.
- Provide a list of all motor vehicle violations or a signed statement that driver has not been convicted of any motor vehicle violations during the past 12 months.
- Know how to safely load and properly block, brace, and secure vehicle cargo.

Any CDL driver who is convicted of violating any State law or local ordinance relating to motor vehicle traffic control in this or any other state (other than parking violations) shall notify their supervisor in writing within 30 days of the conviction.

Any CDL driver whose license is suspended, revoked, or canceled, shall notify their supervisor upon reporting for duty and before driving for state related business purposes. Failure to comply with this requirement may lead to disciplinary action.

At least once every 12 months, each CDL driver will prepare and furnish their supervisor with a list of all violations of motor vehicle traffic laws and ordinances during the previous 12 months. The Motor Vehicle Driver's Certification of Violations form can be used for this. See Appendix C.

A copy of the driver's motor vehicle record(s) obtained in response to the inquiry or inquiries to each State driver record agency must be placed in the driver qualification file within 30 days of the driver's employment date. If no driving record exists from the State or States, document a good faith effort to obtain such information and place a notation that no record exists for that driver in that State.

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## **7. Records Retention**

### **Copy of Employee Drivers License:**

The supervisor will maintain a copy of the current driver's license for each employee under their supervision who operates State motor vehicles.

### **Travel Log and Pre-Trip Inspections Checklist:**

The person responsible for State motor vehicles (or assigned to them) will maintain the Travel Log and Pre-Trip Inspection Checklists. The forms shall be maintained for a period of three years.

### **CMV Pre-Trip Inspection Checklist:**

The CDL driver responsible for a Commercial Motor Vehicle will maintain the CMV Pre-Trip Inspection Checklists. The forms shall be maintained for a period of three years.

### **Vehicle Repair and Maintenance Records:**

MFM Owned Motor Vehicles - Motor Fleet Management maintains repair and maintenance records for State motor vehicles.

Division Owned Motor Vehicles – The branch responsible for a division owned motor vehicle will maintain all vehicle repair and maintenance records for a period of 1 year and for 6 months after the motor vehicle leaves DAQ's control.

Commercial Motor Vehicles - The CDL driver responsible for a Commercial Motor Vehicle will (in accordance with FMCSA §396.3 (c)) maintain all vehicle repair and maintenance records for a period of 1 year and for 6 months after the motor vehicle leaves DAQ's control.

### **CDL Driver Qualification File:**

FMCSA requires the employer to maintain a driver qualification file for each driver it employs. The qualification file for a driver must include:

- Driver's application for employment
- Drivers record check for previous employers – 3 years
- Drivers record check – Annually
- Annual review of employee driving record
- Annual driver's certification of violations
- Driver's road test certificate or equivalent
- Medical examination certificates

The DAQ safety consultant will maintain the driver qualification files. Each driver's qualification file shall be retained for as long as the driver is employed by DAQ and for three years thereafter.

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## **8. Appendix**

Appendix A – Travel Log and Pre-Trip Inspection Checklist

Appendix B – CMV Pre-Trip Inspection Checklist

Appendix C – Motor Vehicle Driver's Certification of Violations

Appendix A – Travel Log and Pre-Trip Inspection Checklist

**North Carolina Division of Air Quality**  
**Travel Log and Pre-Trip Inspection Checklist**

Department			Agency	
Individual Responsible for Vehicle			Approval of Agency or Supervisor	
Dept. / Off. No.	Fund No.	RCC No.	Vehicle Number	For Month of

PRE-TRIP INSPECTION CHECKLIST

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| STATE VEHICLE INSPECTION STICKER | PARKING LIGHTS                    |
| SAFETY / EMERGENCY EQUIPMENT     | BRAKES - GOOD PEDAL PRESURE       |
| HEAD LIGHTS - HIGH AND LOW BEAMS | WINDSHIELD WIPERS, & WASHERS      |
| TAIL LIGHTS                      | MIRRORS - ADJUSTED PROPERLY       |
| TURN SIGNALS                     | TIRES - INFLATED & ADEQUATE TREAD |
| BRAKE LIGHTS                     | HORN                              |
| EMERGENCY FLASHERS               | VISIBLE FLUID LEAKS               |

Trip Dates		Official Travel		Purpose of Trip	Driver's Signature	Pre-Trip Inspection Checklist Completed	Gallons of Gasoline Purchased	Mileage		
Leave	Return	From	To					Out	In	Miles
No. of Trips		No. of Trip Days		No. of Local Trips	Odometer Readings		Beginning of the Month	End of Month	Total Miles	

Appendix B – CMV Pre-Trip Inspection Checklist  
**North Carolina Division of Air Quality**  
 COMMERCIAL MOTOR VEHICLE  
 PRE-TRIP INSPECTION CHECKLIST

VEHICLE NO.

CDL DRIVER:	Week of:						
BEGINNING MILEAGE:	ENDING MILEAGE:						
	SAT	SUN	MON	TUE	WED	THUR	FRI
1. ANY LEAKS: OIL WATER & HYDRAULIC FLUID							
2. OIL, COOLANT, AND POWER STEERING FLUID LEVEL							
3. FAN BELTS AND RUBBER HOSES							
4. ALTERNATOR, WATER PUMP AND AIR COMPRESSOR							
5. STEERING BOX AND STEERING LINKAGE							
6. BATTERIES: AT LEAST ONCE A WEEK							
7. FRONT AND REAR SUSPENSION: SPRINGS, SPRING MOUNT AND SHOCK ABSORBER							
8. FRONT AND REAR WHEELS: RIMS, HUB OIL SEALS, TIRES AND LUG NUTS							
9. FRONT AND REAR BRAKES: SLACK ADJUSTERS, CHAMBERS, HOSES AND DRUMS							
10. REMOVE WATER FROM FRONT AND REAR AIR TANKS BY BLEEDING							
11. DRIVER/FUEL TANK AREA: DOORS, MIRRORS; FUEL TANKS, LEAKS							
12. TIRES, ADEQUATE TREAD WEAR AND CHECK BETWEEN DUAL WHEELS							
13. UNDER REAR: DRIVE SHAFT, EXHAUST SYSTEM, & FRAME							
14. MIRRORS, LIGHTS & WINDSHIELDS ARE CLEAN AND UNBROKEN							
15. SEAT AND MIRROR ADJUSTMENTS							
16. CLUTCH/GEAR SHIFT AND ACCELERATOR							
17. START ENGINE AND LISTEN FOR UNUSUAL NOISE							
18. GAUGES: OIL PRESSURE, AMMETER & VOLTMETER							
19. STEERING WHEEL PLAY SHOULD BE LESS THAN THREE INCHES							
20. WINDSHIELD WIPERS, HEATER AND DEFROSTER							
21. HORN AND BACKUP ALARM							
22. HEAD LIGHTS: HIGH AND LOW BEAM: PARKING, TAIL, BACKUP AND STOPLIGHTS							
23. OTHER LIGHTS: CAB, CLEARANCE, MARKER, TURN SIGNALS AND FLASHERS							
24. BRAKES: LEAK ALARM AND BUTTON							
25. SAFETY/EMERGENCY EQUIP: (REFLECTOR TRIANGLES, STOCKED FIRST AID KIT, EXTRA FUSES)							
26. FIRE EXTINGUISHERS & DATE CHECKED							

Week of:						
SAT	SUN	MON	TUE	WED	THUR	FRI

**MALFUNCTIONS NOTED**

TYPE OF PROBLEM FOUND	DATE	TIME	OPERATOR	ODOMETER OR HOUR METER READING	INDIVIDUAL NOTIFIED?
MON.					
TUES.					
WED.					
THUR.					
FRI.					
SAT./SUN.					

Appendix C – Motor Vehicle Driver’s Certification of Violations

**MOTOR VEHICLE  
DRIVER’S CERTIFICATION  
OF VIOLATIONS**

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the past 12 months.

Date	Offense	Location	Type of Vehicle Operated
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If no violations are listed above, I certify that I have not been convicted or forfeited bond or collateral on account of any violation required to be listed during the past 12 months.

_____ (Date of Certification)	_____ (Driver’s Signature)
_____ (Motor Carrier’s Name)	_____ (Motor Carrier’s Address)
_____ (Reviewed by: Signature)	_____ (Title)