

# **Safety and Incidents with a State Vehicle**

What to do

# First...let's review some vehicle safety

Incidents are the #1 cause of work related fatalities – this includes truck drivers and others who drive full time for a living in addition to highway workers and others who are struck by a vehicle.



# CAUTION!!!!

What should be your biggest concern when driving on campus?

## Pedestrians!



**Before driving any vehicle, be  
sure to inspect...**

# Outside/Walk Around Inspection

- Tires
  - Tread & Tire pressure
- Body damage or vandalism
- Damaged windows/exterior mirrors
- Obstacles left behind the vehicle

# Interior Checks

- Adjust seat and steering wheel
- Check rearview mirror
- Adjust side mirrors
- Start the Engine
  - Look for any check engine lights
  - Check your headlights
  - Reverse beeper

# Vehicle Issues

- Tell your supervisor of any problems
- With minor problems you may still be able to use the vehicle
- Major problems will have to be corrected before a vehicle is used



# Follow the Law

- Obey all traffic signs and speed limits
- Wear a seat belt!
- JMU Policy 4303: Use of State Vehicles provides information on driver responsibilities:  
<https://www.jmu.edu/JMUpolicy/policies/4303.shtml>

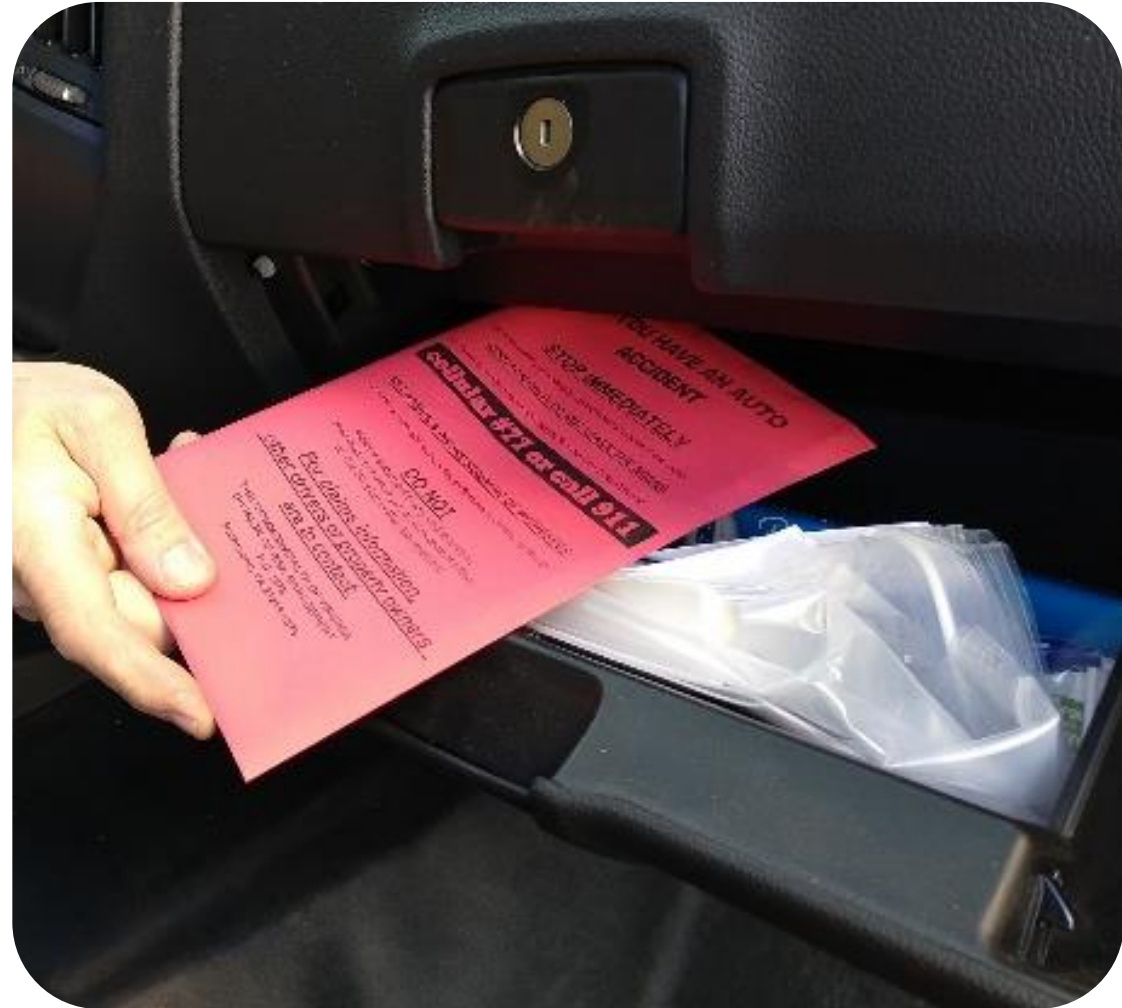


# **Vehicle incident? Here's what you do**

# Reporting Vehicle Incidents

State vehicle incidents must be reported to the state police at the time of the incident. If you are on campus or within Harrisonburg City limits, contact campus police. You must also contact JMU Transportation and Risk Management as soon as possible

***\*(Instructions are provided in the glove box of all state vehicles)***



# Additional steps...

- Never speak to anyone other than your supervisor, investigating officer or the Risk Management investigator.
- If able and feel safe, take pictures of area, especially 4-corners of the vehicle (showing all sides)
- All documentation and/or photos should be submitted to JMU Transportation and Risk Management.
- Do not accept blame.
- Contact Information:
  - Risk Management office location – Anthony Seeger Hall, Room 21, MSC 7018
  - Risk Management email – [riskmanagement@jmu.edu](mailto:riskmanagement@jmu.edu)
  - Risk Management fax – 540-568-2665
  - JMU Transportation office location – 1603 South Main Street, MSC 5401
  - JMU Transportation fax – 540-568-3168