

INDIAN AFFAIRS MANUAL

Part 25

Safety and Occupational Health Program

Chapter 5

Motor Vehicle Safety Program

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5.1 Purpose. This chapter contains the minimum requirements of the Motor Vehicle Safety Program. Additional requirements are contained in the **BIA Safety and Health Handbook** available from the Division of Safety and Risk Management.

5.2 Requirements. Each field office will establish requirements for the safe operation of motor vehicles that include the following as a minimum:

A. Provide a system for restricting motor vehicle operation to qualified and authorized persons.

B. Require Bureau employees who regularly operate a Government, rental, or privately-owned motor vehicle for the Bureau, and contractor employees who regularly operate a Government motor vehicle under the terms of a contract, to:

(1) Possess a valid state license for the class of vehicle being operated. Operators must notify their supervisor if their driver's license is suspended, revoked, cancelled, or they have been disqualified from holding a license.

(2) Have his/her supervisor's approval to operate the vehicle. (Supervisors will establish that employee has the ability to operate the vehicle safely)

(3) Be at least 18 years old.

(4) Have his/her driving record validated by the State upon employment and whenever management deems it advisable to review.

C. Require bureau and contractor employees who infrequently operate sedans and other light motor vehicles to comply with conditions 1-4 above.

D. Provide drivers initial and refresher training as necessary for them to operate safely.

E. Require drivers and all passengers to use the provided safety belts at all times when the vehicle is in motion, on or off the highway.