


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Property Management</u> STATEMENT NUMBER <u>9.04</u>
SUBJECT: <b>MOTOR VEHICLE SAFETY/ACCIDENTS</b>  Proponent: <u>Christopher Kench, Director</u> <i>Name/Title</i>  <u>Commissioner's Office 271-8016</u> <i>Office / Phone Number</i>	EFFECTIVE DATE <u>09/21/2018</u>  REVIEW DATE <u>09/21/2020</u>  SUPERCEDES PPD# <u>9.04 &amp; 4.3</u>  DATED <u>06/30/11 &amp; 05/01/02</u>
ISSUING OFFICER:   <i>Helen E. Hanks, Commissioner</i>	DIRECTOR'S INITIALS: _____ DATE: _____  APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To establish guidelines for motor vehicle safety and a system for reporting and follow up actions after a motor vehicle accident involving a State-owned vehicle.

II. APPLICABILITY:

To all supervisors and operators of State-owned vehicles.

III. POLICY:

It is the policy of the NH Department of Corrections to have a highway safety program. Division Directors will ensure that proper procedures are followed in order to reduce the number and severity of accidents, that proper and timely reporting of accidents occurs, and that the defensive driving requirements are adhered to.

IV. PROCEDURE:

A. The following safety procedures will apply:

1. The Bureau of Human Resources will conduct a motor vehicle records check on all new employees. The respective Division Director will be notified of any employees with poor driving records to prevent the use of State-owned vehicles by persons with poor driving records. A copy of the motor vehicle records check will be included in the employee's personnel file.
2. Division Directors will ensure that all employees driving State-owned vehicles have completed a defensive driving course. A completion certificate will be maintained in the employee's training file.
3. In recognition of the fact that seat belts do save lives, all Corrections employees who drive State vehicles and/or privately owned vehicles for state use shall utilize seat belts and any other safety devices (shoulder belts) when operating said vehicle. The driver is also responsible for passenger use of safety devices. This policy is mandatory for all

DOC employees.

4. In order to promote safety and prevent distracted driving, staff are prohibited from engaging in distracting behaviors such as eating and/or using portable electronic devices (cell phones, MP3 players, etc.) while operating state vehicle or personal vehicle while on state business. When circumstances necessitate the employee-operators use of a portable electronic device, the employee-operator shall pull off the road in a safe manner and only use the device while the vehicle is stopped and parked.
  5. The employee-operator must comply with RSA 265:105-a (Attachment 1), which prohibits texting while operating a motor vehicle and RSA 265:79-c (Attachment 2) which prohibits the use of any mobile electronic devices while operating a motor vehicle.
- B. The following procedures for reporting a motor vehicle accident involving a State-owned vehicle will apply:
1. Incidents or accidents involving personal injury to any person or to any vehicle or any property must be immediately reported either to the operator's supervisor or the prison's control room. During duty hours the applicable Warden/Division Director will be notified by the operator's supervisor or the control room. During non-duty hours the Warden/Division Director will be notified directly if personal injury is involved. The Warden/Division Director will decide if further notifications need to take place.
  2. Operators will notify local or state police of the accident or incident regardless of the extent of injuries or damages. If the incident or accident is so minor that local police do not want to take a report, the identity of the person to whom the event is reported and the time of report will be recorded. The identities of all individuals, vehicles and property involved will be recorded and injuries and damage described.
  3. It will be the responsibility of the operator involved in the accident to obtain all required information and documentation to complete the appropriate forms. The appropriate forms include New Hampshire State Motor Vehicles' Department Accident Form (Attachment 3) and State Insurance Company Accident Form (Attachment 4). These forms can be obtained in the Department of Corrections' Financial Services Office. Once these forms are completed, the original will be turned into the supervisor within 48 hours of the accident. These forms must also be carried in all state vehicles in the mileage log folder. See also PPD 2.09 entitled Insurance Coverage.
- C. The following areas will be furnished copies of the completed reports and forms by the supervisor:
1. Applicable Warden/Division Director;
  2. Investigations Bureau; and
  3. Financial Services Bureau;
- D. The Training Bureau is designated as the Departmental Accident Review Committee. They will review and investigate all accident reports and forward their findings and recommendations to the Director of Security and Training.

#### REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards

Standards for Adult Correctional Institutions  
Fourth Edition Standards

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Third Edition Standards

Other

RSA 265:79-c  
RSA 265:105-a  
NH OC PPD 2.09

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Attachments

New Hampshire State Motor Vehicles' Department Accident Form  
State Insurance Company Accident Form  
RSA 265:79-c  
RSA 265:105-a