

WakeMed Vehicle Operator Training



What You'll Learn

As a result of successful completion of this module, you will be able to:

- Demonstrate a commitment to maintain a high level of safety for the operation and maintenance of WakeMed vehicles by following the WakeMed Vehicle Operator and Vehicle Safety Policy and Procedures.
 - Recognize hazardous driving conditions and take appropriate actions to avoid them.
 - Apply the principles of defensive driving to reduce the risk of motor vehicle crashes.
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Topic Outline

This module is divided into the following topics:

1. WakeMed Vehicle Operator and Vehicle Safety Policy and Procedure
2. Recognizing Hazardous Driving Conditions
3. Minimizing Your Risk of an Accident

Once you have completed these topics, you will then take the Training Assessment to evaluate what you have learned.

WakeMed Vehicle Operator and Vehicle Safety Policy and Procedures



Use of WakeMed Vehicles

- WakeMed employees, select volunteers, or contract workers are the only individuals authorized to operate WakeMed vehicles.
 - Vehicles are to be used only for those duties and functions that are within the scope of WakeMed services.
 - Any exceptions must be approved by Department Director, Executive Staff and Patient Safety Services/Risk Management. Examples of exceptions are:
 - Transporting personal items to or from WakeMed property
 - Transporting family, friends, or other passengers not affiliated with WakeMed
 - Using a WakeMed vehicles for any activity which is *not* relative to completing a job assignment
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Department Responsibilities- Patient Safety Services/Risk Management

Specific Departments have additional responsibilities regarding vehicle operation procedures.

Patient Safety Services/Risk Management

Responsibilities include but are not limited to:

- Administer the insurance program for all WakeMed vehicles.
 - Maintain original titles to all WakeMed vehicles (including trailers).
 - Maintain a list of authorized vehicle operators, requesting the updating of the list from departments at least on an annual basis.
 - Initiate and maintain a WakeMed Driving Record for each employee involved in a motor vehicle crash and/or incident.
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Department Responsibilities – Human Resources

Responsibilities include but are not limited to:

- Request motor vehicle reports (MVR's) on all new employee applicants who will be responsible for driving a WakeMed vehicle.
- Human Resources, in conjunction with Patient Safety Services/Risk Management, Occupational Health, and the Department Manager, will recommend suspension or revocation of a current employee's WakeMed driving privileges if an employee:
 - is charged with a major motor vehicle violation
 - is involved in three or more chargeable motor vehicle crashes within a three year period
 - has a positive drug and/or alcohol test result following a motor vehicle crash

Department Responsibilities – Campus Police and Public Safety

Responsibilities include but are not limited to:

- Initiate a police motor vehicle crash report for any motor vehicle crash on a WakeMed campus.
 - Perform annual vehicle operator license checks on Campus Police employees who operate WakeMed vehicles.
 - Assist Patient Safety Services/Risk Management as requested with the interpretation and/or investigation of motor vehicle crashes and/or license report.
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Department Responsibilities – Occupational Health and Safety

Responsibilities include but are not limited to:

- Perform a complete vision exam prior to the initial assignment to drive a WakeMed vehicle, annually and after a motor vehicle crash involving a WakeMed vehicle.
- Employees, who are required to possess a Commercial Driver's License to perform those duties, must possess proof of medical qualification in the form of a valid medical examination. This record is maintained in Occupational Health and Safety.
- Commercial vehicle operators are required to undergo drug/alcohol random testing on an annual basis. Occupational Health and Safety will perform this test.

NOTE: See the Environment of Care Safety Manual: WakeMed Vehicle Operation and Vehicle Safety Policy for a complete list of department responsibilities.

Department Manager's Responsibilities

The Manager of Departments who staff drivers and/or own vehicles also have responsibilities. These Include but are not limited to:

Vehicle Information:

- a) Maintain the department's assigned vehicles registration (tag numbers)
- b) The NC vehicle inspection will be performed annually in the month that it is required for all assigned vehicles.
- c) Maintain Service/Repair documentation for each department vehicle, including the yearly inspections.
- d) Preventative maintenance will be performed, as indicated, and/or required by the manufacturer's recommendations for each vehicle

Job Requirements:

- a) Document in the specific job description that driving WakeMed vehicle is a job requirement.
- b) Verify that the employee reviews the WakeMed Vehicle Operator and Vehicle Safety Policy.
- c) Require the employee to complete the Vehicle Operator and Vehicle Safety Training Course.
- d) Notify Patient Safety Services/Risk Management of the employee's name so verification of licenses can be confirmed.

Personnel Information:

- a) Maintain driving records for department designated vehicle operators in the department including drivers license numbers, date of birth, verification of valid operator's license, copy of driving history, and records of all vehicle operator safety training.
- b) Forward WakeMed vehicle operator's records to Patient Safety Services/Risk Management as requested to update list of authorized vehicle operators and vehicle maintenance for insurance purposes.



Responsibilities of WakeMed Vehicle Operators

1. Maintain a valid NC vehicle operator's license.
2. Complete this Vehicle Operator Training Course at the time of the initial assignment to drive a WakeMed Vehicle and then on an annual basis.
3. Report to Occupational Health and Safety for a complete vision test and to complete the require medical information.
4. Inform Occupational Health and Safety of any changes in medical condition that may affect their driving ability.
5. Abide by the NC laws for operating a motor vehicle.
6. Wear seat belts at all times when operating WakeMed vehicles.
7. Conduct a vehicle safety inspection prior to the operation of vehicle [Appendix B – WakeMed Vehicle Safety Policy]. Report discrepancies immediately to your manager or supervisor.
8. Inform the department supervisor of any and all driving violations with 24 hours, or within the next business day. Failure to report may result in disciplinary action and/or loss of driving privileges.
9. Employees are responsible for the payment of all fines, such as parking tickets and red-light camera tickets. Failure to pay may result in disciplinary action and/or loss of driving privileges.
10. Report all motor vehicle crashes, regardless of the extent of damage to your supervisor. [See Appendix C – WakeMed Vehicle Operator and Vehicle Safety Policy for additional steps]

Recognizing Hazardous Driving Conditions



Tips for Hazardous Driving Conditions

- Distractions increase your chances for an accident.
- Paying attention to the road is your first priority.
- Think ahead and be prepared for any situation.



Driving Distractions

Your own physical and mental condition, the amount of sleep you get, and the distractions in your vehicle all contribute to your safety as a driver.

Driving Distractions are things like:

- Car radios
- Navigation devices
- Other passengers
- Cell phones
- Eating and drinking while driving

Driving Conditions and External Cautions

External factors may also contribute to you and your vehicle's safety.

Driving Conditions and External Cautions to consider:

- Driving at night
- Driving in fog or heaving rain
- Driving in snow and other slippery conditions
- Slower moving vehicles, such as trucks on hills
- Motorcycles
- Pedestrians

By staying alert and adjusting your speed to these and other driving conditions you will increase your safety.

Minimizing Your Risk of an Accident



Minimizing Your Risk of an Accident - Adjusting Your Behavior

Your behavior, along with your physical and mental condition will help you eliminate many of the common driving concerns.

Know how to adjust your own driving to avoid problems with:

- driving errors of others
- heavy traffic
- poor lighting
- the type of road surface
- poor weather

Defensive Driving Tips

- Look before moving your vehicle
- Be patient and adjust to the flow of traffic
- Scan the road ahead of you and anticipate the next intersection
- Check traffic behind you frequently
- Check your blind spot before changing lanes



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Summary and Review

You have completed the instructional part of this training module.
You are now equipped with the knowledge and skills to:

- Demonstrate a commitment to maintain a high level of safety for the operation and maintenance of WakeMed vehicles by following the WakeMed Vehicle Operator and Vehicle Safety Policy and Procedures.
- Recognize hazardous driving conditions and take appropriate actions to avoid them.
- Apply the principles of defensive driving to reduce the risk of motor vehicle crashes.

Training Assessment

Thank you for reviewing WakeMed Vehicle Operator Training.
Please complete the competency assessment.
Click the link below for your hospital location.
You must score an 80% to pass the test.

Raleigh Main Campus

[WakeMed Vehicle Operator Training Assessment for Raleigh](#)

Cary Hospital

[WakeMed Vehicle Operator Training Assessment for Cary](#)