

Capital Region

Distracted Driving Team Meeting Minutes

September 21, 2018 | 10:00-12:00 pm | EBR Library-Goodwood Blvd. – Conference Room B

Regional Team Leaders: Don Redman & Chad Chrissentery

Welcoming remarks

Self-Introductions

AGENDA TOPICS

Distracted Driving Emphasis Area

| <u>Action Step</u> | <u>Team Leads & Members</u> |
|--|--|
| <p>2.4 - Encourage employers to implement and enforce a policy that bans employees from engaging in any form of distraction behind the wheel (including school bus drivers).</p> <ul style="list-style-type: none"> The Team reviewed the cell phone policies from USPS & DOTD. Kenyatta to reach out to FedEx for their policy. Don Redman to reach out to Community Coffee for their policy. Kenyatta, Elise, and Don will reach out to the school board superintendent and schedule a meeting to discuss implementing a policy for the school bus drivers. | <p>Don Redman Kenyatta Robertson Elise LeBlanc</p> |
| <p>1.8 - Educate novice drivers and parents about the consequences of driving distracted through community outreach and educational material. Examples: regional fairs, festivals, schools, and other events.</p> <ul style="list-style-type: none"> 2120 students signed the distracted driving pledge at East Ascension High School. The team will create a distracted driving coalition presentation for the entire team to use at events to educate on distracted driving. | <p>Robin Bennett Shawn Coffee DD Emphasis Area Team</p> |
| <p>1.10 - Partner with businesses by providing signage and tailored safety messaging concerning the dangers of distracted driving.</p> <ul style="list-style-type: none"> The team will reach out to Valluzzo Company to see about putting a link to the distracted driving pledge on the McDonald's receipts. The incentive will be a free item (fries, drink, desserts ,etc.) for those who take the pledge. | <p>DD Emphasis Area Team</p> |
| <p>1.11 - Develop standard message for coalition and partners and get #JustDriveLA trending on social media</p> <ul style="list-style-type: none"> The team decided to mark this action step as ongoing. | <p>DD Emphasis Area Team</p> |

UPCOMING EVENTS

- **East Ascension High School – Distracted Driving Presentation – September 24th**
- **LSU (Delta Zeta Sorority) – Philanthropy “Safety” Event – September 24th**
- **Traffic Crash Data Briefing – LSP HQ – September 25th**
- **Southern University Homecoming “Safety Day” – September 25th**
- **Team Spirit ICARE Youth Conference – Pennington Research Center – September 26th**

CLOSING REMARKS/ADJOURN

- **Distracted Driving Team Meeting – Friday, November 16, 2018- 10:00 – 11:30pm**
- **Next Full Coalition Meeting – Thursday, December 13, 2018- 12:00 – 2:00pm**

| | | DISTRACTED DRIVING | | |
|--------------|---------------------|---------------------------|--|----------------|
| First | Last | Agency | E-mail Address | Initial |
| Rachel | Anderson | DOTD TMC | rachel.anderson@la.gov | |
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| Jessica | Bedwell | LHSC | jessica.bedwell@la.gov | |
| Robin | Bennett | Lexlee's Kids | robin@lexleeskids.com | |
| Reginald | Berry | LSUPD | rberry@lsu.edu | |
| Kelly | Bonaventure | EBR DA | kelly.bonaventure@ebrda.org | |
| John | Broemmelsiek | FHWA | john.broemmelsiek@dot.gov | |
| Chad | Chrisentery | LSP - Troop A | chad.chrisentery@la.gov | |
| Shawn | Coffey | Allstate | scoffey@allstate.com | |
| Larry | Cooper | ABC | lcooper@brra.gov | |
| Jerad | Daniels | EBRSO | jdaniel@ebrso.org | |
| Valorie | Dawson | WFPSO - Drug Awareness | valorie.dawson@la.gov | |
| Louis | Fey | PIA of Louisiana | louis.fey@bysi.com | |
| Autumn | Goodfellow-Thompson | DOTD | autumn.goodfellow-thompson@la.gov | |
| Johnathan | Hill | LHSC | johnathan.hill@la.gov | H |
| Cory | Hutchinson | LSU | cory@lsu.edu | |
| Dylan | Ivy | SADD | divy@lpsadd.org | |
| Elise | LeBlanc | SADD | eleblanc@lpsadd.org | |
| Bryan | Lee | LSP - Troop A | bryan.lee@la.gov | |
| Tracy | Lemaire | UMC | tracy.lemaire@la.gov | |
| Kim | Marousek | CRPC | kmarousek@crpcla.org | |
| Kenneth | Martin | LSP/DECU | kenny.martin@la.gov | |
| Jazzika | Matthews | Southern University | jazzika.mathews@subr.edu | |
| Adriane | McRae | DOTD | Adriane.McRae@la.gov | Amm |
| David | Peters | DOTD TMC | david.peters@la.gov | |
| Crystal | Pichon | Lexlee's Kids | cvstal@lexleeskids.com | |
| Bailey | Powell | CRPC | bpowell@crpcla.org | BPB |
| Don | Redman | AAA | redman.donald@aaamissouri.com | |
| Kenyatta | Robertson | CRPC | kroberston@crpcla.org | KRB |
| Jared | Sandifer | LSP - Troop A | jared.sandifer@la.gov | |

| | | | | |
|--------|------------|------------------------|--|-----------|
| Betsey | Tramonte | FHWA | betsey.tramonte@dot.gov | |
| Luanne | Vaccro | WFPSO - Drug Awareness | lvaccaro@wfpso.org | |
| David | Whitchurch | LSU | Dwhic1@lsu.edu | |
| Ron | Whittaker | DOTD | rwhittaker@live.com | <i>EW</i> |
| Joe | Wills | DOTD | joe.wills@la.gov | |
| Ann | Wills | DOTD | ann.will@la.gov | |

Sawyer

Galschka

DOTD

EW

FOR PERMANENT POSTING

July 23, 2018

SUBJECT: Personal Communication Devices – Louisiana District Policy

The use of all personal cellular phones, Bluetooth devices, Personal Data Assistants (PDA's), iPads, or any other form of electronic communication, including the use of wireless earpieces, is prohibited during the performance of duty. On postal premises, the device(s) can only be used while on scheduled breaks or lunch periods only if the employee is in a non-work location (lunch room, etc). The use of personally owned cellular devices, including Bluetooth, are prohibited on the workroom floor at all times.

Communication devices must be placed on “vibrate”, “silent” mode, or turned off while in the performance of work duties. At no time should they be used while serving a customer in or outside the facility. This would include Sales and Services Associates servicing customers at the window, carriers on their delivery points or while driving, or clerks in the Bulk Mail Entry Units, etc.

At no time should personally owned cellular phones, Bluetooth, or other devices be used during the operation of Postal owned vehicles. Their usage jeopardizes employees' safety and security. Personal cell phones may be used for emergency calls when in a duty status outside of postal facilities; however, it must be used in accordance with driver safety rules. Employees should be reminded of the proper procedures in place so they may be reached in case of a personal emergency.

Handheld and Cell-Phone Cameras: Cameras or cell-phone camera functions may not be used by Postal Service employees or contractors in restrooms, locker rooms, retail counter areas, mail processing areas, workroom floors, or any other areas unless approved by an area or headquarters vice president or his or her designee for business purposes. Cameras or cell phones used as cameras in violation of this prohibition may be subject to temporary confiscation.

Failure to comply with the aforementioned requirements will subject the violator to corrective action.

It is imperative that individual office rules and policies are in alignment with this District policy. Please contact Human Resources at (504)589-1002 if additional assistance is required.

Stephen R. Hardin
District Manager
Louisiana District

Scott D. Tosch
Senior Plant Manager
Louisiana District

UNITED STATES POSTAL SERVICE
LOUISIANA DISTRICT



DISTRICT INSTRUCTION

| | | |
|---|---|---|
| NUMBER HR-17-SH-011 | EFFECTIVE DATE: 07/23/2018 This supersedes previous issues. | ORIGINATING UNIT/TELEPHONE NUMBER District Safety Office (504) 589-1167 |
| SUBJECT: Rules for Motor Vehicle Operators | | FUNCTIONAL AREA MANAGER APPROVAL: Manager, Human Resources |

I. **PURPOSE:** To ensure all postal vehicle operators and postal management within the Louisiana District recognize and practice safe driving procedures. This instruction is comprehensive but is not all inclusive. Deviations from existing state laws, postal regulations and policies must be dealt with on a case-by-case basis. This instruction includes District Policy regarding revocation and suspension of driving privileges.

II. **PROCEDURES/RESPONSIBILITIES:**

All employees with postal driving privileges must strictly comply with this instruction. Postal vehicle operators must also comply with any local rules to include city and state traffic laws. This instruction pertains to any vehicle used for Official Postal Business.

A. **Properly Parking and Securing a Vehicle:**

1. Place gear selector in the park position and ensure that it is securely engaged. In vehicles with a clutch-type gearshift, place selector in low or reverse gear (excluding diesel engines). **NOTE:** Rubber-bands are **NOT** to be placed on the park brake or any part of the steering column which includes the turn-signal lever and transmission lever.
2. Curb wheels as appropriate for parallel parking (uphill with a curb – turn wheels to the left); all other positions turn wheels to the right. If the pitch of the road surface is uncertain, with the foot on the brake pedal, place the gear selector in neutral and slowly release pressure from the brake pedal. If the vehicle rolls in any direction, curb the wheels accordingly. If the street or road has no hill or curb, vehicle wheel curbing is still required when parallel parking.
3. Depress the brake pedal first and then set the parking brake/handbrake for better holding power.

E. Passengers

Only authorized passengers are permitted to ride in postal-owned, GSA provided, Rural Carrier, rental, leased, or contract vehicles (including employees' privately owned vehicles when used in postal operations). All passengers must use seatbelts. When conventional passenger seats have not been provided in the vehicle, an approved auxiliary seat, facing forward, and equipped with a backrest and seatbelt, must be used. Using an unapproved seat or standing in the postal vehicle while such vehicle is in motion is prohibited.

F. Backing Policy and Procedures

1. Avoid backing whenever possible and by planning ahead; avoid situations that may require backing.
2. When possible, park where you will not have to back up when pulling away from the parking place.
3. When parking (straight it) always back into the space when you arrive so that you can pull out of the space to leave, unless prohibited.
4. Only back a vehicle if it is absolutely necessary. As a last resort, if you must back up, first walk around your vehicle to make sure there are no pedestrians, children, obstructions, etc., in your way of travel.
5. It is your responsibility to ensure that there are no children or pedestrians present behind your vehicle before backing.
6. Backing Precautions:
 - (a) Never back up for missed deliveries.
 - (b) Never back up for obstructed or blocked curbside boxes.
 - (c) Never pull into a driveway that makes it necessary to back out.
 - (d) Never back up if you overshoot the crosswalk or designated stop point.
 - (e) Never back up when children or pedestrians are present.

G. Following Distance and Stopping

1. In order to avoid rear-end collisions with vehicles ahead, a safe following distance must be maintained at all times. For all staff vehicles, LLVs, FFVs, and ¼ ton to ½ ton vehicles, a minimum of 4 seconds of following distance from vehicles ahead is considered a safe following distance under normal conditions. For operators using 1 ton and over vehicles the 4 second rule applies, plus 1 second for every 10 feet of driving mass. This distance is increased during inclement weather conditions and traffic congestion.
2. When coming to a stop at a controlled intersection, the vehicles must stop prior to reaching the solid white line, pedestrian crosswalk, or stop sign, whichever comes first. Due to the LLV blind spots, when making a right turn on the LLV the operator must square vehicle to have a better view of left side traffic. If the initial stop hinders the vehicle operator's view of cross traffic, allow pedestrians to clear the path in front then ease up on the brake pedal enough to allow the vehicle to slowly move forward, but do not release the brake pedal. Once the cross traffic is in full view and prior to actually entering the intersection, make a second complete stop to assure clearance. Proceed through the intersection only when it is safe to do so. These procedures alert drivers behind you of your intentions.

1. Any change in direction such as driving around moving or stationary vehicles, low tree limbs, or garbage cans.
2. Prior to turning into or leaving a curbside parking space.
3. At least 100 feet in advance of all turns.

M. Perform 'Circle of Safety'

Upon returning to the vehicle from park and loop routes, dismounts, or for any reason the postal vehicle, leased vehicle, or GSA vehicle has been out of sight, the postal operator must visually inspect around and under the vehicle to ensure the safety of children and pets. The postal operator must also check for new damage that may have occurred while away from the vehicle.

N. Smoking in or Around Vehicle

Smoking, including electronic smoking devices, chewing tobacco, and all other smoking material is not allowed while driving postal vehicles, postal leased vehicles, GSA vehicles, or any vehicle used for Official Postal Business at any time. Smoking is also not allowed outside postal vehicles, postal leased vehicles, or GSA vehicles while collecting or handling mail, which includes loading and unloading vehicles.

Smoking is not allowed within 25 feet when fueling a postal vehicle, postal leased vehicle, or GSA vehicle.

O. Use of Electronic Devices While Driving

Radio headsets, MP3 players, iPods, Tablet computers (i.e., iPad), cell phones, cell phone earpieces (Bluetooth ®), GPS or any handheld electronic device is prohibited while driving any postal-owned, leased, GSA, Government owned vehicle, or any vehicle used for Official Postal Business. Employees must be pulled off the road, at a location where it is safe to do so, and be at a complete stop and vehicle properly parked before operating any of these devices.

P. Procedures when Involved in an Accident

1. For all Emergencies call 911
2. Render aid to any injured person
3. Safeguard the scene against further accidents
4. Secure and protect the mail
5. Mark the position of the vehicle's tires on the road with chalk (or other tool) provided in the accident kit and then move the vehicle off the road. However, if serious injuries or fatalities occur, never move the vehicle unless instructed by law enforcement officials.
6. Call the postmaster/station manager/supervisor and report the accident with the following information:
 - (a) Identify the location of the accident and time it occurred