

SOP #/

Salem Public Works Department
Standard Operating Procedures

SEAT BELT POLICY

EFFECTIVE DATE:

September 30, 1993

REVISION DATE:

September 11, 2000

March 1, 2004

Policy:

1. All Town employees are required to wear seat belts while operating or riding in any vehicle while on Town business. This applies to personally owned vehicles as well as the vehicles of others.
2. Passengers in vehicles operated by Town staff while on Town business are required to wear seat belts. This requirement shall not apply in the case of vehicles in which the manufacturer does not provide seat belt capability.
3. The vehicle operator shall not move the vehicle until such time as he/she verifies that all seat belts are being worn.
4. Town employees are forbidden from disengaging or otherwise disarming seat belts, including automatic seat belt systems or alarms.
5. Town employees, upon discovering faulty seat belts, must advise their immediate supervisor.

Definitions:

1. Seat Belts – straps designed to hold a person steady in a seat. Includes both lap belts and shoulder harnesses.
2. Vehicles – includes all motor vehicles and equipment with manufacturer installed seat belts.