

 Office of Enterprise Assessments		Number: EA CRAD EA-32-15 Revision: 0 Effective Date: February 10, 2025
Motor Vehicle Safety Criteria and Review Approach Document		
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1.0 PURPOSE

The mission of the U.S. Department of Energy (DOE) Office of Environment, Safety and Health Assessments (EA-30) is to assess the effectiveness of safety and emergency management systems and practices used by line and contractor organizations and to provide clear, concise, rigorous, and independent evaluation reports of performance in protecting workers, the public, and the environment from the hazards associated with DOE activities.

In addition to the general independent oversight requirements and responsibilities specified in DOE Order (O) 227.1A, *Independent Oversight Program*, this criteria and review approach document (CRAD), in part, fulfills the responsibility assigned to Enterprise Assessments (EA) in DOE O 226.1B, *Implementation of Department of Energy Oversight Policy*, and DOE O 440.1B, *Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees*, to ensure contractors implement the requirements of 10 CFR 851, *Worker Safety and Health Program*, and DOE Policy (P) 450.4A, *Integrated Safety Management Policy*.

The CRADs are available to DOE line and contractor assessment personnel to aid them in developing effective DOE oversight, contractor self-assessment, and corrective action processes. The current revision of EA's CRADs are available at <https://www.energy.gov/ea/criteria-and-review-approach-documents>.

2.0 APPLICABILITY

The following CRAD is approved for use by the Office of Worker Safety and Health Assessments.

3.0 FEEDBACK

Comments and suggestions for improvements on this CRAD can be directed to the Director, Office of Environment, Safety and Health Assessments.

4.0 CRITERIA AND REVIEW APPROACH

The assessment will evaluate motor vehicle safety programs (contractor and Federal) in accordance with 10 CFR 851 and DOE O 440.1B, respectively, for the operation of government-owned (or -leased) vehicles (GOV) onsite in the performance of work. This CRAD does not include the assessment of powered industrial equipment (*i.e.*, fork trucks, tractors, platform lift trucks, and other similar specialized equipment powered by an electric motor or an internal combustion engine). Refer to the EA CRAD EA-32-12, Rev. 0, *Material Handling Safety* for criteria on powered industrial vehicles.

This CRAD is primarily used to supplement work planning and control assessments. However, it can be used to support a focused review of motor vehicle safety, when warranted, by virtue of motor vehicle safety performance occurring at a site or during Federal or contractor organization's work activities, or as part of an EA targeted review.

Additionally, assessments can include an evaluation of the DOE field element's process to assess the adequacy of procedures and implementation of the contractor's motor vehicle safety program using Objective FO.1, *DOE Field Element Line Management implement risk-informed, performance-based contractor oversight*.

The objectives and criteria and lines of inquiry are supported by the following regulations, orders and resources/guides:

DOE Regulations and Orders

- 48 CFR § 970.5223-1, *Integration of Environment, Safety, and Health into Work Planning and Execution*
- 10 CFR § 851, *Worker Safety and Health Program*
- DOE O 210.2A, *DOE Corporate Operating Experience Program*
- DOE O 226.1B, *Implementation of Department of Energy Oversight Policy*
- DOE O 231.1B Chg 1, *Environmental Safety and Health Reporting*
- DOE 232.2A Chg 1 (MinChg), *Occurrence Reporting and Processing of Operations Information*
- DOE O 440.1B, Chg 4 (AdminChg), *Worker Protection Program for DOE (including the National Nuclear Security Administration)*
- 48 CFR 970.5223-1, *Integration of Environment, Safety, and Health into Work Planning and Execution*

OSHA Standards and Guides

- Section 5(a)(1) of the General Duties Clause of the OSH Act
- [Motor Vehicle Safety - Workplace Vehicle Safety | OSHA.gov | Occupational Safety and Health Administration](#)
- [Motor Vehicle Safety - Motor Vehicle Safety | OSHA.gov | Occupational Safety and Health Administration](#)

Other Applicable Regulations and Guides:

- Department of Transportation
- State specific requirements for drivers
- National Safety Council
- Manual on Uniform Traffic Control Devices (MUTCD)
- General Services Administration (GSA)

OBJECTIVES

MVS.1: Contractors and DOE elements have established and implemented motor vehicle safety requirements for government-owned (or –leased) vehicles that meets the requirements of 10 CFR § 851, *Worker Safety and Health Program*, appendix A(9), *Motor Vehicle Safety* and DOE O 440.1B, Chg 4 (AdminChg), *Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees*.

Criteria:

1. The requirements for motor vehicle safety are documented in an approved 10 CFR 851 worker safety and health program, with established written policies, goals, and objectives. (10 CFR 851.20)
 2. The DOE element has established and implemented a written worker protection program appropriate for the facility hazards that includes the functional area requirements for motor vehicle safety. (DOE O 440.1B section 4 and attachment 1(8))
 3. The motor vehicle safety program addresses management and worker responsibilities including the stop work process; hazard identification, assessment, prevention and abatement; safety and health standards; functional areas; and training. (10 CFR 851.20 and DOE O 440.1B, section 4)
 4. The motor vehicle safety program addresses the safe use of motor vehicles. (10 CFR 851.21 and DOE O 440.1B, section 4)
 5. The motor vehicle safety program must be tailored for operations and the individual DOE site or facility, based on an analysis of the needs of that particular site or facility, and it must address the following areas: (10 CFR 851.24 and appendix A9, DOE O 440.1B section 4a(2) and attachment 1(8))
 - a. Minimum licensing requirements (including appropriate testing and medical qualification) for personnel operating motor vehicles;
 - b. Requirements for the use of seat belts and provision of other safety devices;
 - c. Training for specialty vehicle operators;
 - d. Requirements for motor vehicle maintenance and inspection;
 - e. Uniform traffic and pedestrian control devices and road signs;
 - f. On-site speed limits and other traffic rules;
 - g. Awareness campaigns and incentive programs to encourage safe driving; and
 - h. Enforcement provisions.
- Has the federal field/site office documented its motor vehicle safety program that prescribes processes and specifies requirements?
 - Does the contractor worker safety and health program and Federal worker protection program address motor vehicle safety management and worker responsibilities including stop work; hazard identification, assessment, prevention and abatement; safety and health standards; functional areas; and training?
 - Does the contractor worker safety and health program and the Federal motor vehicle safety program include procedures for ensuring vehicle safety and the safe use of motor vehicles?
 - Are procedures up-to-date and compliant with relevant regulations?
 - Are motor vehicle incidents involving employees or property investigated and reported, and the information captured and tracked through a safety tracking mechanism?
 - Are employee records, including those associated with controlled substances, alcohol, and defensive driving training, properly reviewed and maintained through Learning Nucleus or other sources, as appropriate?
 - Are there uniform traffic and pedestrian control devices, road signs, on-site speed limits and other traffic rules posted?

- Are responsible managers ensuring each employee has a state driver's license valid for the type(s) of vehicles to be operated?
- Are appropriate personnel performing proper vehicle maintenance, inspection, and service in accordance with the manufacturer's recommendations or GSA's recommendations, as applicable, to keep GOV's in safe operating condition?
- Is a formal competency-based driver training course by the National Safety Council or similar safety training organization completed by all employees who operate government-owned (or -leased) vehicles?
- Does leadership foster and promote a vehicle safety culture?
- Are traffic violation penalties defined and uniformly applied?
- Are there procedures or expectations for employees to self-report/inform management of occurrences of receiving DUI, tickets, or revoked license?

MVS.2: Feedback and improvement processes are effective in addressing and preventing the recurrence of issues with the motor vehicle safety program. (DOE O 226.1B)

Criteria:

1. A formal process is established and implemented to gather feedback and implement continuous improvement of the motor vehicle safety program elements, implementation, and the adequacy of hazard identification, prevention, abatement, and controls. (DOE O 210.2A, attachment 1, CRD, section 1.a; DOE O 226.1B, attachment 1, section 2.b.(5); 48 CFR 970.5223-1(c)(5); and 10 CFR 851.26(b))
 - Do the contractor's and DOE field/site office's programs and procedures addressing written plans and schedules for planned assessments include some focus on vehicle safety?
 - Does the contractor assurance system include credible self-assessments, and feedback and improvement activities associated with vehicle safety?
 - How does contractor and DOE management communicate the results of these assessments to all affected management and workers?
 - Has the contractor and DOE management adequately addressed corrective actions associated with any past vehicle safety issues?
 - Has the contractor and DOE field/site office management addressed any vehicle safety related lessons learned?
 - Has the contractor and DOE field/site office developed any vehicle safety related lessons learned that focus on preventing adverse events, trends, and reliability reducing events, and on performance improvement?

Federal Oversight of Motor Vehicle Safety

FO.1: DOE field element line management implements risk-informed, performance-based contractor oversight. (DOE O 226.1B)

Criteria:

1. The DOE field element evaluates contractor and DOE programs and management systems, including site assurance systems, for effectiveness of performance (including compliance with requirements). Such evaluations must be based on the results of operational awareness activities; assessments of facilities, operations, and programs; and assessments of the contractor's assurance system. The level and/or mix (i.e., rigor or frequency in a particular area) of oversight may be tailored based on

considerations of hazards, the maturity and operational performance of the contractor's programs and management systems. (DOE O 226.1B, section 4b(1))

- Is DOE oversight based upon the complexity and hazards of motor vehicle safety?
- Does the DOE field element line management have sufficient qualified personnel to implement oversight processes? Are the Facility Representatives and subject matter experts fully qualified in the technical qualification program?
- Do Facility Representatives provide operational awareness oversight of motor vehicle activities in their assigned facilities?
- Do subject matter experts perform oversight of motor vehicle activities as part of their routine oversight?
- Does oversight include determining that the work is performed in accordance with the approved worker safety and health program and integrated safety management system description documents, that hazards are recognized and controlled, and that workers are appropriately protected for motor vehicle hazards?
- Are assessments and operational awareness oversight planned, scheduled, conducted, and documented for motor vehicle safety, and identify areas for needed improvement?
- Are assessments and operational awareness results documented, communicated to the contractor, and captured in an issues management system, as appropriate?

REVIEW APPROACH

Record Review:

- Contractor worker safety and health program
- DOE field/site office worker protection program
- Contractor integrated safety management system description documents
- Contractor and Federal vehicle safety program and procedures
- Contractor and Federal activity hazard analyses for observed work
- Contractor pre-job briefings/tailgate meeting records
- Contractor and DOE field/site office GOV driver training records:
 - Defensive driving
 - Licensing
 - Logs
- Contractor and DOE field/site office GOV maintenance and inspection records
- DOE field/site office assessment schedule
- Contractor and DOE field/site office issues management records associated with vehicle safety
- DOE field/site technical qualification program documents and training records
- DOE and contractor lessons learned associated with vehicle safety
- Vehicle incidents/accident logs and/or reports

Interviews:

- Leadership
- Traffic and pedestrian safety program manager
- Fleet manager
- Warehouse/transportation manager
- Training manager
- Supervisors of GOV drivers
- GOV drivers (both federal and contractor)
- Vehicle, traffic, and/or pedestrian safety committee members

- Site security/enforcement personnel
- Safety professionals
- Worker and trade personnel
- Lessons learned program manager
- GSA vehicle program administrator

Observations:

- Selectively walkdown site or work activity and observe active motor vehicle use
- Safety meetings associated with vehicle, traffic, or pedestrian safety