

## SAMPLE Policy – Non-Uniformed Seat Belt Use

Disclaimer: This document is for example only and should not be used as a final product. The specific needs, practices, form of government and other operational procedures of your governmental entity may impact whether this example is appropriate for your use. **PennPRIME strongly recommends that your solicitor and/or a qualified subject matter expert review the final product before it is enacted.**

**Issue Date:**

**Policy Statement**

***[insert entity]*** recognizes that seat belts are an important and effective item of personal protective equipment that reduce injury to motor vehicle operators and occupants and that reducing injuries can strengthen our effectiveness. Therefore, we are implementing the following seat belt use policy:

**Seat belts will be used for all occupants of entity vehicles or other vehicles used on entity business.**

**Purpose**

The purpose of this policy statement is to establish mandatory seat belt use as a workplace policy of the highest priority, and to designate responsibility for implementation and enforcement.

**Scope**

These guidelines apply to all employees and to all occupants of vehicles driven by employees on official business. It is especially important that all managers and supervisors demonstrate their commitment to and support of this policy by their strict adherence to it.

**Guidelines For Seat Belt Use**

Occupants shall use seat belts in employer owned, leased, or rented vehicles whenever such vehicles are in use and also in personal vehicles when used for official business.

**Maintenance**

Seat belt systems in all vehicles are to be maintained so that they are clean, easily accessible, and in good working order. The lack of a properly functioning seat belt or restraint system in a municipal vehicle shall result in the vehicle being placed out of service.

**Enforcement**

Seat belt use shall be enforced in the same manner, and with the same enforcement tools, as any other work rule. The driver of the vehicle is responsible for enforcing belt use by all occupants. The ranking occupant, if other than the driver, shares this responsibility. Peer pressure is a powerful enforcement aid and should be fostered.

**Chief Administrative Official Signature**

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**Employee Signature**

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