

"SAMPLE"
Mandatory Safety Belt Policy

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by **NAME of YOUR COMPANY** at all times. This also applies to the operation of privately owned or other vehicles if used on-duty.

Effective, (Date, Month and Year), **the following policy will be in effect.**

Procedure

1. Company personnel shall use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used on company business.
2. Lap belts shall be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured.
3. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children of age, size or weight for which such restraints are prescribed by law.
4. No person shall operate a Company vehicle in which any safety belt in the drivers seating portion is inoperable.
5. No person shall modify, remove, deactivate or otherwise be transported in a vehicle in which the safety restraint system has been altered except for vehicle maintenance and repair and not without the expressed authorization from the proper authority.
6. Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

Recommendation

It is strongly recommended that safety belts be utilized by Company personnel and their families at all times in vehicles while in an off-duty capacity to further reduce the risk of death or injury.

Driver and/or Passenger Negligence

If negligence or noncompliance with the requirements of this order is displayed, appropriate corrective or discipline action shall be initiated as prescribed by Company policies.

Note: This "sample" safety belt policy should be reviewed by appropriate legal consul prior to its implementation.