MCIT
MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST

VIRTUAL RISK MANAGEMENT WORKSHOP

RISK MANAGEMENT BEST PRACTICES FOR MOTOR VEHICLES

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The information contained in this document is intended for general information purposes only and does not constitute legal or coverage advice on any specific matter.

Motor Vehicle Operations

- 11,000 covered vehicles
- 1,100 claims per year
- $3.2 million paid per year
- Goal: Get every person and every vehicle through the day intact
  - Best Practices
    - Essentials of Risk Management for Motor Vehicles
- Interactive poll questions

Poll Question 1:

How Many Minnesota License Plate Options Are There?

A. 34
B. 52
C. 133
D. 151

Poll Question 1:
How Many Minnesota License Plate Options Are There?

C. 133

Do You Wonder …

… Why Minnesota license plates are so varied?

- Standard
- Tax exempt
- Sheriff

Reducing Hazards, Improving Safety

While Driving

What Can We Do To …

… Reduce the number of claims?
… Minimize the dollars spent?
… Decrease injuries?
… Get everyone home in one piece?

Reducing Vehicle Hazards

Operational Technology

- Collision mitigation systems
- Lane departure alert
- Blind spot warning
- Automatic emergency braking
- Rear camera/backup collision warning systems
- Rear cross-traffic warning

Safety Technology

- All-wheel drive
- Antilock braking system (ABS)
- Traction/stability control
- Tire pressure monitoring

Poll Question 2:
Telematics Help Reduce Vehicle Crash Rates.

True or False?

Reducing Problem Behaviors: Telematics

Monitor

- Speed
- Acceleration rate
- Sudden braking
- Fuel consumption
- Routes of travel

Help

- Reduce crash rates, especially with younger drivers
- In post-crash investigations

Follow the Law

Your Drivers Should:

- Wear seat belts
- Inspect vehicles daily
- Properly secure loads

Follow the Law

Your Drivers Should Not:

- Hold cell phone in hand
- Text and drive
- Use headphones in both ears
- Drive impaired
  - Alcohol use policy
  - Drug use policy

Safe Driving: Avoid Distractions

Encourage Drivers To:

- Know the route
- Know the weather
- Not eat while driving
- Secure loose items
- Keep emotions in check
  - MCIT.org refresher training
    - Quick Takes on Safety
    - Video: "Preventing Road Rage"

Vehicle and Driver Readiness
Have Drivers Assess Prior to Driving

Vehicle

- Operating condition
  - Inspection
  - Consider a checklist
- Operational controls

Driver

- Personal inventory
  - Proper rest
  - Physical and mental health
  - Clothing and footwear
  - No drug use
  - No alcohol abuse

Defensive Driving
Require Training for All Drivers

- Training helps with:
  - Anticipating situations
  - Making safe, informed decisions
  - Understanding capabilities
  - Maintaining control
- MCIT options
  - Interactive on-site classes
  - Online training
  - No cost to members
  - Provided by the Minnesota Safety Council
  - See *MCIT.org*

Poll Question 3:

How Can We Reduce Backing Up Collisions?

Choose all that apply.

A. Inspect backup systems
B. Back into parking spaces
C. Pull through spaces when possible
D. Check all around the vehicle

Take Care When Entering/Exiting Vehicle

Remind Drivers of Entering/Exiting Protocols:

- Test the footing
- Three points of contact
- Appropriate footwear
- Training materials (*MCIT.org*):
  - Quick Takes on Safety
  - Posters
  - Stickers

Anticipate Weather Conditions

Have Drivers:

- Dress appropriately
- Check fuel and other fluids
- Clean lights, windows and mirrors
- Bring
  - Jumper cables
  - Material for traction: grit
  - Phone charger
  - First-aid kit
  - Survival kit

Hazardous Condition Driving

Get Drivers in the Mindset To:

- Reduce speed
- Increase following distance
- Avoid cruise control
- Turn on headlights, taillights
- Accelerate and decelerate slowly
- Brake appropriately
- Watch for hydroplaning
- Avoid flooded areas

By the Side of the Road

Post-crash or disabled vehicle to do list:

- Move out of traffic
- Turn on four-way flashers
- Stay in the vehicle
- Call 911 if needed
- Animal collision, alert law enforcement

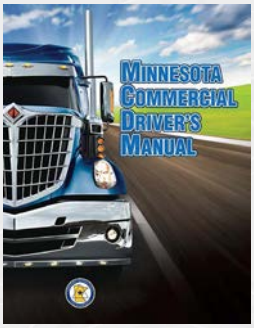
Deer-vehicle Collisions

- Make employees aware
  - Late October through November
  - At dusk and at dawn
  - Scan ditches for deer
  - *MCIT.org*: Deer collision prevention materials
- If a crash is unavoidable
  - Both hands on the wheel
  - Do not swerve
  - Follow steps after a crash
  - Do not move the deer

Commercial Vehicles

Commercial Vehicle Laws

- Commercial motor vehicles
  - Plow trucks
  - Tractor trailers
  - Heavy trucks
- Federal Motor Carrier Safety Administration
  - Drug and alcohol testing
  - Inspections
  - Safety equipment



Drug and Alcohol Testing for Commercial Drivers

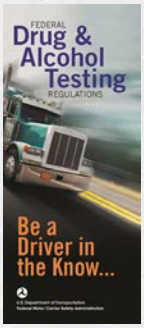
- Pre-employment
- Post-accident
- Random
- Reasonable suspicion
  - Supervisor training
- Return-to-duty
- Follow-up
  - Substance abuse professional (SAP)
  - MCIT EAP

Poll Question 4:
CDL drivers may use *legal* cannabis, THC or CBD products.

True or False?

Drug and Alcohol Testing for Commercial Drivers

- Federal law governs
- Legal and illegal THC products
  - Stay in drivers' systems for weeks
  - Will show up in drug testing
  - Will be a failed test



Commercial Vehicle Inspections

- Certified inspector
  - Annual inspection
  - Safety inspection decal
  - Spot check by state patrol
- Daily inspection
  - Safety and operational equipment
  - Driver pre-trip inspection
- Post-incident inspection
  - Fatality
  - Injury with off-site treatment
  - Disabling damage

Safety Equipment Required in Commercial Vehicles

Require Drivers to Check Before They Drive

- Appropriate fire extinguisher(s)
- Spare fuses
  - One for every type and size
- Warning devices
  - 3 reflective triangles or
  - 3 liquid burning flares or
  - 6 fusees

Questions about Reducing Hazards?

Ask now using the Questions feature

MCIT Coverage for Motor Vehicles

Road-licensed Autos

MCIT Gets Asked …

- Who is covered while driving a member vehicle on member business?
- Is a driver covered when driving his or her own car for member business?
- Does a member need to add new vehicles to the MCIT coverage schedule before installing equipment?
- Do we need to schedule trailers?

Poll Question 5:

Who Is Covered While Driving a Member Vehicle on Member Business? Choose all that apply.

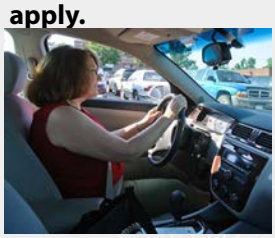
A. Employees
B. Officials
C. Contractors
D. Volunteers

Covered Party: Permissive Use

- Authorized drivers are covered parties
  - Officials
  - Employees
  - Volunteers
  - Contractors
- Coverage follows the vehicle
  - Personal vehicle use: Personal coverage pays first

Poll Question 6:

Is a Driver Covered When Driving His or Her Own Car for Member Business? Choose all the apply.



A. Yes
B. No
C. Maybe
D. All of the above

Personal Autos

- Coverage follows the vehicle
  - Officials
  - Employees
  - Volunteers
- Personal insurance is first
- MCIT coverage is second
  - No physical damage coverage

Personal Use of Member-owned Vehicle

- Minnesota Statutes, Section 471.666
  - Permitted personal use
  - Incidental personal use
- Members should have a policy
  - Implement
  - Communicate
  - Enforce
- Public safety vehicle exemption
  - Check entity use policy

Poll Question 7:

A Member Should Add New Vehicles to the MCIT Coverage Schedule Before Installing Equipment.

True or False?

Covered Autos

- Scheduled vehicles
  - Attached equipment
    - External lighting
    - Computers
    - Cameras
    - Dump boxes
    - Plows
    - Radios
- Scheduled road licensed trailers

Poll Question 8:

Do We Need to Schedule Trailers?

- Yes
- No

Covered Autos

- *Scheduled* road licensed trailers

MCIT Coverage Details

- Minnesota Statutes, Chapter 466
  - $500,000 per claimant
  - $1.5 million per occurrence
- No-fault (PIP)
- Uninsured/underinsured
- Physical damage (deductible applies)
  - Comprehensive
  - Collision

Poll Question 9:
Is There Coverage for Vehicles Stored at Impound Lots and for Off-season Storage?

- Yes
- No

Storing Others' Autos: Garagekeepers

- Impound lots
- Off-season storage
- Comprehensive risks
  - $100,000 limit
  - $1,000 deductible
  - Requires negligence
  - Excess of owner's insurance
- No collision coverage

Questions about Auto Coverage?

Ask now using the Questions feature

What to Do After a Vehicle Incident

Member Duties After a Loss

Improve Claim Outcomes

- Protect vehicle from further damage
- Notify law enforcement as needed
- Notify MCIT via the member portal at MCIT.org
- Allow MCIT to inspect vehicle

An Employee Driver Had an Accident …

… Does he or she call 911?

… What about the other driver?

… Should the employee driver take responsibility?

Steps After an Incident

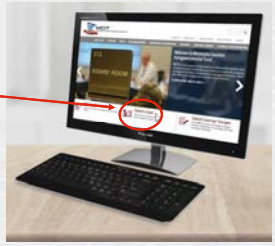
- Remind the driver at the scene:
  - Post-crash safety tips
  - Do not admit fault
- Vehicle incident kits
  - Provided by MCIT
  - Use to record details at the scene
  - Includes auto ID card
  - Incident courtesy card

Incident Record Form

- Member follows up to obtain key information
  - Photographs
  - Surveillance or traffic camera video

Incident Response Plan, Reporting to MCIT

- Incident response plan
  - Driver duties
  - Internal reporting
  - MCIT reporting
- Report auto claims promptly
  - Details are freshest
  - Upload documents
  - Preserve coverage
  - Helps ensure timely payments



Controlling Claims Costs

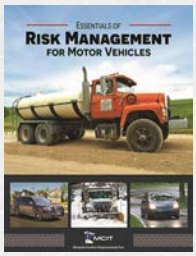
- Report claims quickly
  - Member portal at *MCIT.org*
- Photos
  - Take and submit
- Plan ahead for repairs
  - Adjuster and body shop work together
- Alternate aftermarket parts
- Severely damaged vehicles

MCIT Claims Process

1. Member submits incident notice to MCIT
2. MCIT claims representative assigned
3. MCIT determines coverage
4. MCIT investigates incident
5. MCIT resolves the claim
6. MCIT seeks recoveries or restitution
7. MCIT closes the claim

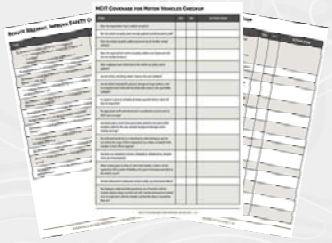
‘Essentials of Risk Management for Motor Vehicles’

- Motor vehicle laws
- MCIT auto coverage
- Reduce hazards, improve safety
- Duties after a loss
  - Control cost of claims
- Checkups
- Essentials of RM for Motor Vehicles



Checkups: Yes-no Questions

- Yes → You’re on top of it
- No → More work to do
  - It does not apply
  - It is in our plans
  - We are waiting for budget money
  - The policy is in the draft stage



After Incident and General Motor Vehicle Risk Management Questions

- Ask questions now using the Questions feature
- Please complete the evaluation form when you log out of the session

Resources for Members

- *MCIT.org*
  - “Essentials of Risk Management for Motor Vehicles”
  - Resource Library
- MCIT training services
- Quick Takes on Safety
- Step Wisely program
- Deer collision prevention materials
- Employee Assistance Program
- Minnesota Safety Council

Join Us for More Workshops

Register at MCIT.org/training-calendar/

- **Protect Your Property: Make the Most of MCIT Coverage (For Noncounty Members):** Sep. 28 at 10:30 a.m.
- **Strategies to Reduce Common Injuries to Employees:** Sep. 29 at 1:30 p.m.
- **Make Telecommuting Work for Employer and Employee:** Oct. 12 at 10:30 a.m.
- **Resilience for Managers: Leading The Way:** Oct. 13 at 1:30 p.m.
- **Key Employment Risks for Small Employers (For Entities with Fewer than 50 Employees):** Oct. 26 at 10:30 a.m.
- **Ethics and Public Purpose Doctrine for Public Entities**: Oct. 27 at 1:30 p.m.
- **Managing Performance with Positive Communication:** Nov. 16 at 1:30 p.m.