

Agency Name
Transit Policies and Procedures

Subject	Seatbelt Policy
Section	Safety
Effective Date	
Approved By	
Approval Date	

Purpose

Develop a standard for seatbelt use that complies with Alabama traffic laws.

Definitions

Seatbelt: An arrangement of straps designed to hold a person steady in a vehicle seat to prevent injury.

Procedure

Prepare a written policy for seatbelt use that applies to all occupants of Agency vehicles. Require Drivers or employees riding as passengers to wear seatbelts while riding in Agency vehicles. Instruct Drivers not to move vehicles until all passenger safety belts are securely fastened. If a passenger's seatbelt is not long enough to be secured, instruct the Driver to provide a seatbelt extender to the passenger. If an extender does not remedy the situation or if a medical condition prohibits a passenger from wearing a seatbelt, the passenger will not be required to wear a seatbelt. Drivers should attempt to seat these passengers where state law does not require the use of seatbelts. Unsecured passengers must be documented on the Driver's manifest. This information should be saved under the passenger's account as a special need for future trips.

Children under age six and/or under forty pounds are required to be properly secured in a federally approved child restraint system. Parents are responsible for properly securing the restraint system to the passenger seat and securing the child into the restraint system. Drivers should ensure all children are appropriately secured before setting the vehicle in motion.

Wheelchairs shall be secured using an approved four-point restraint system.

Responsibilities

The Transit Director should ensure that all Agency vehicles are fully equipped with seatbelts and seatbelt extenders. Drivers are responsible for ensuring that all employees and passengers wear seatbelts anytime an Agency vehicle is moving.