

PART 420 – SAFETY AND HEALTH MANAGEMENT PROGRAM
SUBPART O – SAFETY REQUIREMENTS FOR INCIDENTAL MOTOR VEHICLE OPERATORS

NM420.152 Responsibilities

- c. The following are New Mexico conditions and requirements to be met in addition to National criteria in travel planning:
 - i. Prior to driving on official business outside of normally assigned local work areas, employees are to discuss travel plans with their supervisor to ensure that travel is both safe and cost effective.
 - ii. When discussing travel plans with their supervisor, consideration must be given, but not limited to, the following:
 - 1. Type of vehicle used
 - 2. Number of employees traveling together in a vehicle
 - 3. Time of day (daylight or after dark)
 - 4. Adverse weather conditions
 - 5. Time spent traveling as a passenger in a vehicle
 - 6. Time spent driving a vehicle
 - 7. Expected time of departure and arrival
 - 8. Pre-departure vehicle check (fuel level, oil level, tire pressure, etc.)
 - 9. Contact information for both supervisor and employee in case of emergency
 - iii. Primary consideration will be given to safety of the employee and secondary consideration shall be given to the cost effectiveness of the planned travel. The supervisor has the flexibility and responsibility to approve the travel plan and ensure that the travel is necessary, safe, cost effective, and in the best interest of both the agency and the employee. Travel must not commence without the approval of the supervisor or acting supervisor.