In Reply Refer to
1112 (OR-950) P

October 25, 2002

EMS TRANSMISSION  10/28/2002
Instruction Memorandum No. OR-2003-014
Expires: 09/30/04

To: District Managers
   Attn: Administrative Officers and Safety Managers

From: State Director

Subject: Fatigue Driving and Work Hours Policy

Program Area: Safety and Occupational Health

Purpose: To establish policy for employee work hours and driving time limitations.
Note: This policy does not apply to firefighting operations and does not cover driving limitations for heavy equipment
operators engaged in heavy equipment operations.

Policy/Action: The BLM Manual Handbook, 1112-2, limits driving time to 8 hours behind the wheel in a 16-hour
duty day. The 8-hour period includes rest and meal breaks. The handbook also requires that employees have 8 hours
of rest before a duty day that requires driving.

Any OR/WA BLM employee who’s travel would require more than 8 hours driving in a 16 hour duty day for field
duty, to attend meetings, etc., must plan to remain overnight at their temporary duty location, have provision for a
relief driver, or obtain their supervisor’s written authorization to exceed this limit. Effective risk management
indicates that the costs associated with one vehicle accident would exceed the costs associated with a day of per diem
or even having two drivers.

No employee will be permitted to work more than 16 hours in a 24 hour period to include the maximum 8-hour
driving restriction. This will also allow for the 8-hour rest requirement before driving the next day. Any variance
from this policy must be approved in writing by the respective District Manager or Deputy State Director.

Employees and supervisors are responsible for compliance with these requirements; failure to do so may result in
disciplinary action.

Timeframe: Ongoing

Budget Impact: None

Background: Accident statistics for the BLM show that over the past 10 years, more than half of the fatalities have
been caused by fatigued and/or distance driving. I am committed to the safety of each individual in our organization.
As we improve awareness of the hazards associated with fatigue and/or distance driving, I am convinced we will
reduce the risk to our employees. Attachment 1 is designed to give supervisors and employees some basic information
on fatigued driving, things to watch for and ideas on what to do if you find yourself tired behind the wheel. Please make sure that all of your employees see it.


**Coordination**: SORO Safety Manager, Personnel (OR 953), State Safety Manager.

**Contact**: James D. Chandler, State Safety Manager at (503) 808-6249.

**Districts with Unions** are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger  
Associate State Director

Authenticated by
Mary O'Leary  
Management Assistant

1 Attachment
1 – Our “Wake-Up Call” (1p)

Distribution
HR 240
OUR “WAKE-UP CALL”

What contributes to Driver Fatigue?
There may be many outside influences that contribute to sleepy or fatigued driving: (1) Long, monotonous drives; (2) driving in rural areas with blackness all around; (3) lulling vibrations from the road or your vehicle; (4) highway hypnosis; and (5) new vehicles that are designed to be quieter, smoother, and easier to operate.

What are WARNING Signs that Tell Drivers They Are Too Tired to Drive?
- Difficulty focusing or keeping your eyes open
- Eyes beginning to burn
- Trouble keeping your head up
- Can’t stop yawning
- Inattention, daydreaming
- Muscular tension, restlessness, or inability to get comfortable
- Increase in driving in errors; e.g., tailgating, missing traffic signs, can’t remember driving the last several miles

What Should Drivers do if They Notice These Symptoms?
To avoid falling asleep at the wheel, you should pull off the road for a break or nap if you experience any of these warning sings. If you are at a roadside rest area, you should exit your vehicle. Take a brief walk and do some easy stretching exercises.

Don’t rely on coffee or a caffeine drink to keep you awake. Studies show that the feeling of alertness from caffeine is short lived.

How to Avoid Driving While Fatigued
- Get a minimum of 8-hours of sleep the night before driving.
- Don’t be afraid to stop along the way and stay overnight.
- Avoid driving straight through to your destination if it is longer than 8 hours.
- Take a break every 2 hours, or 100 miles. Stop sooner if you feel tired. On your breaks, get out and stretch; take a short walk. If feeling tired, take a brief nap for 20-30 minutes.
- Don’t allow yourself to become too comfortable while driving. Turn off the cruise control and drive with the window open.
- Whenever long distances or late hours are involved, consider traveling with a relief driver.