

Fleet Safety Policy

THIS COMPANY recognizes that the employees are our most valuable assets, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. The Company will do everything possible to prevent workplace accidents and is committed to providing a **safe** working environment for **all employees**.

Traffic related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors of which the majority are uncontrollable. The purpose of THIS COMPANY Fleet Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community and THIS COMPANY

To further this goal, our Company has developed a Fleet Safety Policy effective. The Program will consist of six components: Recruitment, Job Requirements, Training, Preventative Maintenance, Accident Investigation and Company Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

All employees are expected and required to actively participate in this program for their own health and well-being. We encourage our employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor. The use of seatbelts and other safety devices is mandatory. MVR's will be requested periodically at a minimum of at least once per year. Management reserves the right to use its discretion in determining a unsatisfactory MVR. As a guideline, (**# of**) violations in the past three years will be grounds for an unsatisfactory MVR and cause for termination and/or disciplinary actions.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. THIS COMPANY realizes a proper working vehicle is the first step to ensuring everyone's safety.

Fleet Safety Management Program

Purpose:

To minimize vehicle accidents, employee vehicle related injuries and promote safe driving behavior throughout the company.

Scope:

All employees operating personal and company vehicles.

Procedure:

The following program and guidelines have been established and will be implemented at all locations.

MVR Policy:

- Minimum age to drive company vehicles is 21.
- All employees operating company vehicles are required to have a valid driver's license issued by the state of recorded residency.
- MVR's will be reviewed prior to hiring prospective employees and annually for all full-time and part-time employees operating company vehicles.
- A post accident MVR review will be conducted at the discretion of the Safety Manager when an accident involves serious bodily injury to an employee or third party; or major vehicle physical damage.
- Employees operating company vehicles will be required to sign the Motor Vehicle Record Review Consent Form granting the company permission to review their MVR at anytime. This is a requirement of the Fair Credit Reporting Act and must be signed by each employee for which an MVR will be secured.
- Employees operating company vehicles must report any license suspension, revocation or traffic citation to the Safety Department regardless of whether the change resulted from operating a company vehicle or private vehicle. This must be done no later than 24 hours after the event occurs to avoid disciplinary action.

Driver Qualification:

The following criteria must be met in order for a motor vehicle record to be acceptable:

- No more than a combined total of two moving violations or preventable accidents during the last three years. Accident preventability will be based on review of police reports.
- Minimum of three years of driving experience, or two years of driving experience with a clean record (no moving violations or preventable accidents)

MVR Screening Criteria:

An employee who's MVR indicates any of the following will **not** be allowed to operate company vehicles.

- **One or more Type A** conviction(s) during the last three years
- **Any combination of three or more** Type B convictions or preventable accidents during the last three years

Type A Serious Convictions:

- Driving with Revoked License

- Hit and Run
- Leaving the Scene of an Accident
- Driving with Suspended or Revoked License
- Driving Under the Influence
- Refusing to take a road side Test
- Attempting to elude a police officer
- Reckless Driving
- Involuntary Manslaughter
- Negligent Vehicular Homicide
- Felony with Vehicle
- Excessive Speeding (20 mph above the posted limit)
- Passing a Stopped School Bus

Type B Ordinary Convictions:

- Any moving violation not classified as a Type A convictions are Type B
- Speeding
- Improper Lane Change
- Failure to Yield
- Failure to Obey a Traffic Sign/Signal
- Careless Driving
- At fault accident(s)

Note: An accident is considered preventable unless the police report indicates otherwise.

We will review the MVR every year and determine if past violations require further driver disqualification from operating company vehicles of personal vehicle for company business.

Motor Vehicle Records:

- A master drivers list will be maintained by the Safety Department at all times listing all employees approved to operate company vehicles.
- The attached "Motor Vehicle Record Review Form" will be used to review the MVR of employees operating company vehicles. The review will be signed by the Safety Manager, attached to the MVR and placed in the employee's file.
- ***The list of all employees prohibited from driving company vehicles will be on file in the Safety Department.***

Recruitment:

THIS COMPANY focuses its initial efforts on driver selection through a variety of resources, the first being the job application. The application will require a prospective employee to list past driving experience, employers, and types of vehicles driven. In

addition, the prospective employee is required to notify THIS COMPANY of any motor vehicle violations for at least the last **5** years. References will be required.

Driver selection will be made upon completion of a formal interview and background check to include contacting references, review of the MVR, and a negative drug screen. Authorizations will be obtained to contact prior employers and personal references.

MVR's will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, two violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

Job Requirements:

All driver positions require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks. All prospective employees will be required to undergo a physical evaluation and if required, pass a Dept. of Transportation physical evaluation as well. Results of the physical evaluation will be compared to the necessary physical requirements to ensure the prospective employee can perform at the required levels of physical exertion. Commercial Drivers Licenses are required per regulatory agencies.

As part of the recruitment process, prospective employees may be required to complete a satisfactory road test. Active employees will participate in periodic road tests for training purposes. Tests will be conducted by Human Resources and/or management and will cover a variety of driving criteria. The road test will require prospective and active employees to safely and competently complete tasks associated in the following categories:

- Pre-trip Inspection
- General Vehicle Operation
- Fifth wheel connection
- Backing and parking
- Turning
- Passing
- Railroad crossing

Results of the road test will be shared with the prospective and active employees at management's discretion.

- Use of seat belts and other safety devices are mandatory.

Driver Responsibilities:

1. Drivers are responsible for the security of Company vehicles used by them. The vehicle engine must be shut off, ignition keys removed, and vehicles doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
2. Report any mechanical difficulties or repair needs to the company's designated vehicle repairman.

Drug/Alcohol Testing:

Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by THIS COMPANY. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination. THIS COMPANY conducts mandatory random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

Training:

New hire and periodic training is required. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behavior modification. New hire and periodic employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behavior modification.

Performance:

THIS COMPANY will monitor driver habits to identify potential unsafe driving habits that require additional training and/or disciplinary actions. We will utilize ride along to identify areas of improvement combined with statistical data focusing on accident types and frequency of two or more accidents or moving violations in a one calendar year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardized if accident frequency is above the required norm with no concentrated efforts being made for improvement.

Preventative Maintenance:

To retain the safety and integrity of the vehicle, THIS COMPANY will provide the necessary resources to ensure all vehicles are operating at their best. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be maintained and promptly repaired are; brakes, tires, suspension, steering, lights, mirrors, windows, and windshield wipers.

Employees are required to conduct pre trip vehicle inspections. Any unsatisfactory result requires a Fleet Hazard Identification form to be completed and forwarded to their immediate supervisor. Thereafter, the identification form will be forwarded to the maintenance department to confirm the equipment malfunction, complete repairs, and sign off on the completed identification form.

Company Vehicles for Personal Use:

Personal use of company vehicles is prohibited without prior permission from management. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. Use of the company vehicle is limited to travel to and from work and work related events. The vehicle is not to be used for personal and/or entertainment purposes. Employees are expected to use their discretion.

Accident Investigation Procedures:

THIS COMPANY realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers are required to be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third party insurance schemes.

All vehicles will be supplied with accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident; traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents immediately to the dispatcher and/or supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo. Hazmat operations, containment, and clean up will be coordinated by dispatcher, supervisor and/or driver.

REPORT ALL ACCIDENTS IMMEDIATELY TO YOUR DISPATCHER!

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Once again, our goal is to provide a safe working environment for all employees by protecting employees and Company property.

I have read and understand the company policy, its requirements and expectations of me as an employee.

Printed Name: _____ Hire Date: _____

Employee Signature: _____ Date: _____