


<i>HEALTH AND SAFETY MANUAL</i>		
Title: Driver and Vehicle Safety		
Approved by: Greg Savoy		Rev. 8/30/11

1 Purpose/Scope:

Company vehicles are provided to assist employees in performing their work objectives requiring transportation. In order to maintain a safe workplace for its employees, only designated individuals shall operate these vehicles. This program outlines the Company's vehicle and driver safety requirements.

This Plan applies to all Company employees who operate company vehicles and those rented or leased for company business. This program also applies to all employees who are using personal vehicles for business purposes.

2 Responsibilities:

2.1 Responsibilities:

- 2.1.1 Managers/Supervisors are responsible to ensure that employees are trained and qualified on the requirements of operating Company vehicles.
- 2.1.2 Managers/Supervisors are responsible to see that all provisions of this program are followed, that vehicle inspections are performed and that vehicles are in safe operating condition.
- 2.1.3 Employees are responsible to follow the requirements of this program and report any damage or needed repairs immediately to their supervisor.
- 2.1.4 Employees assigned to duties requiring the operation of vehicles for company business are responsible; and shall be held accountable through the Company's Progressive Discipline Program to:
 - sign the Safe Driver Commitment Statement (EXHIBIT D-4.1) at time of employment or reassignment for a position that includes the use of Company vehicles.
 - drive in a safe and defensive manner.
 - make required vehicle inspections.
 - properly operate the vehicle.
 - ensure the driver and all passengers wear seatbelts.
 - maintain cleanliness.
 - schedule and oversee routine maintenance.
 - reporting of any mechanical problems on Company vehicles.
 - acquire and maintain a valid driver's license for the state of residence.

- report to supervisor a lost or suspended license.
- during the operation of any company vehicle, whether issued, assigned, or temporary and a speeding, parking, or moving violation ticket has been issued, there will be an eight (8) hour grace period for reporting such violations to your supervisor.
- acquire and retain in the vehicle a current insurance card.
- acquire and attach the current license registration for the vehicle.
- obey the laws at all times.
- employees shall personally pay all traffic citations and associated charges for towing and storage due to illegal parking or driving.
- citations for traffic violations and vehicle accidents shall be reported to supervisor immediately for review to determine Company responsibility.
- employees operating company vehicles should not attempt to operate cell phones while driving but should make every attempt to stop vehicle operations and then speak.
- employees shall not manipulate radios or other equipment which may cause distraction.
- employees shall maintain a safe distance between other vehicles and not exceed posted speed limits.
- Loads shall be secured and shall not exceed the manufacturer's specifications and legal limits for the vehicle.
- Vehicles shall be maintained in safe working order.

3 Requirements:

3.1 General:

- 3.1.1 Only authorized employees shall be permitted to operate vehicles for Company business.
- 3.1.2 Company vehicles shall be used for Company related purposes only.
- 3.1.3 Occupants in vehicles operated for Company business shall not exceed the designed seating of the vehicle.
 - All occupants shall use proper safety restraints (seatbelts and shoulder harness).
 - No passengers shall be permitted to ride in the back of a pickup or service truck.
- 3.1.4 Company vehicles shall have the following signs properly and permanently attached:
 - Company name and logo on both front doors.
 - ✓ Decals can be ordered from the fleet manager.
- 3.1.5 Company vehicles are designated no-smoking areas.
- 3.1.6 Radar Detectors or other devices promoting violation of driving laws are not permitted in Company vehicles. Drivers shall not operate a company vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the-counter medications that might impair their driving skills.

- 3.1.7 Vehicles that fall under the jurisdiction of Federal Motor Carrier Regulations shall follow all requirements for the drivers and the vehicles of the applicable Commercial Motor Vehicle classification.
- 3.1.8 Loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.
- 3.1.9 Vehicles shall be the correct size and designed for its' intended use.
- 3.1.10 Vehicles shall be maintained in safe working order.
- 3.1.11 Company Vehicle Usage:
- The Company provides a vehicle for employees to travel to and from job locations.
 - It is the employee's responsibility to acquire a monthly report from their supervisor and fill it out completely and accurately (no guess at mileage). These reports are used to determine when a vehicle is in need of major repair or replacement.
 - The vehicle mileage should coincide with the monthly vehicle mileage/maintenance report that is turned in at the end of the month.
 - The Company vehicle is not to be used for any personal use (i.e. going to the grocery, towing personal vehicles)
 - Drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the-counter medications that might impair their driving skills.

3.2 Parking:

- 3.2.1 All company owned or leased vehicles shall be turned off when parked.
- The manual transmission must be in gear or automatic transmission in Park.
 - The parking brake must be engaged.

Exception: *When a service vehicle must be left running to perform a job task, the requirements in 3.2.2 must be followed completely.*

- 3.2.2 When the service vehicle is left running without the driver at the controls:
- The parking brake must be engaged;
 - The manual transmission in neutral or automatic transmission in Park;
 - Wheel chocks blocking at least one wheel front and back must be used.

3.3 Pre-employment qualifications for positions requiring driving for Company business (including employees transferred to these positions):

- 3.3.1 The Human Resources Department (HR) shall run a current motor vehicle report (MVR) for potential new hires.
- A valid license for the state of residence shall be verified.

- A DWI or DUI in the past 24 months or 3 moving violations within the preceding 12 months shall eliminate the candidate from hiring eligibility.
 - DWI, DUI, and multiple moving violations appearing on the MVR prior to the above time periods shall be reviewed and considered before eligibility for hiring is approved.
- 3.4 Human Resources shall run a current MVR on all employees that operate vehicles for Company business on an annual basis with the State Department conducting the review.
- 3.4.1 A valid license for the state of residence shall be verified.
- 3.4.2 Any unreported license suspension, or an employee charged and convicted of a DWI or DUI or other substance related offense is subject to immediate action as outlined in the Progressive Discipline Program.
- 3.4.3 Any highway accident will require the employee to submit to a drug and alcohol test within 8 hours of the accident. Also, the employee shall be required to attend an approved safe driving course, at the employees' expense, and submit the certificate to their supervisor if it has been determined via MVR that the employee has experienced three (3) moving violations within the most recent two year period.
- 3.4.4 The safe driving course must be completed within 30 days of employee notification.
- 3.4.5 If employee fails to complete the required course in 30 days, that employee shall be removed from driving a company vehicle until proof of completion is submitted to their supervisor.
- 3.4.6 More than 3 moving violations within the most recent two year period may result in disciplinary action as outlined in the Progressive Discipline Program.
- 3.5 Inspections:
- 3.5.1 All employees operating vehicles for Company business shall inspect their vehicle daily and check:
- All lights in proper operation.
 - Windshield wiper.
 - Tires for inflation, deformities, and wear.
 - The horn.
 - The brakes for proper operation.
 - Oil, radiator, and windshield washer fluid for proper levels.
 - Vehicle for damage to body and glass.
- 3.5.2 All employees operating Company vehicles shall complete on a monthly basis the Vehicle Mileage / Maintenance Report, Exhibit D-4.2.

3.6 Towing/pulling:

3.6.1 A vehicle shall not tow anything that is greater than the rated towing capacity of the vehicle.

3.6.2 All lights, brakes, and hitch on the towed device must be functioning properly.

3.6.3 When pulling another vehicle, a proper towing strap must be used.

3.7 Training:

3.7.1 Training shall include:

Successful completion of an approved driver safety course at a minimum of every 5 years.

Driver awareness safety information distributed by management during monthly safety meetings.

4 References:

None.

5 Exhibits:

D-4.1 Driver Commitment Statement

D-4.2 Vehicle Mileage / Maintenance Report

EXHIBIT D-4.1

SAFETY DRIVER COMMITMENT STATEMENT

I, _____, understand that one of my responsibilities at _____ is to operate the Company motor vehicles in a safe manner.

I am committing to:

- ✓ Follow the Company's Driver and Vehicle Safety Program.
- ✓ Keep my assigned vehicle clean and properly maintained.
- ✓ Operate my assigned vehicle properly and not drive in an abusing manner.
- ✓ Report all vehicle incidents regardless of severity.
- ✓ Keep my assigned vehicle secure and parked in a safe place when unattended.
- ✓ Complete a vehicle mileage/maintenance report due by the 25th of every month.
- ✓ Comply with all local, state, and federal laws; plus client and Company policies regarding vehicle operations.

Signature:

Date:

Supervisor's Name:

Regional Office:

VEHICLE MILEAGE / MAINTENANCE REPORT

PLEASE FILL IN ALL REQUIRED INFORMATION AND FAX TO KURT BROWN AT (504) 368-9768 BEFORE _____

VEHICLE NO:

LICENSE NO:

ASSIGNED TO:

COMPANY: DIVISION:

MODEL:

ODOMETER READING AS OF:

CONDITION OF VEHICLE: GOOD AVERAGE POOR

ANY MAINTENANCE NEEDED YES NO If yes, list details below.

PLEASE SIGN _____ DATE: _____

PLEASE EXPLAIN MAINTENANCE NEEDED BELOW:
