



VEHICLE FLEET SAFETY POLICY

Policy

The purpose of this Policy is to ensure the safety of those individuals who drive company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Company endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

President Wade Heuett

Driver Eligibility

- Company vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive the Company vehicle.
- Any employee who has a driver's license revoked or suspended shall immediately notify their **AREA MANAGER**, and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including dismissal.
- All accidents, regardless of severity, must be reported to the police and to your **AREA MANAGER**. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- Drivers must immediately report all summonses received for moving violations during the operation of a company vehicle to the **AREA MANAGER**.
- All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion on medical, drug, and alcohol evaluations.
- Motor Vehicle Records will be ordered periodically to assess employees' driving records. An unfavorable record will result in a loss of the privilege of driving a Company vehicle.

The following system will be used to determine eligibility to operate a Company vehicle:

- **ALL TYPE 'A' VIOLATIONS** (as defined below) **WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.**
- **ANY DRIVERS (EMPLOYEES OR APPLICANTS) SHOWING ONE OF THE FOLLOWING WILL BE RESTRICTED FROM DRIVING COMPANY VEHICLES:**
 - One (1) or more type 'A' Violations in the last 3 years
 - Three (3) or more accidents (regardless of fault) in the last 3 years.
 - Three (3) or more type 'B' violations in the last 3 years
 - Any combination of accidents and type 'B' violations which equal Four (4) or more in the last 3 years.

Type 'A' Violations:

- Driving While Intoxicated
- Driving While Under the Influence of Drugs
- Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
- Operating During a period of Suspension or Revocation
- Using a Motor Vehicle for the commission of a Felony
- Aggravated Assault with a Motor Vehicle
- Operating a Motor Vehicle Without the Owners Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations

- All Moving Violations not listed as type 'A' Violations

Driver Safety Rules

- The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in company vehicles must wear seat belts, even if air bags are available.
- No unauthorized personnel (e.g. Hitch-hikers) are allowed to ride in company vehicles.
- Drivers are responsible for the security of Company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle 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.
- Head lights shall be used 1/2 hour after sunset and 1/2 hour before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
- All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.

Defensive Driving Rules

- Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
- Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
- Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.

- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
- Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing and/or have someone guide you.
- Back to the driver's side. Do not back around a corner or into an area of no visibility.

What To Do In Case of An Accident

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

- Call for medical aid if necessary.
- Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Complete the form locating in the CNA Vehicle Accident Packet. Pertinent information to obtain includes:
 - license number of other drivers
 - insurance company names and policy numbers of other vehicles
 - make, year, model of other vehicles
 - date and time of accident
 - overall road and weather conditions
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. DON'T argue with anyone.
- Provide the other party with your name, address, phone number, drivers license number, and insurance information.
- Immediately report the accident to the AREA MANAGER. Provide a copy of the accident record and/or your written description of the accident to **AREA MANAGER ASAP**.
- Cooperate fully with any follow-up from CNA Claims personnel.

Vehicle Maintenance

Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

- Registration and Inspection is the responsibility of the assigned driver.
- Drivers of D.O.T. regulated vehicles are required to inspect their vehicle prior to usage, documenting and notifying the company mechanic of deficiencies found.

- In addition to inspections required by law for passenger vehicles, routine inspections of critical items, such as brakes, lights, tires, wipers, etc., must also be completed by drivers of passenger vehicles.
- The vehicle should be cleaned (interior & exterior) regularly to help maintain its good appearance for you and the Company. A clean vehicle makes a good impression on customers.
- The vehicle manufacturer's maintenance schedule should be referenced and closely following regarding recommended maintenance intervals.

(OPTIONAL)

- **** Discuss responsibilities for maintenance
 - who is responsible for scheduling repairs
 - is prior approval required; if so, from whom
 - who is responsible for authorizing repairs & expenses quoted by repair facility.
- **** Discuss where to obtain service - both preventative maintenance and emergency repairs
- **** Discuss any specific preventative maintenance requirements (i.e. oil changes every 3,000 miles, engine tune-up every 20,000 miles, winterizing requirements, windshield wipers replaced at least annually, etc.)
- **** Discuss type, care, and replacement of tires: specify type required, including snow tires, rotation & replacement schedule; and where to obtain new tires.
- **** Note any specific type/grade of gasoline required

Vehicle Expenses & Record Keeping (optional)

- *** Discuss any reporting or tracking of mileage required.
- *** Discuss reporting requirements and/or records the driver must maintain for maintenance & repairs performed on the vehicle assigned to them.
- *** Discuss expense reporting and reimbursement for gasoline & maintenance.
- *** Discuss any personal use charges that may apply.

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I acknowledge that the information contained in the Company's Vehicle Fleet Safety Policy has been reviewed with me and a copy of the policy and driver rules have been furnished to me. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

 PRINT - EMPLOYEE'S NAME

 EMPLOYEE'S SIGNATURE

 DATE

 REVIEWER'S SIGNATURE
 (Sign and retain the original copy in the employee's file)

 DATE