



Fleet Safety Program

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Introduction

The company recognizes that its employees are the most important resources with which we count, the main contribution to our continuous success and growth. That's why the company is firmly committed to the safety of its employees. We will do everything possible to prevent accidents in the workplace and our commitments to achieve a safe environment for all who work with us.

Accidents related to motor vehicles are the main cause of work-related deaths. The environment in which these accidents occur has to do with a group of complex factors that are, for the most part, uncontrollable. The purpose of the Vehicle Safety Program is to reduce these factors to eliminate unnecessary diseases and fatal situations. We value our employees, not only as employees but also as human beings essential to the success of their families and community.

To achieve this goal the company has developed the Vehicle Safety Program. It is the responsibility of the driver to operate the vehicle in a safe, defensible manner to prevent injury or damage to property and also comply with the Vehicle Safety Program rules. The company implements all Florida state regulations that pertain to applicable motor vehicle standards and that relate to the responsibility of the driver. The attitude of the chauffeur behind the wheel is the most important factor contributing to driving in a safe way, so you are expected to handle each one in a courteous and safe manner.

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Fleet Safety Rules

- Observe legally permitted speeds, and adjust speed accordingly for road conditions, heavy traffic, and/or adverse weather.
- Wear lap belts and harnesses and insist all occupants do the same. Secure infants in appropriate child restraints, placed in the back seat of vehicles. Never allow children under age 12 to ride in the front seat. Vehicle with airbags which can be switched off should follow the appropriate rules, regulations and laws when children are passengers.
- Practice defensive driving at all times. Observe safe following distance rules. Adjust accordingly when weather or other conditions warrant.
- Switch on headlights when driving during low light conditions, including inclement weather.
- Never operate a vehicle under the influence of alcoholic beverages, medications, or other controlled substances or drugs.
- Never drive while fatigued. Take regular rest stops during long trips – at least every three hours.
- Lock doors while driving and whenever the vehicle is unoccupied.
- Allow no more than the maximum number of passengers intended in your vehicle.
- Prohibit passengers from riding in back of pickups.
- Do not permit firearms in a company vehicle.
- Never transport hitchhikers or pick up strangers.
- Do not allow children or unauthorized persons to accompany you on company business.
- Do not take notes, read maps, eat, or perform other distracting activities inside vehicles unless you are safely parked.
- Minimize the use of cellular phones. Make it a practice to use a cell phone only when your vehicle is parked.

Driving Practices and Responsibilities

If your position requires job-related driving, our policy requires you to maintain a motor vehicle record (MVR) that meets or exceeds the grading requirements outlined below. This MVR policy applies whether you drive a company-owned vehicle, or use your personal vehicle for company business.

We will examine Motor Vehicle Records prior to your start date, at least annually thereafter and if suspicions exists of non reported violations may exist. Any job offer made to you as an applicant is contingent upon your MVR meeting our required standards.

We allow only qualified and appropriately licensed drivers to operate company-owned vehicles. Anyone who drives on company business must comply with the following standards, or be subject to disciplinary action, up to and including termination:

1. An acceptable Motor Vehicle Record Grading Score, as outlined in our Motor Vehicle Record Policy.
2. A valid driver's license issued in the state of current residence, appropriate for the type of vehicle to be driven.
3. A clean driving record, with no prior convictions or citations for reckless driving, or driving under the influence of drugs/alcohol.
4. A driver's ability to meet all physical health qualifications of the Federal Motor Carrier Safety Regulations (if applicable).

- **Driver Responsibilities**

You are responsible for the care and use of a company vehicle in your possession. These responsibilities include, but are not limited to:

1. Operating the vehicle in a manner consistent with reasonable practices, to avoid abuse, theft, neglect, or disrespect of the equipment.
2. Obeying all traffic laws.
3. The mandatory use of seat belts and shoulder harness for yourself and passengers.
4. Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Report any defect that would prevent safe operation of the vehicle.
5. Attention to and the practice of safe driving techniques and adherence to existing Safety requirements.
6. Restricting the use of vehicles by authorized driver(s) only.
7. Reporting all moving violations within 7 working days of the violation.
8. Accurate, comprehensive, and timely reporting of all vehicle thefts and/or accidents involving an authorized driver to Management.

- **Road Testing**

1. A valid CDL is sufficient in place of a road test if the employee is operating a vehicle of the same type. This rule does not apply to doubles/triples or tank.
2. You must retest unless the applicant has completed a road test within the last three years in a vehicle of similar type.
3. Must have a copy of the CDL on file.

- **Record of Violations:**
 1. There must be an initial investigation into the violation history of the applicant for the previous three years.
 2. The Record of Violations MUST be completed on an annual basis after the initial investigation.
 3. The driver must sign a statement that you have reviewed with them the results of the Record of violations.
 4. Must be signed by the carrier and kept on file.
- **Physical Examination (Interstate)**
 1. Physicals must be performed every 24 months
 2. New Medical form beginning Nov. 6, 2991
 3. For interstate transportation
 4. Areas of concern on the physical
 - a. Eye sight (must be 20/20)
 - b. Comments from the Doctor
 - c. Blood pressure (must be less than 160/80)
 - d. Blood sugar results
- **Annual Reviews**
 1. A Motor Vehicle History must be run on all Commercial drivers annually
 2. A Record of Violations sheet must be filled out by the employee annually

Driving Practices

All employees are expected to drive in a safe, professional manner at all times. You should follow these basic/fundamental safe driving procedures:

- **Speed and Following Distances**
 1. Most rear-end accidents occur when the trailing vehicle is following too close or driving at excessive speeds. Always maintain at least a two to four second interval between your vehicle and the vehicle in front of you. Increase your following distance if your vehicle's length requires additional stopping distance, or when weather and reduced visibility conditions warrant it.
 2. When driving in inclement weather, allow for additional spacing between your vehicle and the vehicle in front of you. Reduce your Speed.
 3. Drive at or below the posted speed limit; never exceed posted limits. Also remember, exceeding the speed limit while passing is against the law. Always view safety as your top priority.
 4. Comply with "advisory" speed limits posted at construction sites, or other areas. Over the last five years, the number of persons killed in motor vehicle accidents in work zones has dramatically increased.
- **Proper Lane Changing Techniques**
 1. When making a lane change, always check for vehicles approaching or driving within the intended lane.
 2. Always signal before making a lane change.

3. Do not rely on mirrors alone to detect vehicles that may be traveling in your blind spot. Glance over your shoulder to check blind spots before making a lane change. Failure to do so is the primary cause of lane change accidents.
 4. Adjust rear view and side view mirrors before starting your trip.
- **Intersections**
 1. Drive defensively and always reduce speed when approaching intersections, even if you have the right of way or a green signal light. Many accidents occur when another driver runs a red light or a stop sign.
 2. Don't immediately proceed into the intersection after the traffic signal turns green. Look both ways before entering, even when you have the right-of-way. Confirm that all crossing traffic has come to a complete stop.
 3. When two vehicles approach a four-way stop simultaneously, the automobile to the left is expected to yield the right-of-way. Use hand signals to verify right-of-way to the other driver, when needed. Exercise patience.
 4. If you observe a vehicle following too closely behind you as you approach an intersection, tap your brake three or four times to signal your intention to stop. This maneuver may prevent a rear-end collision.
 5. Never assume signaling drivers will turn when you expect it.
 - **Backing Procedures**
 1. When possible, avoid driving maneuvers that will later require backing. When backing is necessary, always walk around your vehicle before proceeding, to ensure your path is clear of obstructions. Never assume your path is clear. Do not depend solely on rear view and side mirrors to detect obstructions.
 2. Try to always "back to the drivers side".
 - **Turning Techniques**
 1. Plan your turns ahead by signaling. Proceed into the turning lane at least 200 feet ahead of the intersection. Accidents often occur when a driver turns at the last minute.
 2. Signal your intention ahead of the turn. Most state laws require a driver to signal at least one hundred feet before making a turn.
 3. Don't signal too early, especially if another street or driveway lies before your intended turn. Accidents often occur when a driver assumes another vehicle is going to turn ahead of the intersection, but doesn't.
 - **Passing Techniques**
 1. Always allow sufficient space in which to pass. Serious head-on collisions can occur when a passing driver does not have adequate time to return to their lane. You should be going at least 5 mph faster than vehicle you are trying to pass without exceeding the speed limit. When in doubt, DO NOT pass.
 2. Always use turn signals to make other drivers aware of your intent to pass. Also, signal before pulling back into the driving lane.
 3. Pass only where legal. DO NOT pass on hills, curves, at intersections, on bridges, and in other no-passing zones where double-yellow lines appear.

4. After passing a vehicle, do not rely on rear view or side view mirrors to judge when it's safe to return to the driving lane. Glance over your shoulder to confirm the position of other vehicles and determine there is adequate space to do so.
 5. Pass only when necessary. Never exceed the posted speed limits if a vehicle in front of you is driving the speed limit.
- **Interstate and Freeway Driving**
 1. Always drive at or below the posted speed limit.
 2. Use care when merging. Signal before entering the traffic flow, using the entrance ramp to achieve the minimum speed. Look ahead to gauge the traffic pattern. Never stop at the end of the entrance ramp and wait for traffic to clear.
 3. Do not assume vehicles traveling in the right lane will allow you to merge into traffic. Reduce speed slightly on the entrance ramp, if necessary.
 4. Be aware of a driver's presence ahead of you on an entrance ramp, as you attempt to merge.
 5. Signal your intent to exit, and proceed with the traffic flow. If you pass your intended exit, proceed to the next exit. Never use the shoulder to back up.
 - **Poor Weather Conditions**
 1. Increase your following distance an additional four-second interval during inclement weather. Also increase following distance appropriately when driving a fully loaded vehicle, or carrying a load behind your vehicle.
 2. During and immediately after heavy rainstorms, reduce speed well in advance of intersections, on Interstate ramps, and in other areas where vehicles merge.
 3. During inclement weather (rain, fog, snow, etc.) reduce overall speed to compensate for poor road conditions and reduced visibility. Do not operate cruise control, as hydroplaning can result.
 - **Driving in Adverse Weather**

Many of the most serious accidents happen during adverse weather conditions. If you believe that it is too dangerous to drive, the company will support your decision. If you are on the road when adverse weather begins, reduce speed and travel with extreme caution. If you need to pull off the roadway, do so at a location where you and your vehicle will be safe.

Alcohol and Drug Policy

1. If you are assigned a company vehicle, or regularly drive a personally owned vehicle on company business, you are subject to random and unannounced drug testing. You are subject to immediate termination if you test positive for any banned substance.
2. If you drive a company vehicle, or regularly drive a personally-owned vehicle on company business, and receive a DUI citation from state, federal, or local law enforcement officers, you are subject to disciplinary action, up to and including termination. This includes DUI citations received off-duty, while driving personal vehicles.
3. The transport of alcoholic beverages and all controlled substances in company owned vehicles is prohibited at all times.

4. You must agree to inform your physician(s) that driving is part of your job if he/she prescribes any medication for you. This may enable the physician to choose medications that will not cause drowsiness or other physical impairment.
5. The company reserves the right to conduct a drug test after an accident. The test will be performed as soon as possible.
6. You must report all accidents immediately to your facility supervisor or manager and the Company Human Resources Department.

Vehicle Maintenance and Inspection Procedures

DOT requires each regulated company to: "Systematically inspect, repair and maintain all vehicles under their control." This should be guidelines for all vehicles. All maintenance records must be retained for each vehicle, and for a minimum of 18 months following the sale of the vehicle.

Drivers are expected to document routine maintenance checks on a written log. Items to inspect daily include: Tires, lights, mirrors and windows. You are expected to report any unsafe mechanical conditions immediately and agree to never operate a vehicle that is unsafe to drive. Check the oil and tire pressure on a regular basis. Replace worn tires as needed. Also check bulbs on turn signals, taillights, and headlights. Check the horn. Keep your windows and mirrors clean. Report broken or cracked glass immediately.

Driver's Vehicle Inspection Report		
Check Any Defective Item and Give Details Under "Remarks."		
DATE: _____		
TRUCK/TRACTOR NO. _____		
<input type="checkbox"/> Air Compressor	<input type="checkbox"/> Horn	<input type="checkbox"/> Springs
<input type="checkbox"/> Air Lines	<input type="checkbox"/> Lights	<input type="checkbox"/> Starter
<input type="checkbox"/> Battery	Head – Stop	<input type="checkbox"/> Steering
<input type="checkbox"/> Brake Accessories	Tail – Dash	<input type="checkbox"/> Tachograph
<input type="checkbox"/> Brakes	Turn Indicators	<input type="checkbox"/> Tires
<input type="checkbox"/> Carburetor	<input type="checkbox"/> Mirrors	<input type="checkbox"/> Transmission
<input type="checkbox"/> Clutch	<input type="checkbox"/> Muffler	<input type="checkbox"/> Wheels
<input type="checkbox"/> Defroster	<input type="checkbox"/> Oil Pressure	<input type="checkbox"/> Windows
<input type="checkbox"/> Drive Line	<input type="checkbox"/> On-Board Recorder	<input type="checkbox"/> Windshield Wipers
<input type="checkbox"/> Engine	<input type="checkbox"/> Radiator	<input type="checkbox"/> Other
<input type="checkbox"/> Fifth Wheel	<input type="checkbox"/> Rear End	
<input type="checkbox"/> Front Axle	<input type="checkbox"/> Reflectors	
<input type="checkbox"/> Fuel Tanks	<input type="checkbox"/> Safety Equipment	
<input type="checkbox"/> Heater	Fire Extinguisher	
	Flags-Flares-Fuses	
	Spare Bulbs & Fuses	
	Spare Seal Beam	
TRAILER(S) NO.(S) _____		
<input type="checkbox"/> Brake Connections	<input type="checkbox"/> Hitch	<input type="checkbox"/> Tarpaulin
<input type="checkbox"/> Brakes	<input type="checkbox"/> Landing Gear	<input type="checkbox"/> Tires
<input type="checkbox"/> Coupling Chains	<input type="checkbox"/> Lights – All	<input type="checkbox"/> Wheels
<input type="checkbox"/> Coupling (King) Pin	<input type="checkbox"/> Roof	<input type="checkbox"/> Other
<input type="checkbox"/> Doors	<input type="checkbox"/> Springs	
Remarks: _____		

- **Onboard The Vehicle**

1. ABC Fire Extinguisher of at least 5 lb. Capacity, or 2 4 lb. Extinguishers
2. Hazard Material commercial vehicles must have an ABC Fire Extinguisher of at least 10 lb. or more
3. Three bi-directional reflective triangles, six fuses, or three liquid burning flares

4. Proof of the Annual inspection
5. Shipping papers
6. Emergency contact phone number
7. Daily Post Inspections

Accident Reporting

YOU MUST REPORT ALL ACCIDENTS, EVEN MINOR ONES.

It is very important to report an accident immediately. Contact your facility supervisor/ manager or The Company Management Officer as quickly as possible. Failure to report an accident, regardless of severity, will result in disciplinary action, up to and including termination.

Steps to Follow:

1. Set your brake: An obvious move, but immediately after an accident, such actions can be missed in an emergency.
2. Call 911 if injured parties require medical attention. Give aid if properly trained.
3. Set reflectors, flags or other other warning devices.
4. Call the police. Record the name of the police officer and his/her phone number.
5. Call your work location to report the accident.
6. Get names, addresses, phone numbers, and license numbers of persons involved in the accident or possible witnesses.
7. Be polite, especially to the police, but offer no opinion as to the cause of the accident.
8. Don't discuss the accident with anyone unless they can prove they represent you and/or the company.
9. Complete the accident report in your accident kit and call your manager.

Accident Scene Conduct

1. Take these actions if you are involved in an accident:
 - a. Move your vehicle off the road if the traffic and vehicle condition allow you to do so safely.
 - b. Render care if appropriately trained for any injured individuals. Notify police and/or emergency responders at once.
 - c. Clear the roadway of any hazardous debris.
 - d. Place reflective triangles and/or flares (if there are no fuels or flammable liquid leaks) near the scene. Place your emergency reflective equipment in accordance with state law and common sense.
2. Maintain a calm and controlled demeanor at the scene. Never admit blame, even if you believe you were at fault. Do not show anger or resentment, or accuse others. Listen and obey the responding police officer.
3. Draw a diagram of the accident scene. Record road names, the placement of vehicles, access points, mile markers, number of lanes, pathways of vehicles involved, tire marks, signs, physical obstructions, and any other data you view as important. Always confirm the accurate number of passengers in each of the vehicles involved.
4. If you have a camera, photograph the vehicles and persons involved. Also take photos that show the physical damage caused to vehicles, skid marks and obstructions. Photograph witnesses, including passengers, and indicate each person's position in the vehicle. Include photos that show

pavement conditions (wet, icy, debris covered, etc.), and any other evidence. Check for indications that any of the property damage may have resulted from a previous accident.

5. Observe the scene. Watch for items being tossed out of vehicles, or items being tucked out of site by other witnesses/passengers. Make a record if anyone places items in their trunk. Use your sense of smell to detect gasoline or alcohol odors. Listen to what the other parties are saying to each other, and to the police. Record your observations if anyone behaves unusually.
6. Get important driver information including name, address, home, and work phone numbers? Record the name(s) of other driver's insurance carrier(s), policy numbers, and coverage periods. Also, write down the names, addresses, and phone numbers of all witnesses.
7. DO NOT rely on law enforcement officers to take witness statements. Take the initiative to talk to those individuals who may have seen the accident. Do not "demand" information, but politely request pertinent information.
8. Obtain information from the responding police officer, including name, badge number, rank, and precinct/district. Obtain a telephone number and address to request a copy of the accident report.

Vehicle Usage Policy - Company Owned Vehicles

The Company vehicles are provided for business purposes. The following rules apply to use of company vehicles:

1. Only an authorized the company employee may drive company-owned vehicles. ABSOLUTLY NO EXCEPTIONS will be allowed. No family member or any other drivers are permitted to operate company vehicles, unless previously approved in writing by company management.
2. Drivers are prohibited from using a company vehicle to push or tow another vehicle.
3. Drivers and passengers must use safety belts at all times – No exceptions.
4. Drivers must never operate a company vehicle while under the influence of alcohol or a controlled substance.
5. Drivers must not allow occupants to possess, transport, or consume alcohol, illegal drugs or firearms in the company vehicle at any time.

Any exception to these rules requires advance approval. Violation of these rules will result in disciplinary action, ranging from discontinuation of driving privileges, up to and including termination of employment.

Cellular/Mobile Phone Usage

Using a cell phone while driving increases the driver's risk of an accident. Some studies conclude that driver inattention increases the risk of an accident as much so as driving drunk. Laws in several countries and several U.S. states prohibit the use of cell phones while driving.

General guidelines for safe cellular/mobile phone usage:

1. Pull off the road to a safe location before using the phone; or
2. Ask a passenger to make or take the call;
3. Inform regular callers of your driving schedule and when you're available to talk; and
4. Always keep both hands on the wheel and concentrate on the road.

Driver Agreement

Upon reaching the position of driver at the company, I will be allowed to use a Company vehicle to carry out my work. As such, the vehicle is an instrument related to the performance of specific tasks and will never be considered to be part of the compensation to be received. Therefore, in the event of a future promotion or transfer to another position within the Company, in which it is not considered appropriate or necessary to use the vehicle, I will stop using it.

1. I agree to comply with Safety Rules explained above when a vehicle of the Company is under my care, custody or control.
2. I will use the Company's vehicle only for Company procedures and never for personal use unless authorized in writing by an officer of the Company with authority to grant consent.
3. If authorized to use the vehicle for personal use, I will be the only one to handle it.
4. I will always use the defensive driving technique and will also be very careful when operating the Company's vehicle.
5. When the vehicle is used for Company activities only to employees of the Company, or other persons who use it for work purposes, they will be authorized to travel or enter the Company's vehicle and only authorized personnel may drive it.
6. I will not drive the Company's vehicle when consuming alcoholic beverages or drugs, or if I am under the influence of alcohol or drugs, within 8 hours of submitting myself to do my work, nor will I allow anyone to do so. I understand that violating this rule may result in my immediate dismissal.
7. I will comply with traffic laws, ordinances and regulations related to the operation of motor vehicles. I will pay, all fines, tickets for parking violations, or other penalties imposed on me for violating traffic laws, ordinances or regulations. I understand that fines paid for any of the violations of said traffic laws, ordinances or regulations shall be my full responsibility and the Company will not reimburse me the payment.
8. I will wear the seat belt at all times, and I will demand that all passengers do as well. I understand that violation of this rule may result in disciplinary action including dismissal from work.
9. Before driving the vehicle, I will check the tires, lights, wipers, horn, directional signs, mirrors, and brakes to make sure they work satisfactorily. If I consider them defective I will report on this to be repaired in the appropriate manner.
10. In the event of an accident, I will diligently follow the rules of the Company related to the steps to follow in the event of an accident.

11. I understand that if I am involved in an accident with a company vehicle and if the insurance company of the Company assumes responsibility for the payment of the claim, it may be necessary for me to take a course on Defensive Driving.
12. I am aware that the Company's automobile insurance does NOT cover me when I drive a vehicle that is not owned by the Company and is for personal use, only the vehicles of the Company are covered by the insurance.

I understand that I am required to maintain a valid driver's license to operate a company vehicle or to use my personal vehicle on company matters. In addition, I grant the company the right to obtain and review my motor vehicle (MVR) history at any time.

Employee Name _____ Date of Birth _____

Drivers License No. _____ State _____ Expiration Date _____

I hereby authorize the company or its designee to obtain all information regarding my driving record through any state motor vehicle (DMV) state. This signed authorization is valid as long as you have driver responsibilities with the company. I understand that, at any time during my employment, while the driver responsibilities for the company, this and the person I designate, may obtain a copy of my current motor vehicle history. The company can take the necessary actions or disciplinary measures that include termination of employment and breach of company policy regarding drivers.

Your signature to obtain this information is a requirement of the Fair Credit Reporting Act. You only obtain information regarding your driving history, and that information is used solely for the implementation of the company policy regarding drivers.

Employee's Signature

Employee's Name

____/____/____
Date