

# Fleet Safety Manual

*A guide for implementing and following our fleet safety program.*



**WESTFIELD®**



## Introduction

Our company takes safety very seriously, and as such, our goal is to help protect employees and reduce accident risks while operating a vehicle on behalf of our company.

The purpose of a fleet safety manual is to outline policies and procedures related to fleet safety and provide guidance to those responsible for implementing and following our company’s fleet safety program.

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## Roles and Responsibilities



### Company President Management

*(Department Managers, Fleet Safety Manager, Supervisors, Safety Committee, and so on)*

Responsible for directing a pro-active and effective fleet safety program.

- Implement the company *Fleet Safety Program* (the “Program”) within their areas of responsibility.
- Establish measurement objectives to ensure DOT and all other applicable compliance, adherence to the Program and policies, and continued monitoring of the effectiveness of the Program.
- Assist by providing the resources necessary to implement and maintain the Program.
- Ensure proper appropriate driver file and vehicle records are being maintained.
- Investigate and report all accidents involving a motor vehicle used in performing company business and forward all accident reports to the designated management staff.
- Take appropriate action to manage high risk drivers as defined by this Program (in conjunction with management).
- Provide driver training either internally or through external means for high-risk drivers (in conjunction with management).
- Issue periodic reports of losses for the President’s review.
- Review motor vehicle accident reports as part of the company accident review policy to identify any adverse trends that require attention (additional staff training, revision of fleet safety policies or the Program, etc.).
- Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors, and drivers as necessary.

### Drivers

- Always operate a motor vehicle in a safe manner as explained in the company fleet safety Program and as required by all state and federal traffic laws.

Review and acknowledge the company fleet safety Program in full.



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## Driver Qualifications



Knowing the ability, experience and attitude of drivers is a key factor in our company driver selection process. An important area in this process is to establish qualification standards for new and existing employees that have been assigned driving duties.

To enforce these standards, the following company driver qualification requirements have been established. Where applicable, documents establishing individual drivers' qualifications will be maintained in each driver file and maintained by Human Resources for the duration of employment.

**1**

### Application for Employment

All driver applicants must complete an application for employment containing all the information required for positions in which driving is required. Hiring standards must also require that driver applicants list all former employers (number of past year's data to be determined by the company). Any gaps in employment for more than (number of years to be determined by the company) must be satisfactorily accounted for on the application.

**2**

### Driver Age Requirements

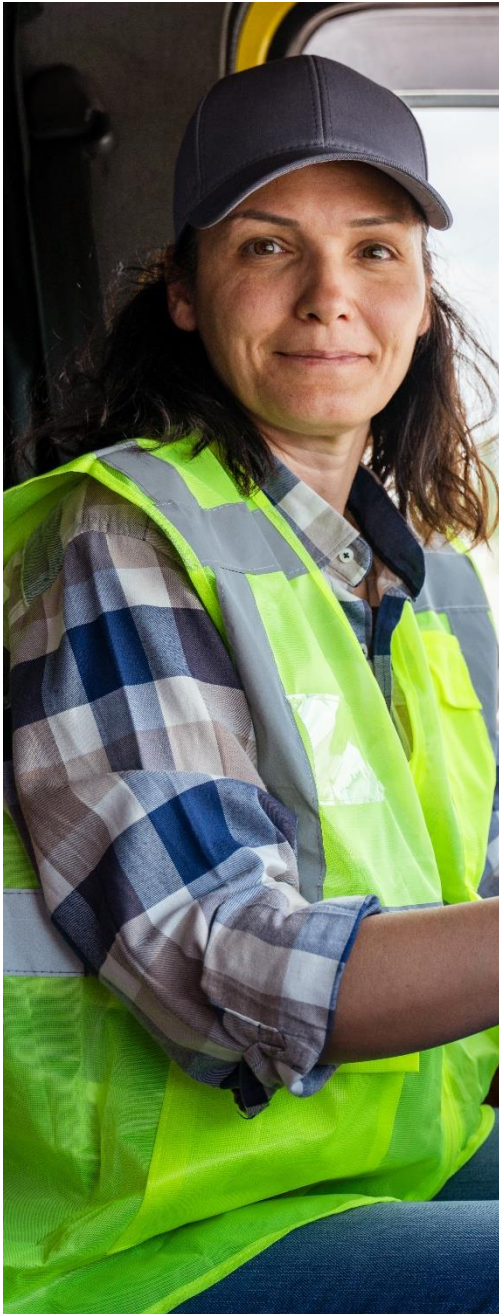
Unless otherwise granted exception by the fleet safety coordinator, all drivers must be at least 21 years of age. If driving a DOT vehicle, drivers must be at least 24 years of age.

### Drug Screenings and Background Check Including Criminal Background Check

National level background screening on all potential new hires and employed drivers will be conducted prior to approving use of any company vehicle or when driving personal vehicles for company purposes following acceptable screening results. Individuals with a history of criminal convictions may not possess appropriate behavioral characteristics to operate commercial vehicles in a safe manner.

Our company requires DOT and FMCSA Compliant Drug and Alcohol Testing for CDL drivers operating the company's commercial motor vehicles and includes:





- Pre-employment testing for controlled substances prior to hire or transfer into a safety-sensitive job function.
- Unannounced, random testing using scientifically valid methods; all employees have an equal chance of being selected for such random testing.
- Post-accident testing following a FMCSA qualifying event.
- Reasonable suspicion testing when the employee shows signs of drug and/or alcohol use.
- A return-to-duty test prior to returning to safety-sensitive functions.

Review 49 CFR part 40 and 49 CFR part 382 to help understand specific details of drug and alcohol testing requirements.

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Our company reserves the right to require drug and alcohol testing based on reasonable suspicion. Additionally, we reserve the right to rescind any job offers, revoke driving privileges or terminate employment based on positive drug and alcohol testing results.

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**License**

All applicants for positions which require driving must provide a legible copy of their driver's license. The license must be valid and current, and appropriate for the class of vehicles which the driving applicant/employee may be operating. This also applies to employees who will be operating their personal vehicles to conduct company business.

Human Resources will maintain a system that insures all employees operating vehicles have the proper class of license and check licenses for status at least annually.

Employees are required to notify their supervisor/manager immediately if their license is suspended, revoked, or expired.

5

**Medical Examinations**

All applicants and employees who drive company vehicles that require a Commercial Driver's License (CDL) must comply with the State Department of Motor Vehicles



requirements for medical examinations and license renewals.

**6**

### FMCSA Pre-Employment Screening Program (PSP)

Our company adheres to the FMCSA Pre-Employment Screening Program (PSP) as part of the driver qualification process for all new and re-hired commercial motor vehicle drivers. These screening reports identify underlying driving habits, driving history, and potential safety concerns that may not be revealed by a driver's standard Motor Vehicle Report (MVR). A PSP report contains five years of crash and three years of roadside inspection data and may be accessed at

<https://www.psp.fmcsa.dot.gov/psp/driver/driver#/start>

**7**

### On-Road Performance Evaluation

An on-road performance evaluation may be conducted by the supervisor/manager to monitor the performance of current drivers by riding along or following them. The supervisor/manager should document the results and counsel drivers concerning problems or deficiencies that were observed. This is the best way for the supervisor/manager to ensure that the driver is following the proper vehicle inspection and defensive driving procedures.

Driver applicants who require a CDL license for their driving position must successfully complete a road test examination conducted by a certified entity prior to an offer of employment.

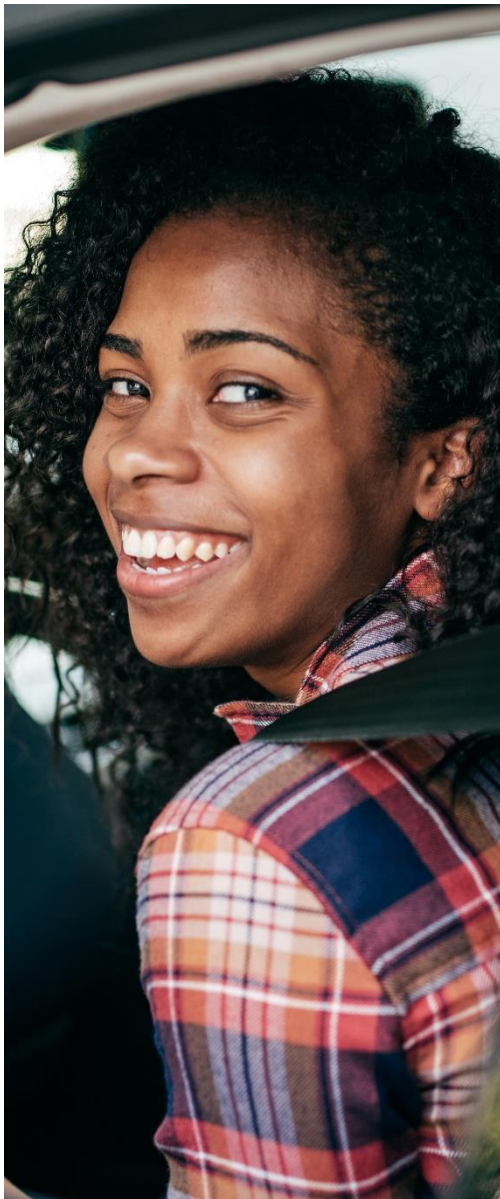
The road test examination shall be performed in the type of vehicle the driver will operate. Performance will be monitored during the selection process as well as at periodic intervals throughout the driver's career using information obtained from motor vehicle records and file data.

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The road test may be waived if the employee will only be driving automobiles and mini vans and has a clean driving record.

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8

**MVR Check and Evaluation**

All applicants and current drivers must meet our company **Motor Vehicle Record Driver Eligibility Criteria Driver Qualification Standards** included in the company fleet safety manual.

9

**Previous Employment**

Our company reserves the right to contact all former and current employers of the driver applicant (prior number of years to be determined by the company) to verify as much of the following information as possible:

- Dates of employment.
- Type of work performed.
- Type of vehicle(s) operation.
- Extent of driving experience.
- Vehicle accident record.
- Overall work history and performance.

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**Performance Review**

All former and current employer information gathered from the inquiries must be in writing and will be retained in the driver's qualification file, if hired. In the event a former or current employer refuse to release information, a note stating this will be placed in the file. A review of all former and current employer information should be conducted to determine if the driver applicant meets the hiring standards regarding past and current employment, and to determine if the applicant was truthful about information listed on the employment application.

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**Driver Performance Evaluation and Reviews**

Driver supervisors/managers are responsible for conducting periodic, structured performance reviews<sup>0</sup> with each of their drivers on a predetermined and regular schedule (monthly, bi-monthly, quarterly, etc.) at their discretion. It is important for drivers to understand that their performance will be evaluated on an on-going basis, and they may request, or their supervisor/manager may recommend, a review at any time. However, all drivers will receive periodic structured reviews of their individual driving performance based on scope of driving responsibilities.



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**Performance Review**

Driver performance reviews will be conducted at least annually to ensure drivers are maintaining our company driver quality standards for operating a vehicle and will be held in private and away from the operation area. The reviews are considered driver's time and interruptions should not be allowed. The actual driver performance reviews may include (but not be limited to) these five basic areas:

The measurement of the driver's actual results against established company goals and standards.

- Recognition of the driver's contributions and accomplishments.
- Correction of any new or existing performance problems.
- Establishment of goals and standards for the next review period.
- Review of driver's current MVR.

The driver and supervisor/manager will conclude their discussion of past performance including, but not limited to, addressing any development training, corrective action, and the establishment of new goals and standards for the future.

## 13

**Driver Qualification Files**

Driver qualification files will be maintained for all commercial motor vehicle drivers holding a Class A, Class B, and/or Class C commercial driver's license and will include copies of:

- Application Form
- Certificate or Copy of Valid Operator's License
- References from Previous Employers
- Medical Examiner's Certificate
- Medical Exam Expiration Date
- Alcohol & Controlled Substances Testing Information & Results
- Current Motor Vehicle Record
- Driver's Annual Certificate of Violations

- Notation of Annual Driving Record Performance Review
- Driver's Road Test
- Certificate of Qualifications for Drivers Furnished by Other Motor Carriers
- Driver Evaluation and Performance Review
- Record of violations and/or accidents and documented corrective action
- Fleet safety training certifications (where applicable)



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## Motor Vehicle Record Eligibility Criteria



Because one of our company's top priorities is to keep our employees and others safe, we have stringent fleet safety standards for employees (and non-employees where applicable) who operate any vehicle in the course of employment. This includes the thorough review of motor vehicle records to ensure that only qualified drivers are permitted to operate a vehicle for our business purposes.

We will conduct a motor vehicle review for:

- All new hires prior to being approved to operate a vehicle, and annually thereafter.
- Employees assigned a company vehicle who possess a commercial license (Class A and B) or non-commercial license (Class C).
- Employees pre-approved to use a company vehicle on an incidental basis or pre-approved for use of rental vehicle.
- Employees who drive their personal vehicles for pre-approved business purposes as defined by the IRS.
- Spouses of employees who have been granted personal use benefits.
- Employees involved in an accident.

The motor vehicle reviews will cover employees' driving history over the prior 5-year period.

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## Driver Eligibility Criteria

**All drivers must meet our Driver Eligibility Requirements.** Failure to meet these standards may disqualify drivers from operating vehicles while performing company business.

### Eligible drivers should:

- Be at least 20 years old.
- Have at least 3 years driving experience.
- Have an acceptable driving record.
- Have a valid class driver's license for the type of vehicle being operated.
- Be familiar with the vehicles to be used or given instruction prior to driving vehicles.
- Follow all fleet safety policies.

*Drivers under the age of 26 will be limited to operating a private passenger vehicle or light truck.*

### Acceptable Driving Record Means:

- No major violations in the last five years
- Maximum of two minor moving violations in the last three years with no at-fault accidents
- Maximum of one at-fault accident in the last 3 years

### A major violation is a citation that involves:

- Driving with a suspended license (does not apply to non-driving related suspensions if the status of the license is valid).
- Speeding in school zone.
- Speed in excess of speed limit by 20 miles per hour (MPH) or more.
- Speed in excess of speed limit by 15 MPH miles per hour or more by a driver under age 26.
- Speeding in a construction zone in excess of speed limit by 10 MPH or more.
- Racing.
- Passing a stopped school bus.
- Reckless driving / Careless operation.
- DUI - alcohol or drugs.
  - Negligent driving.
  - Vehicular homicide.
  - Involuntary manslaughter.
  - Eluding an officer / Evading arrest.

- Assault with a motor vehicle.
- Unauthorized use of a motor vehicle.
- Any distracted driver violation involving the use of a phone.
- Hit and Run (aka Hit/Skip) / Leaving the scene of an accident.
- Driving without a license.
- Grand larceny.

### Minor Violations

Any moving traffic citation (speeding less than 20 MPH above the posted limit, failure to stop or yield, improper lane change, etc.) other than a major violation.

The following are not moving citations:

- Motor vehicle equipment, load, or size requirements.
- Improper display or failure to display license plates.
- Failure to sign or display registration card.

I acknowledge that I have received a written copy of the **Driver Eligibility Requirements**, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

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Employee Name – Printed

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Employee Signature

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Date

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## Drug Testing



To ensure that we have safe drivers performing company business, pre-employment drug testing is required as a condition of employment for all final applicants' positions that require driving for company business or Commercial Driver's Licenses (CDL), and positions identified as those performing safety sensitive duties. Testing is used to determine whether a prohibited level of a restricted substance is present in an employee's bodily fluids.

Drug testing will be performed:

1. In compliance with DOT-CDL and any other applicable state regulations, including adherence to sample collection and laboratory analysis compliance, frequency of testing, and reporting and reviewing results.
2. Immediately for any drivers involved in a vehicular accident in which they are cited and:
  - Any vehicles involved in accident are disabled; or
  - Any party requires medical attention; or
  - Non-vehicular structures incur considerable damage from impact with vehicle; or
  - The accident results in a fatality.
3. On a randomized basis (as determined by management).
4. To determine hiring selection or approval of use of company or personally owned vehicles for company business purposes.
5. To ensure that any applicant who tests positive for a restricted substance will not be hired and will not be reconsidered for future employment.
6. Based upon reasonable and observable suspicion by a supervisor. Employee will be removed from any safety sensitive functions and immediate arrangements will be made to escort employee to approved drug testing facility.

### Positive Test Results

Employees who test positive, for alcohol or controlled substances, or who refuse to submit to drug testing, for the first time will be immediately removed from safety sensitive duties and subject to:

- Disciplinary action up to and including removal from employment; and/or
- Participation in Employee Assistance Program (substance abuse program).





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## Permitted Use of Company Vehicles

Company vehicles are provided to support company business and are to be used only by qualified and authorized employee exclusively for company-authorized business purposes. Authorized drivers must adhere to the company's fleet safety policy when operating a company vehicle.

### Driver Selection

Prior to employee approval for use of a company vehicle, Management will verify that the employee's driver's license is valid and undertake a motor vehicle record review to identify any driving infractions/moving violations and at-fault accidents over the last 5 years.

Management will follow our company motor vehicle review criteria to determine if an individual employee is eligible to operate a company vehicle based on number and severity of driving infractions/moving violations and at-fault accidents.

Further, Management will undertake this same review at least annually to ensure the employees' licenses remain active and to verify that the employee's motor vehicle records remain clear or acceptable based on our company's motor vehicle review criteria.

Any employee driver license or motor vehicle record review that determines that an employee is in violation of company guidelines will result in the immediate revocation of employee driving privileges and possibly other formal disciplinary actions, if applicable.

### Approved Company Use

Approved company use of vehicles includes any activity performed as part of a job description and to carry out our company's daily operations. This includes:

- Travel from one job to another
- Travel from one customer or client to another
- Travel from your office, business location or home base to perform business tasks, such as to pick up supplies and inventory, check post office box, make bank deposits, etc.

Commuting to and from an employee's home residence to report to the employee's assigned work location for each shift, subject to IRS rules and when pre-approved by Management.

### Non-Approved Company Use

Personal use of company vehicles is not permitted (unless approved by Management) and includes, but is not limited to:

- Running personal errands
- Use for personal travel
- Use during non-working hours

Personal commercial use (such as delivery or passenger transport services)

### Authorized Drivers

The use of company vehicles is restricted to employees of the company only.

Non-employees such as spouses, children, other relatives, or friends are **not authorized** to drive company vehicles at any time unless approved by Management.

The company will consider any unauthorized use of vehicles by non-employees as the equivalent of theft and the driver may be held responsible (liable) for the consequences and costs of any accidents which occur during an unauthorized use.

Allowing other company employees to drive an assigned company vehicle is not permitted unless approved by Management.

### Driver Responsibilities

Employees permitted to operate company vehicles will act to ensure the safe operation of the vehicle and will:

- Adhere to all local, state, and federal traffic laws and regulations.
- Practice safe driving behaviors to protect both people and property.
- Follow all vehicle maintenance policies.
- Maintain a clean interior and exterior of the vehicle.
- Adhere to all company vehicle safety policies and procedures including proper use.
- Not engage in any distracted driving, including cell phone usage while the car is in motion.
- Notify your supervisor of any accident, incident or moving violation as soon as possible.

### Prohibited Actions

The following actions while operating a company vehicle are prohibited and may result in the immediate revocation of driving privileges and/or termination of employment:

- Consumption of any alcoholic beverage while operating a company vehicle, and/or any driving while suffering an impairment caused by such consumption.
- Consumption of any prescription, over the counter or illegal drug or substance while operating a company vehicle, and/or any driving while suffering an impairment caused by such consumption.
- Consumption of any cannabis product (legal or illegal) while operating a company vehicle, and/or any driving while suffering an impairment caused by such consumption.
- Driving while distracted, including due to the use of cell phones and other electronic devices, grooming, eating, etc.
- Reckless or retaliatory driving of any kind that endangers the public.

- Aggressive driving which includes, but is not limited to, speeding, tailgating, failing to signal lane changes, running red lights and stop signs, weaving in and out of traffic, yelling, making obscene gestures and excessive use of the horn, etc.
- Violating any county, state or federal traffic laws and regulations.
- Not reporting any moving violation(s) incurred by you to your supervisor.
- Not reporting any vehicle accident(s) or incident(s) to your supervisor as soon as possible.
- Picking up and transporting non-authorized passengers. Non-authorized passengers include, but are not limited to, individuals not affiliated with our company and/or not conducting a specific company business purpose.
- Use of any radar or other detectors that identify the presence of law enforcement, speed traps, etc.
- Use for any ride-share or food delivery services such as Uber, Door Dash, etc.
- Delivery of any unauthorized materials.
- Failure to properly secure company-owned equipment and materials inside of company vehicles that results in the theft of or damage to such property, including the company vehicle.
- Failure by driver or passengers to use passenger restraints while the vehicle is in motion.
- Any other driver actions deemed by Management to put employees, the general public, the company vehicle, company property or the property of others at risk of injury or damage.

Employees driving company vehicles may be evaluated or observed on a random basis, after call-in complaints, and after an accident. If violations of this Permitted Use of Company Vehicle Policy are found, employee may be subject to disciplinary action such as termination of company vehicle driving privileges and termination of employment, if circumstances warrant.

I have read and understand this policy and agree to abide by this policy and all the requirements contained within.

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Employee Name – Printed

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Employee Signature

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Date



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## Driver Training



Our company is committed to hiring only qualified and safe drivers. Employees who operate motor vehicles as part of their job must maintain the basic driver safety skills and credentials necessary to perform this function throughout the term of their employment.

### New Hire Driver Training

New employees, contractors, and temporary hires permitted to operate company vehicles will receive a copy of our fleet safety manual as part of their initial orientation. The fleet safety orientation program is designed to help all drivers understand our company policies, driver responsibilities and where necessary, the vehicles and equipment they will operate.

New hire orientation will be conducted by the company's fleet safety coordinator and may include, but not be limited to:

Reviewing and signing the company fleet safety manual, which sets forth:

- Approved company car usage.
- Post-accident reporting procedures and emergency policies.
- Distracted driving and cell phone use.
- Acceptable motor vehicle record requirements.
- Vehicle maintenance requirements.
- Adhering to all traffic laws.
- Safe driving policies.
- Required DOT and other applicable regulatory compliance training.
- DOT compliant road testing.

### Ongoing Training Driver Training

Ongoing fleet safety training for company-wide drivers will occur on a frequency determined by the fleet safety coordinator and may include, but not be limited to:

- Required DOT training.
- Training that addresses inclement weather and other driving hazards.
- Training necessitated by company automobile accident trends or moving violations.



- Training necessitated by nationwide accident trends.

### Individual Driver Training

Individual driver training or mentoring will be administered at the discretion of the fleet safety coordinator or human resources if:

- At-fault accident events occur.
- Driver moving violations occur.
- Other performance concerns are noted that may impact the safe operation of a vehicle.

### Driver Meetings

Ongoing driver meetings may occur at regularly designated times (weekly, monthly, quarterly, etc.) and shall be attended by all applicable drivers and driver supervisors/managers. These meetings may include the sharing of recent and relevant driver safety information and accident trends, and will provide a forum for drivers to ask questions and raise any safety concerns, etc.

### Recordkeeping

Training records documenting understanding of the topics and date of the trainings will be retained in appropriate driver files and maintained by Human Resources.

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## Distracted Driving

Our company has a vital interest in maintaining a safe, healthy, and efficient working environment for its employees. This includes a safe and appropriate environment while traveling on company business.

Distracted driving is a serious safety risk, not only to the driver, but also to other occupants in the vehicle, other vehicles on the road and pedestrians. Driver inattention is a factor in most motor vehicle accidents. We are not only concerned about your welfare as a valued employee, but also the welfare of others who could be put in harm's way by inattentive driving.

You cannot drive safely unless the task of driving has your full attention. Any non-driving activity you engage in is a potential distraction and increases your risk of crashing. Many countries, states and localities have prohibited the use of mobile phones and handheld devices while driving.

### Cell Phone and Other Electronic Devices

For these reasons, drivers may not use mobile handheld devices to place calls or read from handheld devices when operating a company vehicle, a vehicle leased or rented to our company, or a personal vehicle while on company business. This includes the use of cell phones, pagers, palm pilots, and other communication devices.

Our company also requires you to do the following with your electronic and handheld devices while you are driving a vehicle on company business:

- Use voicemail to manage your calls. Even hands-free use of cell phones is prohibited.
- Pull off the road to a safe location and stop the vehicle before listening to voicemails, returning a call, or reading from such devices.
- Inform regular callers of the best time to reach you based on your driving schedule.
- Utilize Do Not Disturb settings on your cell phone.

**Note:** The only exception to this policy is for calls placed to 9-1-1. If placing an emergency call, keep the call short and use hands free options, if available. When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road. Dispatchers and managers should refrain from making non-emergency calls to employees while they are operating a motor vehicle.

### Distracted Driving General Policies

reduce the risks associated with distracted driving, certain conduct is prohibited while driving a company vehicle, a vehicle leased or rented to our company, or a personal vehicle while on company business, including, but not limited to:

- Operating laptops, tablets, portable media devices, and GPS devices (audio directed GPS permitted).



- Reading maps or any type of document, printed or electronic.
- Using poor judgment when road conditions are poor. Try to limit or avoid exposure to rain, snow or other severe weather conditions that may threaten your safety.
- Allowing distractions such as eating, using navigation systems, applying makeup, paying too much attention to the radio, passenger distractions or other distracting behaviors that take your hands off the wheel or your eyes off the road.
- Driving if your ability to drive safely is impaired due to use of alcohol, illegal or prescribed drugs, marijuana use, illness, fatigue, or injury. Impairment can even mean not having your prescription glasses available.

You must pull over safely to the side of the road or another safe location before checking messages, returning calls, texting messaging, emailing, reading maps for directions, or programming/resetting GPS devices. Always buckle up and keep your eyes on the road and your hands on the wheel.

Please note that our company is not responsible for any moving traffic violations, parking tickets or violations of any other city ordinances or state and federal laws while you are operating a company-owned vehicle, leased or rented vehicle, or your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while you are conducting business for our company.

A violation of this policy will subject the employee to disciplinary action up to and including termination.

I acknowledge that I have received a written copy of the distracted driving policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow this policy.

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Employee Name – Printed

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Employee Signature

Date



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## Non-owned Autos



There may be scenarios where employees are authorized to drive their personal vehicles for business purposes. Employees permitted to do so are required to follow all applicable company fleet safety requirements to ensure the safe operation of vehicles used for company business.

1. Additionally, employees who drive their personal vehicles on company business are subject to the following requirements:
2. The employee's personal insurance policy will take the lead on responding to and paying damages in the case of an at-fault incident. Once the limits have been exhausted on the employee's personal insurance policy, the business may be subject to instances of negligence or vicarious liability when the injured party expects the business to pay damages.
3. Employee will furnish management an auto liability certificate of insurance (COI) or proof of insurance on an annual basis that includes the following:
  - Maintaining insurance limits of a minimum \$100/\$300/\$50 split limits or \$300,000 combined single limit.
  - Adequate limits for Uninsured Motorists (UM) and Underinsured Motorists (UIM).
  - Verifying that the employee's personal insurance policy does not exclude coverage for business use of the vehicle.
4. Employee personal vehicle used on company business is to be maintained in accordance with the manufacturer's recommended guidelines.
5. An initial and annual Motor Vehicle Record will be attained for each driver to ensure their driver's license is valid as well as assessing the risk each driver presents.

Any employee that does not qualify per the company minimum driver eligibility criteria will not be allowed to operate vehicles on company business. All traffic violations should be disclosed prior to being authorized to operate a company vehicle.



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## Vehicle Maintenance



It is our policy to always keep all vehicles and trailers well maintained and in a safe and efficient operating condition. This includes all company and personally owned vehicles driven for business purposes, and company vehicles furnished for personal use. Maintenance will be performed to meet or exceed manufacturers' recommendations based on use or environment. A proactive preventive maintenance program helps reduce breakdowns, frequency of repairs and overall maintenance costs.

### Maintenance Files

A complete record meeting regulatory requirements and recognized standards will be kept on each vehicle and trailer in the fleet and will include:

- Basic vehicle information and information indicating the nature and due date(s) of any inspection and maintenance operations to be performed on the vehicle.
- Services performed inhouse and by outside service providers.
- A record of any inspections, repairs and maintenance performed, including dates performed and specifics on the nature of the operations.
- Documentation of manufacturer recalls and their resolution.

Records will be retained where the vehicle is either housed or maintained for a period of 1 year after the vehicle/trailer leaves our company control (i.e., sold, decommissioned, etc.).

### Qualified Automotive Service Personnel and Facilities

All company personnel performing maintenance, repair, modifications, or inspection shall possess the requisite skills and be qualified through experience and training. Qualification records and training will be maintained for employees conducting such activities. Service performed on our own vehicles will be done in facilities with service equipment appropriate to perform the required tasks.

### Commercial Motor Vehicles

Inspection and upkeep of commercial motor vehicles must comply with the rules and regulations of 49 CFR 396. This includes systematically inspecting, repairing, and maintaining all commercial motor vehicles (CMVs) under the company's control.

All vehicles will be inspected and maintained by qualified automotive service technicians at regular intervals based upon miles driven, hours



of operation and/or calendar time to meet manufacturers' recommended schedule(s) or as required by regulations. Safety-related defects will be repaired before the vehicle is placed back in service with appropriate records maintained.

### Driver Responsibilities

Employees operating a company-owned vehicle are responsible for:

- Notifying management immediately if the vehicle appears to be operating in an unsafe manner.
- Notifying management if there appears to be any concerns with the vehicle that requires an inspection by an in-house or outside repair facility.
- Conducting pre- and post-trip inspections to ensure proper operation of vehicle.
- Maintaining vehicle in a safe and clean condition, ensuring vehicle fluids (i.e., oil levels, coolants, wiper fluid, etc.) are at adequate levels, and vehicle tires, wipers and other vehicle parts are in proper operating condition.

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## Vehicle Post-Accident Investigation Procedures



It is our company policy to fully investigate any incident or accident involving company-owned vehicles, or vehicles owned by company employees that are used for approved company business. Investigations will determine the root cause, contributing factors, whether the accident was preventable, and any corrective actions necessary to help reduce the risk of recurrence and promote safe driving practices among employees.

### Accident Investigation Roles and Responsibilities

The level of investigation and management response will be determined by the severity of the incident:

- The investigation of incidents or minor accidents involving property only, where the vehicle remains drivable, is the responsibility of, and will be conducted by the driver and the driver's supervisor.
- The investigation of accidents where vehicles must be towed, the employee was cited by authorities, or an employee or a third party is injured, shall be conducted by the Fleet Safety Coordinator.
- Management may initiate any other investigations deemed appropriate.

The following information should be obtained as soon as possible by an uninjured employee(s) at the scene of the accident to document all relevant conditions. Activities should include:

- Identifying and examining any factor or circumstance before, during and after the accident that may have influenced the outcome or the severity.
- Interviewing and obtaining contact and insurance information of all other parties involved.
- Obtaining witness contact information and witness statements. (The employee should also prepare his/her own witness statement.)
- Obtaining police report number (if applicable).
- If feasible, and if safe to do so:
  - Document the scene with diagrams, measurements, and photos (if applicable):



- Examine and photograph the accident scene and all vehicles and structures involved, including damage resulting from the accident; and
- Identify and documenting local businesses that have security cameras that may have recorded footage of the accident.

The fleet safety coordinator or supervisor will also obtain and review the following:

- A copy of the police report to compare and confirm all information received.
- Employee's most recent motor vehicle record to verify it was clear at time of accident (refer to company's motor vehicle record review policy).
- Any surveillance footage of the accident from local businesses if it exists.

After reviewing the information supplied by the impacted employee(s), the fleet safety coordinator or supervisor will then prepare a written report of the investigation using information provided by the impacted employee(s) and any other relevant materials that he/she has obtained.

The fleet safety coordinator, human resources and/or management will do the following:

- Determine if the accident was preventable, e.g., one in which the driver failed to do all that could be reasonably expected of them to avoid the collision.
- Determine if a preventable collision occurred because an impacted employee(s) violated company fleet safety policies, failed to abide by traffic laws, engaged in distracted or impaired driving, etc.
- Schedule a personal one-to-one meeting with the impacted employee(s) to discuss any findings and the agreed upon action plan which may include remedial training and/or possible disciplinary action such as restricted driving privileges, probation, or termination. This meeting will be scheduled as soon as possible after the preventability determination has been made.





- Take disciplinary action against any employee who was found to have violated fleet policies that wholly or in part contributed to the accident. Such actions should be fair and consistent. Disciplinary action may include:
  1. Verbal warning
  2. Written warning
  3. Suspension
  4. Termination
- Document and maintain all improvement action plans or disciplinary actions taken in the impacted employee's file.

The fleet safety coordinator, management and where applicable, safety committee, will determine the root cause(s) contributing to the accident and any preventative actions to be taken.

The driver may not be the root cause or in a position to have prevented the accident. Other factors may have contributed to the accident including management programs, vehicle selection criteria, hiring and placement procedures, training, vehicle inspection, vehicle maintenance, supervisor training and enforcement, etc.

All identified corrective actions will be assigned individual roles and responsibilities, due dates, and documented completion dates.

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