

 <b>CORPORATE SAFETY MANUAL</b>	<b>ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS</b>	
<b>TITLE: FLEET SAFETY</b>	<b>Document Number: *</b>	
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## 1 Purpose

The policy outlines the general procedures, which apply to all (Insert Company Name) Vehicles and operators. However, in addition to these procedures, more stringent regulations may apply to particular operations or specially equipped vehicles and are covered under specific policies. Employees are required to familiarize themselves with all policies governing their duties and functions as vehicle operators.

## 2 Responsibilities

It is the responsibility of all (Insert Company Name) employees to abide by this policy as a condition of employment.

## 3 Policy

### 3.1 DEFINITIONS

**Commercial Vehicles** – (Insert Company Name) vehicles which meet the following criteria in accordance with Part 383 of the Federal Motor Carrier Safety Regulations:

- Vehicles whose gross vehicle weight or gross combined vehicle weight exceeds 26,000 pounds.
- Vehicles designed to carry 16 or more people (including the driver).
- Vehicles that carry hazardous materials required by Federal law to be identified with HAZMAT placards.

**Commercial Vehicle Driver's License (CDL)** - A (insert State) license issued to any employee who is required to operate a (Insert Company Name) owned or leased commercial vehicle.

### 3.2 DRIVING HISTORY

Prior to employment into a position that requires a driver's license and the routine operation of a (Insert Company Name) Vehicle, (Insert Company Name) will obtain a driving history from the applicant's resident state Department of Motor Vehicles.

Any person applying for new employment and whose state driving history reveal any of the following conditions will not be allowed to operate a (Insert Company Name) vehicle.

- A conviction for driving while impaired (DWI), or a conviction for reckless/careless driving within a three-year period from the date of the conviction to the date of employment.

**Note: For individuals having a DWI conviction prior to the three year limitation, the state driving history must show no Motor Vehicle Points for at least one year prior to the date of employment. The company medical provider must clear those individuals before they may be hired into a driving position.**

- A revocation or suspension due to Motor Vehicle Points, within a two year period from the date of the suspension/revocation to the date of employment.

**Note: Employees who have received a revocation/suspension not due to driver related convictions (such as failure to pay out-of-state fines) must resolve the matter at the Court having jurisdiction, and provide proof of the resolution to (Insert Company Name).**

- Convictions for traffic offenses totaling more than seven (7) Motor Vehicle Points, passing a school bus, or speeding within a school zone in excess of 10 mph within a two year period from the date of the initial conviction to the date of employment.
- Each case involving a current (Insert Company Name) employee's application for transfer or promotion, whose state driving history reveals any of the above conditions will be reviewed by the (Insert Company Name) Management for a final decision.

### 3.3 **AUTHORIZATION TO OPERATE (INSERT COMPANY NAME) VEHICLES**

(Insert Company Name) may suspend or revoke a current employee's (Insert Company Name) driving privileges:

If an employee, while operating a (Insert Company Name) vehicle, is:

- Convicted of driving while impaired; or
- Convicted of careless/reckless driving; or
- Convicted of leaving the scene of an accident resulting in bodily injury; or
- Involved in three or more chargeable accidents within a three year period.

**Note: Employees convicted of any of these violations shall also be referred to the company medical provider for mandatory assessment.**

OR

If an employee consistently:

- Exhibits behavior, which might impact on his/her ability to drive safely, or fails to adhere to (Insert Company Name) Safety Policies and procedures to include this policy.

Note: **(Insert Company Name)** does not endorse nor advocate the use of private vehicles to conduct **(Insert Company Name)** business since employees vehicles are not covered by the company's auto liability insurance. Although there may be times when this practice is necessary, it is the company's responsibility to inform employees of the risk involved, ensure that proper records are kept and reimbursement made according to proper procedures.

### 3.4 **DRIVER'S LICENSE**

#### **STATE DRIVER'S LICENSE:**

- All **(Insert Company Name)** motor vehicle operators residing in **(insert State)** must have in their possession a valid **(insert State)** driver's license while operating a **(Insert Company Name)** vehicle. Prior to obtaining a **(insert State)** license, new employees may operate a **(Insert Company Name)** vehicle for a grace period not to exceed thirty (30) days, if they possess a valid driver's license from another state.
- Employees who reside outside of **(insert State)** may operate a **(Insert Company Name)** vehicle with a valid driver's license from the state in which they reside in their possession.

#### **COMMERCIAL DRIVER'S LICENSE (CDL):**

Employees whose position requires operation of a commercial vehicle will possess the appropriately endorsed **(insert State)** CDL for the vehicles which they will operate. CDL information is available through the **(insert State)** Department of Motor Vehicles.

#### **To Be Eligible For A Commercial Drivers License (CDL) you must:**

- Take and pass the mandatory **(insert State)** CDL license examinations that apply to you.
- Be 21 years old (18 years old if ALL of your driving is within **(insert State)** and you do not transport hazardous materials or drive double or triple trailer rigs).
- Possess a valid medical certificate in accordance with MCSR regs. 49 CFR 391.41 - 391.49.
- Certify that you do not hold a driver license from more than one state and certify that your driver license is not currently suspended, revoked, or canceled in ANY state, nor subject to any of these actions.
- Surrender your current driver license.
- Provide proof of your identification.
- Pay testing and licensing fees.

### 3.5 **DRIVER'S LICENSE CHECK**

**(Insert Company Name)** will conduct periodic *inspection* to determine that each motor vehicle operator holds a valid license and is complying with all restrictions. Documentation of license inspections will be kept for one year.

Those employees who are required to have a CDL must have a state driving history *check* annually, conducted at the company's expense. Each case where a current CDL licensed employee's annual state driving history reveals any of the conditions listed in the driving history section shall be referred by (Insert Company Name) Management for a final decision.

### 3.6 LOSS OF DRIVER'S LICENSE

- Employees covered by this policy are required to report to their supervisor (no later than the next workday) any loss of their ability to drive for any reason.
- Employees will have two weeks after notifying their supervisor of loss of license to regain the ability to drive or find alternate employment by following applicable policies and procedures.
- Employees whose primary duties require driving a (Insert Company Name) vehicle are subject to immediate discharge should their license be revoked or suspended. (Insert Company Name) may, but are not required to, assign employees to other non-driving duties until driving privileges are restored.
- The company medical provider prior to the operation of a (Insert Company Name) vehicle must clear employees who have lost their license for disability, but have regained their license.
- Employees who have been charged with DWI while operating their privately owned vehicles, but have had their license restored temporarily while awaiting the judicial process shall not operate (Insert Company Name) vehicles until cleared by company medical provider. If cleared by written authorization from the company medical provider, employees may continue to operate (Insert Company Name) vehicles until the judicial process has been completed.

**Note: This exemption does not apply to individuals required to have a CDL.**

- Employees who have been convicted of DWI, but have received a "restricted license" authorizing operation of their vehicles during working hours may, upon approval of (Insert Company Name), operate a (Insert Company Name) vehicle on a limited basis until full driving privileges are restored.

**Note: This exemption does not apply to individuals required to have a CDL.**

### 3.7 USE OF (INSERT COMPANY NAME) VEHICLES

The Project Managers are responsible for ensuring that only (Insert Company Name) employees operate (Insert Company Name) vehicles and only for those duties and functions within the scope of their employment. The following uses of (Insert Company Name) vehicles are strictly forbidden unless the company grants an exception:

- Using company vehicles for personal issues.
- Transporting family, friends or other passengers not affiliated with (Insert Company Name).
- Transporting of "hitch-hikers".

- Using a (Insert Company Name) vehicle to conduct any activity on or outside of (Insert Company Name) Jobsites other than that which is related to the nature of employment and is required to complete a job assignment.

### 3.8 OPERATION OF (INSERT COMPANY NAME) VEHICLES

It is the responsibility of all vehicle operators to drive in a safe manner and to conform to all applicable laws and regulations. In addition, vehicle operators are responsible for the conduct and actions of all passengers riding in the vehicle. Vehicle operators will:

- Obey all traffic signs, speed limits and other warning devices.
- Not pass a Transit bus unless the bus is parked in a designated bus stop and out of the lane of travel.
- Not engage in any activity involving the use of hands other than those actions necessary to operate the vehicle or necessary for required communication. This includes, but is not limited to: eating, drinking, smoking, reading, etc.

**Note: Employees operating vehicles that require a CDL may not carry or utilize any communication devices to include two-way radios, mobile or cellular phones or walkie-talkies that are not issued by the company or required for the operation of the vehicle.**

- Not wear radio headsets or listen to audio equipment above a minimum volume that would prevent them from hearing normal traffic warning devices or distract them from their driving duties.

**Note: Employees operating vehicles that require a CDL may not carry or utilize any audio equipment other than that authorized and issued by the Company.**

- Utilize mechanical and/or hand signals at all time to inform others of their intentions.
- Utilize traffic cones and signs if the vehicle must be parked in a travel lane to perform a special duty. Cones/signs will be placed at a sufficient distance from the vehicle to warn oncoming traffic and provide a smooth traffic flow around and beyond the vehicle.
- Ensure that the vehicle is secured when parked by:
  - Turning the ignition switch off.
  - Removing the key.
  - Engaging the hand brake or the parking brake.
  - Using wheel chocks if provided, or "curbing" the wheels of the vehicle when parked on an incline.
- Adhere to the following rules while engaged in backing a vehicle:
  - Walk around the vehicle before attempting to move, to determine that backing will not endanger pedestrians, other vehicles, other objects or the vehicle being moved.

If there are passengers, one should get out of the vehicle and guide the vehicle operator while backing. Back slowly. Use both interior and exterior mirrors, checking both sides as you back.

**Ensure the safe transport of materials and goods by:**

- Securely fastening all loads, regardless of weight or height, to prevent rolling, pitching, shifting or falling. No one will be allowed to physically "steady" the load while riding in the back of the vehicle.
- Securely fastening all doors while the vehicle is in operation.
- Securing tailgates in an upright position while the vehicle is moving except when the load exceeds the length of the bed of the vehicle.
- Affixing a red flag to the end of any load that extends four feet or more beyond the end of the vehicle or loads that extend beyond the width of the vehicle.
- Utilizing a tarpaulin or other cover to cover loads of loose materials such as sand, gravel, or trash.
- Utilizing the proper loading docks or areas at each building.
- Ensuring that barriers installed in all enclosed vans to separate the cargo and passenger areas are secured and will protect the driver and passengers from injury should the load shift during transport.

**Ensure the safe transport of hazardous materials:**

**Note: The US Department of Transportation classifies hazardous materials into the following groups: Explosives, Flammable Materials, Compressed Gases, Oxidizers, Poisonous Materials, Corrosive Materials and Radioactive Materials. Transportation of these materials is strictly regulated to protect people, property and the environment by minimizing the possibility of a hazardous materials release. Anyone transporting these materials for (Insert Company Name) must ensure compliance with the applicable regulations.**

**Ensure the safe transport of passengers by**

- Requiring all occupants to be secured with a seat belt installed by the manufacturer.
- The following practices are strictly prohibited:
- Allowing any passenger to ride in the bed of the vehicle or to sit on the tailgate or sides of the vehicle, or allowing passengers to extend their arms or legs beyond the vehicle while it is moving.
- Allowing any passenger to ride in a trailer while it is being towed.
- Allowing the number of passengers to exceed the number of seat belts
- Allowing any passenger to ride between bucket-type seats, on the engine cowling or on a chair placed between the seats and not affixed to the floor, while the vehicle is moving.

**3.9 ACCIDENT REPORTING**

It is the responsibility of all vehicle operators to report all accidents, **regardless of damage**, that involve **(Insert Company Name)** Vehicles. Accidents that occur should be reported immediately to the local Police Department:

- **DONOT** leave the scene or move the vehicle.
- Contact your supervisor as soon as possible.
- Set out warning devices and aid in directing traffic until a police officer arrives on the scene.
- Assist injured persons but do not attempt to move them unless there is a clear and immediate danger to life.
- Obtain the names of witnesses, insurance information and other pertinent facts and forward those to **(Insert Company Name)** as soon as possible.

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## **4 References**

**(insert State)** CDL Motor Vehicle Regulations  
Federal Motor Carriage Regulations

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## **5 Appendices**

None