

Vehicle Safety Program

Purpose

This program covers safe operation and maintenance of all company vehicles, except those company vehicles regulated by the Interstate Commerce Commission or US Department of Transportation. Examples of company vehicles covered include company-owned-or-leased passenger vehicles, personal vehicles used for company business, pickup trucks, light trucks and vans that require a commercial driver's license for operation.

Motor Vehicle Records:

Periodically, not to exceed annually, review the driving history of all employees authorized to operate vehicles in the course of their employment with your company by obtaining current motor vehicle reports (MVR). At a minimum, your company should obtain Motor Vehicle Reports (MVR) at hire and annually for each driver.

Acceptable MVR Criteria:

Develop written driver history acceptance standards for all drivers for the past 3 full years of driving history. The following acceptability criteria should be used as a model in developing your own minimum acceptability criteria:

1. Maximum of either 2 moving violations or 2 accidents or combination thereof
2. No suspension or revocation of driving privileges
3. Driver has been licensed for more than 3 years
4. No serious violations as follows:
 - Speeding over 20 MPH of posted speed limit
 - Leaving the scene of an accident
 - Reckless driving
 - Driving under the influence of drugs or alcohol
 - Driving while intoxicated
 - Refusing a drug / alcohol test
 - Negligent homicide arising from the use of a motor vehicle
 - Using a motor vehicle for the commission of a felony
 - Racing on public roads
 - Driving with a suspended license
 - Fleeing and Eluding

Policy or Procedures for Minimum Driving Experience

Minimum driving experience requirement of at least 5 years as part of selection criteria before hiring drivers or authorizing employees to operate vehicles in the course of their employment with your company.

Policy

Only employees authorized by company management for specific company purposes will operate all company vehicles.

Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate manager notified.

Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.

All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.

All employees authorized to operate a company vehicle will be included in any company drug-testing program.

All authorized employees must possess a valid state driver's license for the class vehicle authorized.

Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license.

Management

Train authorized employees on vehicle inspection and accident procedures.

Maintain company vehicles are in safe condition.

Maintain active insurance policies on all company vehicles.

Department Heads

Allow only authorized employees to operate company vehicles.

Maintain a list of authorized employees in their department.

Arrange for required periodic maintenance checks on assigned vehicles.

Immediately remove from service any vehicle with any safety defect.

Not allow operation of any company vehicle by an authorized employee taking medication that warns of drowsiness unless approved by management.

Establish a key control program for all assigned vehicles.

Authorized Employees

Operate company vehicles in a safe, responsible manner and obey all traffic laws.

Participate in the company drug testing

Ensure all vehicle occupants use seatbelts before moving the vehicle
Employees are never allowed to ride in the back of pickup trucks.

Follow safe fueling procedures.

Conduct a pre-use inspection before any first daily use.

Immediately report any safety defects or vehicle problems.

Report use of all prescription/nonprescription medication, which contains a warning label.

No cell phone use while driving or re-fueling

Report any moving traffic violations to management within 24 hours. Of company and personal vehicles

Training

All employees authorized to operate company vehicles will understand driving-safety that will include:

Defensive driving

Vehicle inspection

Accident procedures

Hazardous weather driving

Procedure for notification of unsafe vehicle

Backing procedures (light truck & van operators)

Cargo area storage (light truck & van operators)

Loading & unloading (light truck & van operators)

Vehicle Inspection

Driver Inspections- Prior to each first daily use the driver shall inspect the vehicle for proper operation of the following safety features, as applicable:

- Horn
- Backup warning
- Head, tail & signal lights
- Windshield wipers
- Tire inflation (visual check)
- Brakes
- Steering control
- Mirrors
- No operational warning lights
- Accident kit in glove compartment
- Fire extinguisher (light trucks & vans)
- Broken glass

Mechanical Inspections - Every company vehicle will be inspected by a qualified vehicle mechanics at least every 6 months or five thousand miles.

Inspection & maintenance points include:

- Road test
- Visual inspection of brake system - wheel removal required
- Fluid system levels & visual inspection
- Brake pad wear

Belts & hoses

Battery condition

Filter replacement

Lubrication

Oil change

Emissions systems visual inspection

Tire treads

All vehicle inspections and maintenance records will be maintained by

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Driving Safely

Starting

Conduct pre-use inspection

Use seatbelts at all times

Never allow employees to ride in the back of pickup trucks

Adjust seat & mirrors before starting vehicle

Allow a 15 second warm up time

Check for warning lights

Driving

Do not drive if drowsy

Think ahead - anticipate hazards

Don't trust the other driver to drive properly

Don't speed or tailgate

Drive slower in hazardous conditions or hazardous areas

Pass only in safe areas and when excessive speed is not required

No loose articles on floor. If moving supplies or equipment, a pickup truck or van with safety cage must be used.

Do not read, write, apply make-up, drink, eat or use a phone while driving

Stay at least four seconds behind the vehicle ahead

Do not stop for hitchhikers or to provide roadside assistance

Backing

Back slowly & be ready to stop

Do not back up if anyone is in path of vehicle travel

Check clearances

Don't assume people see you

Getting out & check if you cannot see from the driver's seat

Stopping

Park only in proper areas, not roadsides

Use warning flashers & raise hood if vehicle becomes disabled

Accidents

Do not admit responsibility

Notify your company and law enforcement as soon as possible

Cooperate with any law enforcement officers

Move the vehicle only at the direction of a law enforcement officer

Fill out all sections of the accident report in the glove box

Do not sign any forms unless required by a law enforcement officer

At the scene get the following information

- Investigating officer name and law enforcement agency
- Make, Model & License Plate number of other vehicles
- Names, addresses and phone numbers of all witnesses
- Photos of accident using camera in glove box
 - All 4 sides of all vehicles
 - Roads and intersection at the scene
 - Interior of all vehicles - seating & floor areas
- Name, address & license of other drivers

