

# 11 1000 Driver Policy

## **POLICY STATEMENT**

We are dedicated to the health and safety of our employees, and the general public. Safety is as crucial to the success of our company as is any other element. This Driver Policy was developed to prevent injuries, property damage, and to control both direct and indirect costs for our company. Accidents can be prevented. Through our prevention activities, accident costs will be reduced with corresponding reductions in pain and suffering of accident victims, and a resulting increase in profits.

Accordingly, it is our policy that every effort be made to prevent accidents. It is the responsibility of all personnel -- from top management, through all ranks of employees -- to comply with this policy.

“NO JOB IS SO IMPORTANT AND NO SERVICE IS SO URGENT -- THAT WE CANNOT TAKE THE TIME TO DO OUR JOB SAFELY”

## **RESPONSIBILITIES**

### **Fleet Program**

**Management will oversee the fleet operations and the Fleet Program**

This includes:

1. Accident Investigation
2. Driver Selection
3. Vehicle Maintenance & Inspection
4. Driver Training
5. Vehicle Use & Driver Supervision

### **Fleet Maintenance**

Following is a list of responsibilities for fleet maintenance for each area:

This includes:

1. Inspection Documentation
2. Regular Maintenance (3000-mile)
3. Vehicle Repair
4. Emergency Equipment

### **Driver Selection**

Management will be responsible for driver selection and hiring. This will include:

1. Initial Motor Vehicle Report (MVR) on driver
2. Periodic MVR's on all drivers
3. Driver Orientation
4. Driver Training

### **Vehicle Care**

A driver can damage or demolish a vehicle in an accident. Replacement costs can range from about \$18,000 to \$250,000 for a new vehicle.

The driver will be responsible for :

- ✓ THE SAFETY OF THE VEHICLE
- ✓ THE SAFETY OF CARGO & PASSENGERS
- ✓ THE SAFETY OF PEDESTRIANS & OTHER MOTORISTS

### **VEHICLE USE RULES**

We consider no phase of operations or administration of being a greater importance than accident prevention.

Our policy has always been and will continue to be:

- Obey Speed limits; excessive speed is a major cause of accidents.
- Buckle up, wearing a seat belt improves your chances of survival if you are involved in a collision.
- Signal well in advance of turning, changing lanes or stopping.
- Reverse and change lanes only when absolutely necessary.
- Use the inside lane only when absolutely necessary.
- Tailgating will not be tolerated.
- Maintain reasonable distance, allow for speed, road and weather conditions.
- Never contest right-of-way. Always yield to avoid collision.
- Adjust for others merging into traffic flow.
- Merge into traffic without forcing yourself in.
- Obey all traffic signs and signals with a full and complete stop.
- Do not pass any vehicles at intersections, railroad crossings or where vision may be limited.
- Drivers will perform a daily vehicle safety inspection (Pre-Trip).
- Wheels of all trailers are to be chocked during ALL loading/unloading.
- Company vehicles are a privilege, treat them as if they were your own.
- No unauthorized persons will drive or ride in company vehicles. This includes employees, family members, and non-employees. All persons who drive company vehicles will be required to complete the driver selection procedures.
- All applicable State and Federal regulations will be followed by drivers.  
**FOLLOW THE SPEED LIMIT & BUCKLE UP!**

- Drivers will immediately report any unsafe conditions or vehicle problems to Management. Vehicles with problems that could affect safe operation, **SHOULD NOT BE DRIVEN UNTIL THE CONDITION IS CORRECTED.**
- Only company authorized loads will be transported in company vehicles.
- Driving while under the influence of drugs or alcohol will be cause for immediate termination. If a driver is on prescribed medication, this information should be reported to Management. They will determine if driving is still acceptable.
- No racks, trailer hitches, or external luggage devices will be permitted without the express approval of Management.
- If there is a possibility of objects flying out of the vehicle, cargo tie-downs or covers are to be used. All loads (valves and tanks on tank trucks) are to be inspected prior to starting by the driver.
- When hauling large loads, loads are to be checked 20 minutes after pick up of load.
- Accidents are to be reported **IMMEDIATELY** to Management. Accident investigation forms are to be completed by the driver at the scene of the accident.
- **NEVER ADMIT FAULT** at an accident scene. Be cordial and polite.
- Tickets and moving motor vehicle violations are to be reported to Management within 24 hours.
- Take pictures of accident, within safe measures, before the scene is disturbed.

## DRIVER SELECTION & HIRING

All drivers, including non-employee drivers such as family members, must complete the driver selection process. Management will be responsible for overseeing the process and ensuring that all necessary criteria are met.

In order to ensure that our drivers will be capable of safe vehicle operation, the following **selection process** will be utilized.

1. *Application:* All drivers will be required to complete an application for employment. This will include providing references and past employers.
2. *Interview:* An interview will be completed for all drivers. Driver related items to be reviewed during the interview are driving experience and accident history.
3. *Reference Checks:* Past employers will be contacted to attempt to evaluate for all commercial vehicle operators:
  - a. Driving Experience
  - b. Ability to avoid accidents
  - c. Ability to care for vehicle
  - d. Skill Level
  - e. Ability to follow traffic regulations
  - f. Ability to meet schedules

In addition, a CDL may be required, as is a physical exam and drug evaluation. Annual drug tests will be completed.

In addition, a non-CDL may be required over 10,000 lbs and under 26,000 lbs, as is a physical exam and drug evaluation.

4. Motor Vehicle Reports (MVRs) for each driver will be completed prior to hiring. More than two moving violations or accidents, during any 12 month period will be reason for not hiring a prospective driver. For current employees, any violation will be discussed with Management (With exercise of the company disciplinary policy).
5. Periodic MVRs will be completed on **ALL** drivers, including non-employee drivers, as needed:
  - a. Clean Record -- No action
  - b. One moving violation -- Discussion/evaluation with Management (DUI type of infraction will result in immediate termination)
  - c. One accident -- No Fault -- No action
  - d. One accident -- Driver Fault -- Discussion/evaluation with Management
  - e. Moving violation -- Discussion/evaluation with Management
  - f. More than one moving violations -- Suspension of driving privileges
  - g. Two or more driver fault accidents -- Termination of driving
  - h. Two moving violations and one accident -- Termination of driving

It should be noted that suspension of driving privileges can be reviewed. If agreed upon by all parties, a driving contract can be drafted which stipulates specific controls to be followed. If contract is broken, driving privileges will be forfeited.

## **DRIVER TRAINING**

Driver training is crucial to the success of our objective .. no incidents. Although we will attempt to hire only quality, experienced drivers, drivers training will still be completed. The training will consist of:

1. Orientation: When a driver is hired, a complete orientation will be done. This orientation will be designed to provide the new driver with a complete overview of fleet safety activities. It is not intended to provide specific instruction in equipment operation. The orientation will include:
  - a. Review of FLEET MANAGEMENT PROGRAM with specific emphasis on safety rules, accident investigation and driver selection requirements.
  - b. Discussion of maintenance requirements of the specific vehicle being assigned and related drivers responsibilities.
  - c. Walk-through of related facilities.
  - d. Introduction to key personnel
  - e. Question and Answer Section
  
2. Job Instruction Training: JIT will be completed by Management. Management will review:
  - a. Safety Devices
  - b. Maintenance Requirements
  - c. Employee Injury Prevention Issues
  - d. Cargo Securing
  - e. Route Selection Criteria
  
3. Defensive Driving: Periodic training in the principles of defensive driving will be required for all drivers of company vehicles. Drivers are expected to attend training courses as scheduled. A passing score will be required for the final examination. Records of the training will be maintained.
  
4. Periodic specific training such as Hazards of winter Driving, etc. will be provided via video, flyer or speaker for all drivers presented with such hazards. These will be completed on an as needed basis. Needs will be identified by drivers, maintenance personnel and Management.

## **DRIVER EVALUATION**

Drivers will be reviewed during regular performance evaluation periods. The Addendum provided in appendix A will be used to provide formal driver evaluation. Driver issues will be identified and if necessary, improvement goals will be identified.

## **ACCIDENT INVESTIGATION**

Although Selective Insurance will attempt to prevent all accidents, we realize that some accidents may occur. The following procedures provide a guideline to completing accident investigations. Accident Investigation forms are located in Appendix B and are to be completed within 24 hours for all incidents. Tracking of the incidents by driver, vehicle, month, incident type, and cause is to be done to identify any trends for correction, training needs, maintenance needs, etc.

### **AFTER AN ACCIDENT:**

1. If minor accident, move vehicle out of traffic flow. Otherwise, turn off vehicle and remove keys. NEVER ADMIT FAULT IN AN ACCIDENT. Be cordial and polite.
2. Call emergency services if there is anyone injured in the accident. Render care if possible and appropriately trained. If damage exceeds \$1,000 notify police. Notify Management and complete accident report with police.
3. Take pictures of accident, within safe measures, before the scene is disturbed.
4. Obtain key driver information if another vehicle is involved. Provide name of company, license number, name of insurance and policy number to other driver.
5. Complete accident investigation form. Fill in all applicable blanks.
6. Provide copies of the accident Investigation to Management for distribution.
7. Accident Investigations will be reviewed by key personnel and corrective actions developed. Causes of accidents should not be oversimplified. Some items to be considered when establishing accident cause and related corrective action include:
  - a. Driver condition.
  - b. Scheduling (hours behind the wheel)
  - c. Adverse Driving Condition.
  - d. Vehicle Maintenance
  - e. Road Conditions.
  - f. Driver Training
  - g. Cargo Requirements
  - h. Other vehicle issues
8. Accident investigation results will be discussed with employees during the periodic driver meetings.
9. Accident Investigation Dont's:
  - a. Do not let the end determine the cause
  - b. Do not oversimplify the cause
  - c. Remember that most direct causes have contributory causes. For example the wet road was the direct cause of the accident, but worn tires contributed to it.
  - d. Obtain as much information as possible.
  - e. Do not leave corrective action section blank. Include anything that you feel will prevent recurrence. Management will determine the feasibility of implementation of controls.

REMEMBER OUR CORRECTIVE ACTION RECOMMENDATIONS ARE BASED ON THE INFORMATION OBTAINED IN THE ACCIDENT INVESTIGATION BY THE DRIVER. GET ALL PERTINENT INFORMATION.

### **VEHICLE MAINTENANCE**

Vehicles maintained in safe operating condition is one key to accident prevention. Management will keep records of all daily vehicle checks, and periodic maintenance inspections and repairs.

At a minimum, regular maintenance should be completed as per the vehicle's requirements.

Inspection reports will be completed by the driver and reviewed by Management. Also, a "Daily Check" of all vehicles by the respective drivers, **PRIOR TO DRIVING** is to be done.

Manufacturers' recommendations will establish specific maintenance schedules and procedures for each vehicle or class of vehicle. All maintenance work completed will be documented into a vehicle file.

Management will obtain Certificates of Insurance for all fleet vehicles.