

FLEET SAFETY PROGRAM

1.0 PURPOSE

To reduce exposure to vehicle incidents. To make the program work, this company will strive to incorporate driver safety orientation, defensive driver training, vehicle inspections, preventative maintenance, accident reporting and investigation and establish procedures to insure that only licensed drivers with acceptable driving records operate company-owned vehicles and or personal vehicles used for company business.

2.0 SCOPE

This program applies to all drivers of company-owned vehicles and or personal vehicles used for company business which operate on public roadways.

3.0 DEFINITIONS

For the purpose of this program, the following definitions have application to all driving situations, in a company vehicle or in a personal vehicle. It is the purpose of this program to track and record all such activity and to assess an individual's qualification to operate a vehicle in light of such activity due to the fact that the company believes that any violation which impacts an individual's driver's license or qualification therefore likewise impacts such individual's qualification to operate a company vehicle.

MOTOR VEHICLE RECORD (MVR)

Record of a driver's accidents and/or traffic violations.

TYPE 'A' VIOLATIONS

- * Driving while intoxicated
- * Driving under influence of drugs
- * Negligent homicide arising out of the use of a vehicle
- * Using a motor vehicle for a commission of:
 - A felony
 - _ An aggravated assault
 - _ A grand theft
 - _ A hit and run
 - _ A speed contest
- * Any other offense or activity reasonably designated by the company to constitute a Type "A" violation

TYPE 'B' VIOLATIONS

TYPE 'B' violations are understood to be all moving violations not listed as TYPE 'A' violations.

MOVING VIOLATION

The commission or omission of an act by a person operating a motor vehicle that could directly result in injury or property damage and is also a violation of a statute, ordinance, rule, or regulation of the state in which the individual works or resides.

ACCIDENT INVOLVEMENT

A driver shall be considered to be involved in an accident if any motor vehicle which they are driving, which they are the last person to drive, or of which they are in charge, shall come in contact with any person, animal, other vehicle, or other inanimate object in a manner which results in death, injury or property damage. Any such incident shall be considered an accident regardless of whether anyone was killed or injured, whether on private property or on a public thoroughfare, or who was responsible or at fault.

LIGHT TRUCK

A light truck is any truck with a gross vehicle weight rate (GVWR) of 26,000 pounds or less.

HEAVY TRUCK

A heavy truck is any truck with a gross vehicle weight rate (GVWR) of 26,001 pounds or more.

LICENSE TYPES

Commercial Driver's License (CDL) plus the DOT medical card is required for the operation of commercial vehicles.

Consult the respective state's driving handbook for specific driving qualifications and license class (A, B, C, D, E, etc.).

Non-Commercial Driver's License is a required license for the operation of any non-commercial vehicle. Consult the respective state's driving handbook for specific driving qualifications and license class (A, B or C).

4.0 **PROGRAM DESCRIPTION**

The superintendent/supervisor is responsible to make sure that only licensed drivers with satisfactory driving records (as determined in accordance with this program) operate company vehicles and/or personal vehicles used for company business. Drivers of personal vehicles must also show proof of insurance. Adequacy of insurance coverage will be determined by_____.

Prior to being authorized to operate a company vehicle, or an employee's personal vehicle for company business, a Motor Vehicle Record (MVR) will be secured on each employee driver or on any employee proposed to be authorized to drive a company vehicle or personal vehicle on company business on public roadways. Employees whose driving records do not meet the standards of the Fleet Safety Program will not be permitted to drive a vehicle on public roadways until such time as all conditions of the Fleet Safety Program are met.

To insure compliance with the Fleet Safety Program, the following procedures must be followed:

5.0 **PROCEDURES**

The Fleet Safety Program will be administered by the Safety Department.

It is the responsibility of the superintendent/supervisor to apply this program to determine which employees may periodically drive a company-owned vehicle or personal vehicle used for company business on public roadways.

The superintendent/supervisor will check the driver's license of each prospective driver to verify the possession of a valid license, the type of license possessed and that the license class corresponds to the type of vehicle/s to be operated.

Each prospective employee driver will be required to complete a "*Motor Vehicle Record (MVR) Release Form*". This form is to be sent to

_____*(ABC)*____ Insurance Agency, _____*(address)*_____, _____*(City)*_____, _____*(State)*____
to the attention of _____*(John Doe)*_____, who will secure the Motor Vehicle Record (MVR).
The MVR can also be requested by faxing an MVR release form to _____*(Safety Office)*_____
at _____*(Company or Agency)*____ (FAX No.)_____.

A printed report of the employee's driving record will be returned by mail to the Safety Department. The Safety Department will notify the requesting superintendent whether or not the driver is approved to operate a vehicle. Approval to drive a company vehicle or personal vehicle used for company business on public roadways must be in accordance with Section 8.0 of the Fleet Safety Program.

The superintendent/supervisor will instruct each approved driver to report any license revocation, suspension, accident or restriction immediately. Failure to report any of these license violations will result in disqualification as a driver. If driving is a required part of the employee's job and the employee is disqualified as a driver, the employee may be offered other employment if a position is available for which the person is qualified. If the employee accepts another position, the employee will be paid within the pay range of that position. If an opportunity for another position is not available, the employee will be terminated.

A Motor Vehicle Record (MVR) release form must be completed following any vehicle accident involvement as described in Section 3.0.

Seat belt use is mandatory for drivers and occupants of vehicles being used for company business whether company-owned or employee-owned.

Vehicle inspections are to be performed by the operator prior to the beginning of the work day to ensure the vehicle (company or personal vehicle used for company business) is fit for safe operation. A quarterly inspection using a "*Vehicle Safety Checklist*" should be completed by _____. Any problems or concerns noted during these inspections should be reported immediately to the drivers supervisor.

Perimeter inspections should be performed around the vehicle prior to entry into the vehicle - to reduce the potential of backing into or striking stationery objects.

Vehicle maintenance will include, at a minimum, the suggested maintenance schedule provided by the manufacturer in the warranty and operator's manuals provided with the vehicle. Documentation of all maintenance performed must be readily available. This applies to personal/employee owned vehicles used for company business.

Immediate family members of the employee will only be allowed to drive company vehicles when explicit written permission has been given by _____.

Transportation or storage of firearms, explosives, and associated devices or materials will not be permitted in company owned or leased vehicles.

Transportation or storage of illegal drugs is strictly prohibited in company owned or leased vehicles, or in personal vehicles being used for company-related business.

Driving under the influence of drugs and/or alcohol, as defined by State statute, is strictly prohibited in company owned or leased vehicles, or in personal vehicles being used for company-related business.

If involved in an accident, the driver should complete the "On The Spot" accident report form at the accident scene. The "On The Spot" accident report should be kept in the glove box of all vehicles. Follow the instructions on the report.

6.0 QUALIFICATIONS FOR DRIVERS OF HEAVY TRUCKS

Each individual, before becoming qualified as a driver of heavy truck (truck with a gross vehicle weight rate (GVWR) of 26,000 pounds or more) will:

Be required to possess a commercial driver's license (CDL) with proper endorsements.

Be required to pass a driving test administered by the company.

Undergo a Motor Vehicle Record (MVR) review (reference Section 5.0). The Motor Vehicle Record (MVR) must meet the company's acceptable standards (reference Section 8.0).

Heavy truck drivers will be required to meet all Department of Transportation (DOT) drivers' regulations and requirements.

7.0 QUALIFICATIONS FOR DRIVERS OF CARS, PICKUPS AND LIGHT TRUCKS

Each individual, before becoming qualified as a driver of a company-owned car, pickup or light truck or personal vehicles used for company business, will:

Be required to possess a current Class A, B or C driver's license.

Secure the appropriate in-state driver's license within thirty days of the date of hire or transfer.

Undergo a Motor Vehicle Record (MVR) review. The Motor Vehicle Record (MVR) must meet the company's acceptable standards (reference Section 8.0). Off-the-project accidents and violations involving any vehicle, whether personal, borrowed or company-owned, will show on the MVR and will count toward disqualification as a company driver.

8.0 MOTOR VEHICLE REPORT STANDARDS FOR DRIVERS OF COMPANY VEHICLES

Employees can be disqualified from driving company-owned vehicles as the result of any of the following:

Revocation or suspension of a driver's license within the past three years as the result of accidents or moving violations.

One TYPE 'A' violation within the past three years.

Four (4) or more TYPE 'B' violations within the past three years.

9.0 REPORTING ACCIDENTS, DRIVER'S LICENSE REVOCATION, SUSPENSION AND RESTRICTIONS

Drivers must report and provide a copy of all TYPE 'A' and TYPE 'B' offenses, driver's license revocation, suspension or restriction, immediately to their superintendent/supervisor. The superintendent/supervisor is responsible to send a copy of each to the Safety Department. Failure to report such action within ten (10) days will result in disqualification as a driver of company-owned vehicles.

Any driver whose driver's license is revoked, suspended, or restricted is to report this action to their superintendent/supervisor immediately following such action. Drivers who report this action will be suspended from driving company-owned vehicles until the case is resolved. Failure to report such action will result in disqualification as a driver of company-owned vehicles. A restricted license will be reviewed to determine if the driver may continue driving.

Drivers who are convicted of driving under the influence of alcohol or who plead "nolo contendere" to such charges will be disqualified as a driver of a company vehicle on public roadways for a period of twelve (12) months. The company will not consider such individuals for future company vehicle operation even after twelve (12) months unless they can show proof that they have completed a company-approved alcohol treatment program or other professional counseling or therapy approved by the company president.

All project-related vehicle accidents must be reported without delay to the superintendent/supervisor.

All drivers will carry an "On The Spot" accident report in their vehicle. This report must be filled out in the event of any accident while at the accident scene. This report must be turned in to their superintendent/supervisor.

Fines and expenses incurred as the result of operating violations are the responsibility of the driver.

(include: On the Spot Accident Report)

VEHICLE *Safety* CHECK LIST

Operator	Location		Superintendent/Supervisor		
Year and Make of Vehicle	Date of Inspection	Odometer Reading	Was vehicle driven during <i>Safety</i> Check?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Driver's License Number	State	Expiration Date	Restrictions		

***Safety* - Minded Drivers Have Safe Equipment**

Seat Belts (accessible/condition).....			
Lights: Headlights.....			
Turn Signals.....			
Brake Lights.....			
Tail Lights.....			
Flashers.....			
Instrument Panel.....			
Glass: Windshield.....			
Other.....			
Mirrors.....			
Steering.....			
Horn.....			
Brakes.....			
Parking Brake.....			
Muffler.....			
Tires.....			
Oil Change (Odometer reading last change).....			
Transmission and Differential (Odometer reading last check).....			

Condition of Vehicle (Note items reducing resale value)

Inside
Outside

Other Items - Requirements of Driver's Manual/Driver Comments

- 1.
- 2.
- 3.
- 4.
- 5.

Sell *Safety* - It Pays! *Safety* checked

_____ by _____
Date Signature

 Date

 Driver

MOTOR VEHICLE RECORD

RELEASE FORM

I authorize _____ Construction Co., Inc. to secure a Motor Vehicle Record (MVR) report of my driving record.

Name: _____
(as it appears on your driver's license)

Date of Birth: _____

Driver's License #: _____

State of Issue: _____

Driver's Signature: _____

For completion by jobsite superintendent (or designee):

☐ Informed driver of requirement to report future license revocation, suspension, accident or restriction immediately.

Type of vehicle to be assigned:

☐ Car, Pickup, light truck

☐ Heavy truck over 26,000 GVWR

Superintendent's (or designee) Signature: _____

Project Name/Number: _____