

# **Draft**

## **Company Name** **Fleet Safety Program**

### **Policy Statement**

The efficiency of any organization can be measured directly by its ability to control losses. The personal safety and health of each employee, driver, and the public are of primary importance. Therefore, every attempt will be made to reduce the possibility of accidental occurrences that may result in injury or property damage.

A degree of risk exists in everything we do in life. **(Name of Company)** is committed to providing as safe a working environment as possible. Accident prevention is always the first order of business on any day and will take precedence over expediency or short cuts.

Management is morally committed to providing a safe workplace free from hazardous conditions and complying with all safety and traffic laws and ordinances.

We will maintain a fleet safety and health program conforming to the best practices for organizations of this type. The program will include driver qualification; training and supervision of drivers; establishment of safe practices and rules; planned inspections; vehicle maintenance; reporting, investigation, and review of accidents.

The cooperation of all employees is expected, not only from supervision, but fellow workers as well. Only through the cooperative efforts of all employees and management can a fleet safety and loss control program be effective.

**Signed - Upper Management (President)**

## **COMPANY VEHICLE FLEET POLICY**

### **Overview**

As a driver of a company vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following. Questions and or concerns regarding this fleet policy should be directed to the individuals below:

President \_\_\_\_\_

Fleet Administrator \_\_\_\_\_

### **Vehicle Fleet Purpose**

***Company vehicles are provided to support business activities and are to be used only by employees qualified and authorized by the Company.*** They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

Company vehicles may not be used for business activities of other companies.

Company vehicles may not be driven outside of the continental United States.

### **Responsibilities**

**(Company name)** management will be responsible for the implementation and maintenance of the fleet program.

It is the responsibility of the **(name/title)** to advise employees of the fleet program, provide initial safety orientation, and enforce the program should an employee operate a motor vehicle in a manner which is inconsistent with the policy.

### **Driver Licensing**

Company drivers authorized to drive a company owned or leased vehicle must have a valid driver's license issued in the state of the employee's residence for the class of the vehicle being operated. Obtaining a driver's license is a personal expense.

### **Driver Qualifications**

Driver qualifications are as follows:

1. Must pass the Company's drug screening requirements.

2. Must be an authorized employee of company.
3. Must be at least 21 years of age.
4. Must have vision correctable to at least 20/40.
5. Must have at least one year of experience in the class of vehicle operated.
6. Must meet licensing requirements.
7. CDL drivers must meet commercial driver qualification requirements
8. CDL drivers required to transport placarded hazardous materials must have a valid hazardous material endorsement with their license.
9. CDL drivers are required to pass a **[Name Of Company]** road test as a condition of employment.
10. Employees will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
  - Been convicted of a felony involving a company vehicle
  - Been convicted of sale, handling or use of drugs.
  - Has automobile insurance cancelled, declined or not renewed by a company.
  - Been convicted of an alcohol- or drug-related offense while driving.
  - Had driver's license suspended or revoked.
  - Been convicted of three or more moving violations or one or more other serious violations or at fault accident.
  - Been convicted of reckless driving/speed contest
  - Been involved in two or more chargeable accidents.
  - Leaving the scene/failure to report an accident
  - Conspiracy/misrepresentation of identity

In addition, CDL drivers and driver applicants will be disqualified to drive a commercial vehicle per DOT standards:

- Until mandatory driver qualification requirements are achieved
- Driver committed a violation of an "Out of Service" order
- Driver refused to be tested (for alcohol or drugs) by state or jurisdiction

## **Review of Motor Vehicle Record**

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually for all employees who drive company owned or leased vehicles, as well as any employee who drives their personal vehicle on company business. All employees are required to complete the Motor Vehicle Record Release Form (Appendix A) prior to being authorized to drive on company business. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

## **Driver Records and Corrective Action**

Personnel files will include MVR, fleet accident histories, and corrective action documentation for employees who drive either company-owned or leased vehicles or employee-owned vehicles used for company-related business.

### **Levels of corrective action shall include:**

**No Action:** One moving violation and/or non-preventable accident in a three-year period.

**Counseling:** Two moving violations in a three-year period and/or a preventable accident.

The operator shall be advised by (Name of person) of his or her responsibility towards driving in a safe, courteous, and economical manner in accordance with the defensive driving concept, and that additional moving violations may lead to further disciplinary actions.

**Suspension:** Two preventable accidents, three or more moving violations or one major violation within a three-year period.

The driver shall have driving privileges removed for a probationary period to be established by the Fleet Safety Coordinator and Upper Management. This includes driving of all company-owned or leased vehicles as well as use of the driver's personal vehicle on company-related business. If any additional moving violations or major violations occur within the probationary period, the driver will not be permitted to drive any company vehicles or drive their own vehicle for any company-related purposes. If the employee's position is one that requires regular driving of company vehicles or driving of personal vehicles for company business, this may lead to termination of employment due to the inability of the employee to adequately perform his/her required employment duties.

**Revocation:** Two or more preventable accidents in combination with three or more moving violations, three preventable accidents, four or more moving violations, or more than one major violation within a three-year period.

The driver shall have all driving privileges removed for all company-related activities. This includes the use of company-owned vehicles and the use of the driver's personal vehicle for company related business. If the employee's position is one that requires regular driving of company vehicles or driving of personal vehicles for company business, this may lead to termination of employment due to the inability of the employee to adequately perform his/her duties.

### **Definitions:**

#### **Preventable Accident:**

"A collision in which the driver failed to do everything reasonable to prevent it". ("At-Fault" accidents typically are preventable accidents.)

### **Major Violation:**

DWI, DUI, reckless driving, leaving the scene of an accident, vehicular homicide, speed in excess of 15 mph over the designated speed limit, driving under suspension or revocation, fleeing a police officer, chemical test refusal, unlawful transportation or use of weapons or explosives.

### **Personal Use**

Company vehicles are provided primarily for business purposes; however, occasional personal use is permitted. ***Personal use is a privilege extended only to the authorized employee. Spouses, domestic partners and family members are Not authorized to drive company owned or leased vehicles unless specifically authorized in writing in advance by authorized company management.*** The company may withdraw the privilege of personal use at any time without notice.

The following rules apply to personal use of company vehicles:

1. Only authorized employees may drive.
2. The company vehicle may only be used for incidental trips within 50 miles of your home. Management approval is required for personal vehicle use beyond a 50 mile radius of the employees home.
3. Personal trailers, including boat and recreational vehicles, are not to towed.
4. Company owned or leased vehicles, or personal vehicles used in the course of company-related business are not to be driven while under the influence of alcohol or any controlled substance.
5. ***Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed. Transportation or storage of firearms, explosives, and associated devices or materials will not be permitted in company owned or leased vehicles.***
6. Driver and all passengers must wear available personal restraints at all times.
7. Report any accident immediately to police and your manager.

Any exceptions to these rules require advance, written approval by approved company manager or officer. Violation of these rules will result in disciplinary action from removal of driving privileges up to and including discharge.

### **Maintenance**

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual. Vehicle inspections will be conducted at least quarterly and documented on the Vehicle Safety Checklist (Appendix B).

### **Personal Cars Used on Company Business**

Any person, using their personal vehicle for company business must meet the following criteria:

- Satisfy the company driver qualification and MVR requirements.
- Provide a certificate of insurance with limits of liability of at least \$100,000/300,000/50,000.
- The company must be named as additional insured on the driver's liability insurance policy. Documentation of such shall be provided to the Fleet Manager via the Certificate of Insurance.
- The vehicle must pass a documented company vehicle safety inspection (Appendix B).

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her car on company business includes the allowance for the expense of automobile insurance. The company does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

## **Traffic Violations**

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the \_\_\_\_\_ within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic *violations incurred during non-business (personal use) hours* will affect your driving as well and are subject to review.

## **Accidents Involving Company Vehicles**

In the event of an accident:

1. Do not admit negligence or liability.
2. Do not attempt settlement, regardless of how minor.
3. Get name, address and phone number of injured person and witnesses, if possible.
4. Exchange vehicle identification, insurance company name and policy numbers with the other driver.
5. Take a photograph of the scene of accident, if possible.
6. Call the police if injury to others is involved. You may want to call police even if there are no injuries.
7. Complete the "On the Spot" Accident Report Form that is to be kept in your vehicle.
8. Turn all information over to your \_\_\_\_\_ within \_\_\_\_ hours.

## Accident Reporting and Review

Every driver is required to promptly report to (name/title) any accident in which he/she is involved while operating a company owned or leased motor vehicle. This means reporting any contact between the company vehicle and another vehicle, person, or fixed object that results in death, injury, or property damage. Single vehicle accidents must be reported regardless of the severity of damage to the vehicle or injury to the driver. Such contact must be reported as an accident regardless of who was hurt, what property was damaged and to what extent, where it occurred, or who was responsible. All accidents must be reported to (name/title) as soon as possible, but absolutely no later than (# hours) after the accident.

All the facts, favorable or otherwise, must be reported. Copies of any police reports generated by the accident will be requested by management for review.

All accidents shall be reported immediately to (name of person). All vehicles should have an "On-the-Spot" Accident Report Form within the vehicle at all times so that appropriate information can be obtained in the event of an accident. Reports should be thoroughly completed and forwarded to (name of person) for review.

All motor vehicle accidents shall be reviewed by (name of person, or committee) to determine if an accident was preventable, and if so, whether corrective action should be suggested for the employee/driver in question.

## Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

### 1. Classification of preventable accidents

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

## 2. Fines for preventable accidents

In order to remind drivers of their responsibility to drive defensively, a fee will be charged to the driver for each preventable accident as defined above. This fee, which applies to each accident, will be capped at the lesser of the actual damages or \$\_\_\_\_\_. This is a mandatory fine. Any exceptions to this policy will require the approval of **(name of person)**.

## Thefts

In the event of theft of company vehicle, notify local police immediately and contact your supervisor and Fleet Administrator.

## Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, driver's responsibilities include but are not limited to the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
2. Vehicle inspections are to be performed by the operator prior to the beginning of the workday to ensure the vehicle is fit for safe operation. Any problems or concerns noted during the inspection should be reported immediately to the driver's supervisor.
3. Perimeter inspections should be performed around the vehicle prior to entry into the vehicle - to reduce the potential of backing into or striking stationary objects.
4. Obey all traffic laws.
5. The use of seat belts and shoulder harnesses are mandatory for driver and passengers.
6. Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
7. Attention to and practice of safe driving techniques and adherence to current safety requirements.
8. Restricting the use of vehicles to authorized driver only.
9. Reporting the occurrence of moving violations.
10. Transportation or storage of firearms, explosives, and associated devices or materials will not be permitted in company owned or leased vehicles.
11. 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.
12. 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.

Failure to comply with any of these responsibilities will result in disciplinary action.



**Company Name**

**Fleet Safety Policy Acknowledgment of Receipt**

My signature below confirms that I have received and been instructed as to the rules and responsibilities of (company name)'s driver safety policy. I have read, understand and agree to abide by the conditions as stated in this document regarding the operation of any vehicle for company business.

**Name (printed)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Today's date** \_\_\_\_\_

**Witness** \_\_\_\_\_ **Today's date** \_\_\_\_\_

## **COMPANY VEHICLE FLEET POLICY – SUPPLEMENTAL INFORMATION**

### **Driver Training**

Driver error is the leading cause of accidents. All drivers must maintain a high level safety awareness to avoid accidents. Training will begin during orientation and continue on through out the driver's employment. Types of training that may be conducted will include:

#### **1. Orientation:**

It is very important to get the driver "off in the right direction" and should minimally include:

- Driving procedures
- Company policies and expectations
- Company employees and responsibilities
- Company and customer facilities
- Equipment familiarization and training

#### **2. Driver Safety Meetings**

Safety meetings are valuable in providing "quick hit" type accident prevention information and maintaining open lines of communications between management and the driver. Driver safety meetings should be held on a regular basis, normally on a monthly basis, and should last no longer than fifteen minutes. Usually, these are scheduled early AM or late in the day when everyone is back at the company facility. Topics typically covered include:

- A discussion of recent accidents or near misses
- A review of new laws, regulations or local ordinances
- Safe driving practices, driving courtesy or general driving safety
- Care and maintenance of vehicles
- Physical problems involving driving such as reaction time, fatigue, stopping distances or weather
- First aid or general health issues

#### **3. Formal Instructional Driver Training:**

Approximately once a year, a formal driver training program will be presented to drivers. Also, the same type of formal training program may be required as a retraining tool for drivers who have had marginal driving experience. The purpose of these training programs will be to increase driver awareness and understanding of safe, courteous and efficient driving, and of accident avoidance techniques. Some of the programs that may be presented include:

- DDC Coaching the Experienced Driver II program
- DDC Coaching the Professional Truck Driver
- DDC Coaching the Experienced Maintenance Truck Driver
- DDC Off Road Driving: A Coaching Program
- DDC Coaching the Experienced Utility Truck Driver - for pick-ups and vans

#### 4. Hazardous Materials Driver Training:

Drivers who transport hazardous materials, who are not required to have a CDL with a hazardous materials endorsement, must receive function specific training as required by 49CFR177.816. The training must include:

- Pre trip safety inspections
- Use of vehicle controls and equipment, including operation of emergency equipment
- Operation of vehicle, including turning, braking, backing, parking, handling, and vehicle characteristics including those that effect stability, such as braking and curves, effect of speed on vehicle control, dangers associated with maneuvering through curves, danger associated with weather and road conditions that the driver may experience
- Procedures for maneuvering tunnels, bridges and railroad crossing
- Requirements pertaining to the attendance of vehicles, parking, smoking, routing and incident reporting
- Loading and unloading of materials including load securement

All employees who are responsible for the transport of hazardous materials (drivers, shipping clerks, dock workers) must receive general awareness/familiarization training per 49CFR172.704 initially upon hire and once every three years thereafter. A written record must be maintained. This training should provide employees with a familiarity of standard and enable the employee to recognize and identify hazardous materials consistent with the hazardous communication standards of the hazardous materials regulation.

#### **For Hire (Sub Haulers, Subcontractors)**

For hire drivers and their vehicles contract with (Name of company) for the purposes of moving materials from one location to another. While completing this task, the for hire driver represents (Name of company) and as such, must comply with the rules and regulations of (Name of company) plus all state, federal and local laws and ordinances. In addition, the for hire driver (and their company) must provide Name of company proof of insurance in the amount of \$1,000,000 combined single limit for their vehicle(s). In regards to driver qualification and vehicle condition, the for hire company will, at Name of Company request allow auditing of driver qualification files, vehicle condition reports and vehicle maintenance files.

## **Name of Company Safe Driving Practices Driver rules for the road**

All company drivers are expected to drive in a safe professional manner at all times.

Drivers should follow the following basic or fundamental safe driving procedures:

- **Speed and following distance**

1. Most rear-end accidents occur when the trailing vehicle is following too close and/or going too fast. Make sure to maintain a two second to four second spacing (plus additional spacing for vehicle length and speed) interval between your vehicle and the vehicle in front of you.
2. Always drive at or below the posted speed limit. No faster. There may be times where speed should be adjusted due to the prevailing traffic flow. Safety should always be the primary consideration.
3. Always comply with “advisory” speed limit warnings posted along construction sites, at congested intersections, etc. Although these speed limits are not enforced by authorities, drivers are expected to fully comply with advisory speed limits.
4. When driving in inclement weather or when towing a heavy load, additional spacing should be allowed between your vehicle and the vehicle in front of yours. Speed should also be reduced.

- **Proper lane changing techniques**

1. Numerous accidents occur when drivers fail to use proper lane changing techniques. When making a lane change, always check for vehicles approaching the intended lane or in the intended lane.
2. Always signal before making a lane change.
3. Do not depend on mirrors to detect vehicles traveling in your blind spot. Take a quick glance over your shoulder to check all blind spots before making a lane change. Not doing so is the primary cause of lane change accidents.
4. Make sure all rear view and side view mirrors are properly adjusted before beginning your trip.

- **Proper passing techniques**

1. Always allow sufficient space in which to pass. Serious head-on collisions have occurred when the driver “thought” he/she had enough space to pass. When in doubt, DO NOT pass.
2. Always use your turn signals to let drivers behind and in front know you are about to attempt a pass. Also use your signal before pulling back into the right hand lane.
3. Pass only where it is legal to pass. DO NOT pass on hills, curves, at intersections, on bridges, in no passing zones or where double yellow lines are present.
4. After passing a vehicle, do not depend on rear view or side view mirrors to judge ample space to return to the right lane. Glance over your shoulder to confirm the position of other vehicles and to confirm there is adequate space to pull back into the right lane.
5. Do not pass unless it is absolutely necessary. If the vehicle in front of you is going the legal speed limit, what reason is there to pass?

- **Precautions at intersections:**

1. Always reduce speed when approaching an intersection even if you have the green light or crossing traffic has a stop sign. Many accidents have occurred when the “other person” proceeded through a red light or ran a stop sign. Drive for yourself and the other person.

2. When your light turns green, do not immediately proceed into the intersection. Look both ways before entering the intersection even if you have the right-of-way. Confirm that all crossing traffic has come to a complete stop.
3. When two vehicles approach a four way stop sign at the same time, the automobile to your right has the right-of-way. If there is confusion, always use hand signals and to be safe yield to the other driver. Do not be impatient.
4. If you observe a vehicle following closely behind you as you approach an intersection, tap your brake three or four times to make the other person is aware you are about to stop. This could prevent a rear-end collision.
5. If you are at an intersection waiting to make a left or right hand turn and the vehicle approaching you from the left has its turn signal on to turn right at the intersection, do not assume the other person will actually turn. Many times they don't.
6. Driving on interstate highways and freeways
7. Always drive at or below the posted speed limit. Refer to "Speed and Following Distance" earlier in this document.
8. When merging onto a multi-lane interstate, signal prior to merging and use the entrance ramp to pick up speed allowing you to enter traffic at the same speed as the traffic flow. DO NOT stop at the end of the entrance ramp and wait for traffic to clear.
9. Do not assume vehicles traveling in the right lane will move over, allowing you to merge into traffic. Many times they will not move over. This causes accidents on a regular basis.
10. If there is a vehicle in front of you on an entrance ramp, continuously move your eyes from the side view mirror to the vehicle in front. DO NOT disregard the vehicle directly in front of you. Many times vehicles being driven by elderly individuals will slow down and sometimes come to a complete stop on the entrance ramp. Rear-end collisions associated with this situation are common.
11. When exiting an interstate, use your turn signal and exit at the same speed as the traffic flow. Many drivers will slow down as they approach the exit ramp. This is a serious hazard.
12. If you happen to drive past your intended exit, do not backup along the shoulder of the interstate. Instead, continue on to the next exit.

- **Proper backing procedures**

1. Avoid backing up whenever possible. Before backing up your vehicle, walk around the vehicle to check for any objects in your path. Never assume your path is clear. Do not depend entirely on rear view and side view mirrors to detect objects in the path of your vehicle.

- **Proper turning techniques**

1. Make every effort to be in the turning lane 200 to 300 feet prior to the intersection. Many accidents occur when drivers make a last second decision to make a turn.
2. Drivers should signal well in advance of the turn. Most state laws require a driver to signal at least 100 feet before making a turn.

- **Poor Weather technique**

1. Be extremely careful not to signal for your turn if, before reaching your intended turn, there is another street or driveway where you can turn. There have been numerous accidents when drivers thought the vehicle was going to turn before reaching them, but instead proceeded into or through the intersection. During heavy rain storms, driver should increase following distance an additional four seconds. When pulling heavy loads or driving a heavy class vehicle, increase your following distance up to eight seconds.
2. During or after heavy rain storms, reduce speed well in advance of intersections, interstate ramps and other areas where vehicles merge.

3. During inclement weather (rain, fog, etc.) reduce overall speed to compensate for poor road conditions and visual impairment. Numerous accidents have occurred due to hydroplaning as a result of driving too fast for existing road conditions. Standing water WILL cause a vehicle to hydroplane.

- **Protecting against vehicle theft**

1. Always lock your vehicle and take the keys with you. Make sure all windows are closed securely.
2. Do not leave valuables visible in your vehicle. Put them where they cannot be observed, but do so before you park so you will not be observed storing the valuables.
3. Park in well lighted and fenced areas when possible. Cars: At home, park in the driveway, or better yet in a locked garage. Avoid parking on the street. Trucks: Park in secured areas when possible.
4. Cars: To thwart thieves, turn wheels sharply to the right or left. With front-wheel drive vehicles, use the emergency brake and put the vehicle in park to lock all four wheels.
5. If your vehicle is equipped with an anti-theft device, use it. Visible devices may discourage thieves.
6. Do not leave your driver's license or vehicle registration card in your vehicle. If the vehicle is stolen, a thief may use these documents to impersonate you.
7. Do not leave anything in the vehicle with your address on it. It may invite home burglary.
8. Do not discuss your destination, cargo contents, or other information with non-company personnel.

## VEHICLE SAFETY CHECK LIST (APPENDIX B)

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				
Transmission and Differential (Odometer reading last				

**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**

Date \_\_\_\_\_

by

**Signature**

Date \_\_\_\_\_

## Driver

(APPENDIX A)

**MOTOR VEHICLE RECORD  
RELEASE FORM**

I authorize \_\_\_\_\_ (Company Name). 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: \_\_\_\_\_

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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: \_\_\_\_\_