

Safety Policy & Procedure Manual		Section:	Date: 10-30-2015
		Revision:	
Subject: Safe Driving Policy			

We deeply value the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and distraction, Light Tower Rentals, Inc. is instituting a Safe Driving Policy. This safety policy applies to all employees who operate a motor vehicle on company business and/or company time, whether operating a company vehicle or personal vehicle.

Objectives

- To ensure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
- To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users.

Safe Driving Policy Rules

Light Tower Rentals requires that: “While driving company vehicles, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits”. The following rules should be followed at all times:

1. Only authorized employees with a valid and current license will drive a company-owned motor vehicle in the course and scope of work.
2. Authorized employees must ensure they hold a current driver licence for the class of vehicle they are driving and this licence is carried when driving a company vehicle.
3. All authorized employees are prohibited from operating motor vehicles while under the influence of alcohol, Illegal drugs or certain medications.
4. All authorized employees are prohibited from texting and driving or talking on a cell phone and driving unless a hands free device is being used (Bluetooth).
5. All authorized employees are required to follow and abide by the Decision Driving - 12 Expectations to Safe Driving.
6. If you drive a company vehicle as part of your job and are dropped from the company vehicle insurance program, this is cause for termination.
7. No supervisor shall request an employee to drive to a location in a time period that would require driving faster than the speed limit.
8. When in a company vehicle, all employees shall use the vehicle's seat belts.

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9. All employees that drive company vehicles are required to follow all applicable traffic laws and report all violations received while driving in company-owned vehicles and all moving violations in any vehicle (including personal vehicles) to your supervisor or appropriate personnel within 48 hours. **Failure to report violations will result in disciplinary actions.**
10. All authorized employees must immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it.
11. Every driver of a company vehicle will be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work.
12. Every driver of a company vehicle will display the highest level of professional conduct when driving a company vehicle
13. Every driver of a company vehicle will perform operation and/or visual checks of the following:
 - a. Check all fluid levels - oil, transmission, batteries, radiator, etc.
 - b. Tire - condition and pressures
 - c. Brakes
 - d. Lights
 - e. Horn
 - f. Windshield wipers and washer
 - g. Rear vision mirrors and windows
14. It is the driver's responsibility that the vehicle is fit for the purpose intended and to assist in proper maintenance of company vehicles by reporting defects.
15. It is the driver's responsibility for keeping the company owned vehicle maintained in a clean and safe manner at the company's expense.
16. It is the driver's responsibility to ensure all loads are properly secured and the load does not exceed the manufacturer's specifications and legal load limits for the vehicle.
17. Proof of liability Insurance shall be kept in all vehicles at all times.

DWI or DUI

Any employee who is charged with driving while intoxicated (DWI) or driving under the influence (DUI) in a Company vehicle shall be immediately suspended without pay pending the final determination of such charge. Any employee who is charged with DWI or DUI during non-working hours will be subject to immediate disciplinary action including, but not limited to, suspension pending final determination of the charge. If upon final adjudication of such charge of a suspended employee, such employee is found not guilty; such employee shall be reinstated at that time in his original position. If upon final adjudication of such charge, such employee is found guilty or pleads no contest (or the equivalent) such employee may be subject to

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disciplinary action, up to and including termination. If an employee has their license suspended due to a DWI or DUI charge and driving is a part of their job description, they will be subject to disciplinary action, up to and including termination. The company shall check no less than once a year the applicable state department of motor vehicle's records for the previous three years for all employees that have job functions that require driving a motor vehicle. Any employee who has a recorded DWI or DUI on such report for the previous three years shall be prohibited from driving any Company vehicle and may face termination.

Employer Responsibilities

The employer will take all steps to ensure company vehicles are as safe as possible and will not require staff to drive under conditions that are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc.

The employer will do this by undertaking the following tasks:

1. Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:
 - servicing the vehicles according to manufacturers' recommendations
 - setting up procedures where employees check vehicles' oil, water, tire pressures and general cleanliness on a daily basis, then record the inspections
 - keeping maintenance schedules in the glove boxes of all vehicles, which are completed each time the vehicles are serviced in any way
 - following the maintenance schedules set by the company.
 - setting up a procedure to identify and rectify faults as soon as practicable
2. Identifying driver training needs and arranging appropriate training or retraining, including providing:
 - driver assessment
 - advanced Decision Driver Training or specific practical training as required and identified
 - annual refresher training on safety features, fatigue, driver responsibility, drunk-driving and fuel-efficient driving
3. Encouraging safe driving behaviour by:
 - not paying staff speeding or other infringement fines
 - forbidding the use of mobile phones in vehicles while driving without a hands free application (Bluetooth)

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- encouraging regular breaks while driving

Vehicle Accident Procedures

- When your vehicle is involved in an accident, immediately stop and get as clear of traffic as possible, turn off engine, set the parking brake, and turn on the emergency flashers.
- Assist injured persons if you are qualified to do so. Do not move an injured person unless necessary to remove the person from danger. Send for medical assistance if necessary.
- Notify the police and your supervisor.
- Keep your temper, be courteous and do not argue.
- Admit no liability and make no statement regarding the cause of the accident to anyone except your supervisor, but provide the police with any other information that may be required.
- If possible, obtain the names, address, and phone number of all witnesses.

Policy review

This policy will be reviewed after its first year and every year thereafter.