



## **SECTION 2**

### **CHAPTER 1**

## **SAFE OPERATION OF COMPANY VEHICLES**

#### **Purpose**

This document describes the policies and procedures for safely operating Company vehicles.

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#### **Scope**

This document applies to all employees who must operate Company vehicles in their jobs.

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## General Policies

### Purpose

This document describes:

- driver responsibilities
- the vehicle maintenance policy
- the use and maintenance of safety equipment
- requirements for emergency equipment
- unacceptable driving behavior and associated disciplinary actions
- general safety rules

### Driver responsibilities

Drivers should conduct a pre-trip check each day, reviewing:

- brakes
- head lights
- tail lights
- signal lights
- tires
- spare tire(s)
- fluid levels
- emergency equipment
- insurance liability card
- registration receipt

Drivers are also responsible for:

- ensuring that state registrations and safety inspections are current, if required
- reporting deficiencies to immediate supervisors
- routine vehicle maintenance, upkeep, and repairs
- ensuring they are on the approved drivers list

Drivers should always complete a walk around of the vehicle and check for potential hazards before entering the vehicle or putting it in motion.

**IF** an employee driving a Company vehicle becomes drowsy, **THEN** another qualified driver should drive. **IF** there is no other qualified driver, **THEN** the driver should not operate the vehicle until he/she has adequate rest.

Employees operating a company vehicle shall adhere to all Federal and State Transportation Laws while conducting company business.

### Vehicle maintenance policy

Company vehicles must be maintained in a safe operating condition. They should be inspected and maintained regularly. Maintenance Files shall be kept on all company vehicles.



**Seat belts and other safety equipment**

All Company-owned, rented, or leased road vehicles must be equipped with functional seat belts. Seat belts must be worn by those driving vehicles and all passengers.

All seat belts, alarms, and inter-lock systems must be maintained in working condition.

Mirrors should always be adjusted properly prior to setting a vehicle in motion.

Headlights will be used at all times.

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**Emergency equipment**

Each Company vehicle/Rig should have the following emergency equipment in the vehicle/Rig at all times. This equipment must be inspected monthly:

- 10-unit first aid kit
- 1-liter eyewash bottle
- 5 lb. ABC fire extinguisher (DOT)
- 10 lb. ABC fire extinguisher if HazMat
- safety triangles (DOT)
- automobile liability insurance card
- registration receipt

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**Cell phones and communication devices used in vehicles**

Communication devices can present a hazard if they are used improperly. The use of hands free equipment is recommended while initiating or receiving phone calls. The company prohibits the use of communication devices for emailing or texting while the vehicle is in motion.

The following should be considered while using communication devices:

- Assess traffic conditions
- Drivers should pull off the road and stop before beginning long conversations or if notes need to be taken; and
- in areas of travel which are unfamiliar to the driver

In addition, the use of communication devices is prohibited while traveling through school zones.



**Disqualification of a Driver**

The following violations committed by current Company employees are considered **Unacceptable Driving Performance and will disqualify the driver:**

- Within the past three (3) years, leaving the scene of an accident which results in death or personal injury.
- Currently suspended license.
- Any conviction for DWI or operating a vehicle under the influence of alcohol, amphetamine, narcotic or hallucinogen within the last three (3) years.
- Receiving more than three moving violations or accidents in the past thirty six (36) months.
- Violating criminal laws, especially with respect to those offenses which tend to demonstrate unfitness to drive in the course and scope of employment.

Meeting the above criteria demonstrates the quality of a driver and the ability to perform safely.

Receiving any DWI or DUI conviction (or refusing to submit to a drug and/or alcohol test when requested by a law enforcement officer) while driving a company vehicle will result in disciplinary action and removal from the approved driver's list.

All approved drivers must notify their supervisor of the receipt of any moving violation, accidents, or DWI/DUI within seven (7) days.

The Company reserves the right to suspend any employee charged with DWI or DUI until his/her case is resolved.

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**Disciplinary actions**

Driving violations will result in disciplinary actions. Refer to *Discipline Program* chapter in this manual for more information.

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## General Safety Advisories

**Purpose** This document describes safety advisories to be kept in mind when operating Company vehicles.

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**Prohibitions** The following actions are prohibited:

- unsafe and discourteous driving practices such as disregarding the rights of pedestrians, violating traffic regulations, and aggressive driving of any kind
- getting in and out of a vehicle while it is in motion
- riding anywhere on the vehicle not designed for passengers
- smoking while the vehicle is being refueled
- smoking in a vehicle without the consent of all passengers
- driving a vehicle with the doors open
- picking up hitchhikers in Company vehicles
- leaving the vehicle unattended with the keys in the ignition
- authorized drivers are not allowed to operate the vehicle while under the influence of alcohol, illegal drugs or certain medications.
- two or three wheeled motor bikes or vehicles are prohibited

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**Company Property** Drivers of company vehicles operating on Company property must adhere to all applicable traffic regulations.

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**Parking** When possible, park vehicles so that backing the vehicle is not required. **IF** backing is unavoidable when parking, **THEN** use a spotter and/or mirrors to do so safely.

**IF** parking a vehicle on an incline, **THEN** turn your tires into the curb and always use the parking brake.

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**Transporting items**

Do **not** carry loose items, such as hard hats and books on the rear tray of the back window in a passenger car.

Tools and equipment should not be carried loose in the back of a truck. Tie down these items with chains or boomers (Lever style boomers are prohibited). See “**Securing Cargo**” in the employee handbook under Driving and Vehicle Operations for more information.

Secure trailers properly by using the proper rated receiver and hitch for the payload. Verify that the trailer lights and brakes are working before transporting the trailer. All trailers will have safety chains and chains will be used at all times when trailer is being towed. All trailer emergency breakaway devices (if equipped) must be functional. Any trailer used in interstate commerce, will have functional emergency breakaway devices in use.

Do **not** overload vehicles. Keep payloads at or under the manufacturer’s Gross Vehicle Weight Rating (GVWR). All company vehicles shall be of the correct size and used for their intended purpose.

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**Driving in rain**

When driving in the rain, watch for slippery and wet conditions. These conditions can cause skids and hydroplaning on many road surfaces. To avoid skidding:

- accelerate gently
- brake gently
- corner gently
- check brakes often
- use your low headlight beams
- check tire tread depth often
- have your steering checked regularly
- drive at lower speeds
- double your normal braking distance
- avoid braking on corners
- avoid the use of cruise controls, if equipped
- look out for other dangers associated with heavy rain, i.e., flash flooding



## Qualifying to Drive a Company Vehicle

**Purpose** This document describes the required qualifications for drivers of company vehicles.

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**Basic qualifications** Drivers of company vehicles must have:

- a valid driver’s license for the class and type of vehicle to be operated
- an acceptable driving record
- be on the approved driver’s list

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**Motor vehicle records** Current Motor Vehicle Records (MVRs) will be reviewed on those employees whose job requires them to drive a company-owned, rented, or leased vehicle. Employees driving company light vehicles will have their MVRs reviewed annually and DOT regulated employees will have their MVRs reviewed bi-annually. **IF** an employee does not meet company driving requirements, **THEN** the employee will be removed from the Approved Drivers List and become a Disqualified Driver. A “Driver’s Exclusion Form” will be completed and the driver will NOT be allowed to operate a company vehicle.

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**New employees** Job applicants will give approval for a MVR to be run as part of the application process when applying for a position involving the operation of a company vehicle. Company representatives will review the MVR to ensure the applicant is eligible to operate a company vehicle.

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**Restrictions:  
New hires, re-hires, and  
contract  
employees**

No individual will be allowed to operate a company vehicle with any of the following:

- Within the past three (3) years, leaving the scene of an accident which results in death or personal injury.
- Currently suspended license.
- Any conviction for DWI or operating a vehicle under the influence of alcohol, amphetamine, narcotic or hallucinogen within the last three (3) years.
- Receiving more than three moving violations or accidents in the past thirty six (36) months.
- Violating criminal laws, especially with respect to those offenses which tend to demonstrate unfitness to drive in the course and scope of employment.

See “Disqualification of a Driver”

**DOT vehicles**

Only qualified employees meeting Department of Transportation (DOT) driver qualification requirements are authorized to operate DOT vehicles.

**Basic  
qualifications**

- a valid driver’s license for the class and type of vehicle to be operated
- an acceptable driving record
- be on the approved driver’s list
- Minimum of 21 years of age
- A valid medical card





## Reporting Accidents

**Purpose** This document describes the guidelines for reporting any accidents involving company vehicles.

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**Responsibilities** This table summarizes the responsibilities for Yard Managers, Supervisors and Drivers in the event of an automobile accident involving a company vehicle.

Person	Responsibilities
Driver (or individual acting on the driver's behalf)	<ul style="list-style-type: none"><li>• Notify driver's supervisor immediately</li></ul>
Yard Manager/ Supervisor	<ul style="list-style-type: none"><li>• Follow line of business reporting guidelines</li><li>• Conduct an accident investigation</li><li>• Conduct an accident review board, if required.</li></ul>
Safety Department	Notify: <ul style="list-style-type: none"><li>• Proper insurance companies</li><li>• Proper regulatory agencies</li></ul>

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**DOT accidents** DOT accidents involve DOT regulated vehicles and DOT qualified drivers. To determine if an accident is a DOT REPORTABLE, use the following:

- Fatality

**IF** our driver is issued a citation, **THEN** one of the following has to occur:

- Either party is transported to a medical facility by ambulance,
- Any vehicle involved in the accident is towed from the accident scene.

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