

Vehicular accidents are the number one killer of workers in the United States. This plan covers safe operation and maintenance of all company vehicles except those company vehicles regulated by the Interstate Commerce Commission or US Department of Transportation. Examples of vehicles covered include company-owned-or-leased passenger vehicles, pickup trucks, light trucks and vans that do not require a commercial driver's license for operation. Privately owned vehicles used during and for work purposes should also follow this plan.

## **POLICY**

- All company vehicles will be operated only by employees authorized by company management for specific company purposes.
- Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate manager notified.
- Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.
- All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.
- All authorized employees must possess a valid state driver's license for the class vehicle authorized.
- Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license.

## **RESPONSIBILITIES**

### **Management**

- Provide defensive-driver training for all employees authorized to operate company vehicles.
- Train authorized employees on vehicle inspection and accident procedures.
- Maintain company vehicles are a safe condition.
- Maintain active insurance policies on all company vehicles.
- Allow only authorized employees to operate company vehicles.
- Arrange for defensive driving training prior to initial authorization
- Maintain a list of authorized employees in their department.
- Arrange for required periodic maintenance checks on assigned vehicles.
- Immediately remove from service any vehicle with any safety defect.
- Not allow operation of any company vehicle by an authorized employee taking medication that warns of drowsiness.
- Establish a key control program for all assigned vehicles.

### **Authorized Employees**

- Operate company vehicles in a safe, responsible manner and obey all traffic laws.

- Participate in driver-training programs.
- Ensure all vehicle occupants use seatbelts before moving the vehicle.
- Follow safe fueling procedures.
- Conduct a pre-use inspection before any first daily use.
- Immediately report any safety defects or vehicle problems.
- Report use of all prescription medication.

## TRAINING

All employees authorized to operate company-owned-or-leased vehicles will participate in driver-safety training that will include:

- Defensive driving
- Vehicle inspection
- Accident procedures
- Hazardous weather driving
- Procedure for notification of unsafe vehicle
- Backing procedures (light truck & van operators)
- Cargo area storage (light truck & van operators)
- Loading & unloading (light truck & van operators)

## VEHICLE INSPECTION

**Driver Inspections-** Prior to each first daily use the driver shall inspect the vehicle for proper operation of the following safety features, as applicable:

- Horn
- Head, tail & signal lights
- Windshield wipers
- Tire inflation (visual check)
- Brakes
- Steering control
- Mirrors
- No operational warning lights
- Accident kit in glove compartment
- Fire extinguisher (light trucks & vans)
- Broken glass

**Mechanical Inspections** - Every company vehicle will be inspected by a qualified vehicle mechanics at least every 6 months.

Inspection & maintenance points include:

- Road test
- Visual inspection of brake system - wheel removal required
- Fluid system levels & visual inspection
- Brake pad wear
- Belts & hoses
- Battery condition
- Filter replacement
- Lubrication
- Oil change
- Emissions systems visual inspection
- Tire treads

All vehicle inspections and maintenance records will be maintained by in the vehicle and in the office.

## Driving Safely

### Starting

- Conduct pre-use inspection
- Use seatbelts at all times
- Adjust seat & mirrors before starting vehicle
- Allow a 15 second warm up time
- Check for warning lights

### Driving

- Do not drive if drowsy
- Think ahead - anticipate hazards
- Don't trust the other driver to drive properly
- Don't speed or tailgate
- Drive slower in hazardous conditions or hazardous areas
- Pass only in safe areas and when excessive speed is not required
- No loose articles on floor
- Do not read, write, apply make-up, drink, eat or use a phone/text while driving
- Stay at least four seconds behind the vehicle ahead
- Do not stop for hitchhikers or to provide roadside assistance

### Backing

- Back slowly & be ready to stop

- Do not back up if anyone is in path of vehicle travel
- Check clearances
- Don't assume people see you
- Getting out & check if you cannot see from the driver's seat

## Stopping

- Park only in proper areas, not roadsides
- Use warning flashers & raise hood if vehicle becomes disabled

## Accidents

- Do not admit responsibility
- Notify your company and law enforcement as soon as possible
- Cooperate with any law enforcement officers
- Move the vehicle only at the direction of a law enforcement officer
- Fill out all sections of the accident report in the glove box
- Do not sign any forms unless required by a law enforcement officer
- At the scene get the following information
  - Investigating officer name and law enforcement agency
  - Make, Model & License Plate number of other vehicles
  - Names, addresses and phone numbers of all witnesses
  - Photos of accident
  - All 4 sides of all vehicles
  - Roads and intersection at the scene
  - Interior of all vehicles - seating & floor areas
  - Name, address & license of other drivers