# Distracted Driving Policy

## Purpose, Background and Applicability

<<COMPANYNAME>> recognizes that distracted driving can impair safe driving and contribute to crashes. To increase employee safety and eliminate unnecessary risks behind the wheel, <<COMPANYNAME>> has enacted a Distracted Driving Policy. All employees and drivers, including non-commercial drivers and independent contractors, will adhere to the following policy guidelines while working under the direction of <<COMPANYNAME>>. The goal of this policy is to increase worker safety on the road by enacting specific rules and regulations to combat distracted driving.

## Policy

Under this policy, distracted driving is defined as any activity that causes the driver to take his or her mind off the task of driving safely. This inattentiveness reduces awareness, decision-making and performance, increasing the likelihood of driver error, near-crashes, or crashes. Driving distractions include devices inside the cab, such as a cellphone, television, laptop, navigation devices and communication devices.

Distractions may also be caused by animated, argumentative, or heated conversations. Objects or occurrences outside the cab, such as electronic signs, billboards, and bustling activity, can also be a source of distractions.

## Prohibited Behaviors

To minimize the possibility of driving while distracted, <<COMPANYNAME>> strictly prohibits the following activities by a driver while the vehicle is in motion:

* Reading or responding to emails or text messages on any type of communication device
* Cellphone use, unless coupled to a hands-free device
* Using electronic devices such as a MP3 or DVD player or laptop
* Playing electronic games
* Using any device in violation of any applicable local ordinance, provincial or federal statue
* Engaging with similar distractions that could reasonably cause an accident or unsafe driving behavior

<<COMPANYNAME>> also prohibits driving while impaired mentally or physically, including driving while fatigued. When fatigued, your ability to operate the vehicle safely is significantly reduced. If you find yourself in any of these conditions, find the closest safe place to legally park and rest.

## Suggested Practices

<<COMPANYNAME>> encourages drivers to do the following to reduce their risk:

* Avoid distracting activities such as eating, personal grooming and reaching for items.
* Minimize the potential for distractions by planning your routes. Research your drive ahead of time to eliminate the need for GPS, maps and other navigation tools.
* Eat and drink when you are taking a break whenever possible.
* Keep your eyes focused on the road ahead if conversing with a passenger or co-driver.
* Organize your vehicle's cabin to ensure personal items you may need during a long trip are well within reach. To eliminate the need to reach for items while you drive, program your GPS, adjust your mirrors and tune your radio before you hit the road.
* Avoid multitasking when driving. If you need to make a phone call or respond to a text message on the road, pull over beforehand. Even the use of a hands-free device is dangerous and can create a cognitive distraction. To help eliminate the urge to use cellphones and other devices, turn them off and stow them out of sight in a safe compartment.
* Minimize the use of citizens-band radio to communications that enhance your ability to drive the vehicle safely and efficiently, and to gather valuable information related to road, traffic and weather conditions.
* Never write or handle paperwork while the vehicle is in motion.

## Consequences for Violating this Policy

If an employee is involved in an accident while on the job and distracted driving is determined to be a significant factor in the incident, he or she will be subject to retraining and/or disciplinary action, up to and including termination. An employee who is observed engaging in any specifically prohibited conduct will be subject to retraining and/or disciplinary action, up to and including termination.

## Acknowledgement

I acknowledge that:

• I have received a written copy of the Accident Prevention Program & HazCom Policy

• I have received a written copy of the Distracted Driving Policy.

• I fully understand the terms of this policy and agree to abide by them.

• I am willing to accept the consequences of failing to follow the policy.

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (printed)

## Trainer/Manager

Please read, sign, and return the Accident Prevention Program to your Supervisor/HR Department.

# Fleet Safety

## Purpose

<<COMPANYNAME>> recognizes that our employees are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. <<COMPANYNAME>> will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Motor vehicle accidents are the leading cause of work-related fatalities. The environments in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of the <<COMPANYNAME>> Fleet Safety Program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control. We value our employees not only as employees but also as human beings crucial to the success of their families, the local community, and <<COMPANYNAME>>.

To further this goal, our Company has developed a Fleet Safety Policy. The Program will consist of six components: Recruitment, Job Requirements, Training, Preventive Maintenance, Accident Investigation and Company Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

## Recruitment

<<COMPANYNAME>> focuses its initial efforts on driver selection through a variety of resources, beginning with the job application. The application will require a prospective employee to do the following:

* List past driving experience, employers, and types of vehicles driven.
* Notify <<COMPANYNAME>> of any motor vehicle violations for at least the last 3 years.
* List references.

Driver selection will be made upon completion of a formal interview, background check, reference verification, review of the individual's motor vehicle record (MVR is your Driving Record) and a negative drug screen.

Authorizations will be obtained to contact prior employers and personal references.

MVRs will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. An excessive number of violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

## Drug and Alcohol Testing

Initial and periodic random drug and alcohol testing is mandatory for DOT/COL drivers. Testing will be conducted by a licensed medical facility designated by <<COMPANYNAME>>. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

## Job Requirements

All positions requiring regular driving require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks:

* All prospective employees will be required to undergo a physical evaluation
* If required, candidates must pass a Department of Transportation (DOT) physical evaluation
* Results of the physical evaluation will be compared to the necessary physical requirements
* In some cases, Commercial Drivers Licenses and/or Medical Certificates are required per regulatory agencies.

As part of the recruitment process, prospective employees may be required to complete a road test. Active employees will participate in periodic road tests for training purposes. Tests will be conducted by Human Resources and/or Management and will cover a variety of driving criteria. The road test will require prospective and active employees to safely and competently complete tasks associated in the following categories:

* Pre-trip Inspection
* General Vehicle Operation
* Backing and parking
* Turning
* Passing

Results of the road test will be shared with prospective and active employees at management's discretion.

## Training

New-hire and periodic training is required. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of in warehouse and on-the­ road modules. Training will focus on but will not be limited to defensive driving techniques and behavior modification.

<<COMPANYNAME>> will monitor driver habits to identify potentially unsafe driving habits that require additional training and/or disciplinary actions. We will use ride-along training combined with statistical data focusing on accident types and frequency to identify areas of improvement. Two accidents or moving violations in a one calendar year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardized if accident frequency or severity is above the required norm with no concentrated efforts being made for improvement.

## Basic Vehicle Operation Guidelines

Employees are expected to treat company vehicles with an appropriate level of respect and care, demonstrating an attitude of loyalty and pride to the company. The following are basic vehicle operation principles to which employees are required to adhere:

* + Always use seat belts.
	+ Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
	+ Respect speed limits and traffic signs. Follow all traffic signals.
	+ Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
	+ During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
	+ Avoid driving past midnight.
	+ Avoid driving in dangerous conditions, including drowsiness and inclement weather.
	+ Remove any trash or personal items before returning the vehicle to <<COMPANYNAME>>.

## Traffic Violations

<<COMPANYNAME>> is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for <<COMPANYNAME>>.

## Refueling Guidelines

Vehicles should be refueled when the meter reads ¼ full. Retain receipts proving the purchase of gasoline and record mileage with each gasoline purchase. For your safety when operating a vehicle, follow these guidelines:

* + Turn off the vehicle's engine while refueling.
	+ Never smoke, light matches or use lighters while refueling.
	+ Do not get into the vehicle during refueling, as this presents a flash fire hazard.
	+ Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
	+ Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

## Distracted Driving

<<COMPANYNAME>> is committed to employee safety, and for this reason firmly prohibits all behavior that distracts employees while they are operating a company vehicle. General guidelines for behavior while driving are as follows:

* + Use of cell phones while driving is strictly prohibited: This includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use and camera use.
	+ Use of electronic devices (including laptops, PDAs, cameras and pagers): While driving is strictly prohibited unless specifically outlined below.
	+ Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
	+ Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.
	+ Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.
	+ Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

## Headset and Hands-free Use

The use of headsets or hands-free devices while driving is permissible under the following conditions:

* + The device is pre-approved by <<COMPANYNAME>> for use.
	+ Use of the device does not cause distraction (e.g., fiddling with the device or taking eyes off road to get it to function properly).
	+ Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
	+ Conversations do not interfere with the driver's ability to drive safely.
	+ Road conditions are generally good and do not threaten your safety.

## Emergency Calls

The only exception to the cell phone use guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short with a hands-free option. The vehicle should be pulled over if possible.

## GPS Systems

<<COMPANYNAME>> understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

* + Mounted GPS systems may not block or obstruct the driver's view in any way.
	+ GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions.
	+ Employees may not program the system while in motion.
	+ Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

## MP3 and Other Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under <<COMPANYNAME>> policy. <<COMPANYNAME>> allows employee use of personal, portable audio devices, because we do not want to eliminate employees' ability to enjoy music while behind the wheel. However, employees must follow these guidelines:

* + Employees may not take eyes off the road to adjust music settings.
	+ Programming music settings while stopped, pulled off the road or before departing is permissible behavior.
	+ Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones. Not only is it illegal in most states, but it also impedes the driver's ability to properly hear warning signs, signals or sirens.

## Preventative Maintenance

To maintain the safety and integrity of the vehicle, <<COMPANYNAME>> will provide the necessary resources to ensure all vehicles are operating properly. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be controlled, maintained, and promptly repaired are brakes, tires, suspension, steering, lights, mirrors, windows, and windshield wipers.

All Drivers are responsible for keeping company vehicles clean inside and outside. Customarily we clean vehicles once a week on Friday.

## Pre-trip Inspections

Employees are required to conduct pre-trip vehicle inspections. Any unsatisfactory result requires a Fleet Hazard Identification form to be completed and forwarded to an employee's immediate supervisor. Thereafter, the identification form will be forwarded to the maintenance department to confirm the equipment malfunction, complete repairs, and sign off on the completed identification form.

## Placing a Vehicle Out of Service

The fleet administrator must conduct thorough post-trip vehicle inspections to ensure the vehicle's safety for its next driver. When a defect in the vehicle is found that qualifies it as unfit, unreliable, or unsafe for ordinary use, the fleet administrator must immediately take the vehicle out of service and fill out the Fleet Hazard Identification Form indicating the nature of the defect. The form should be forwarded to the maintenance department to confirm the defect and repair it if possible.

## Accident Investigation Procedures: Steps to Take if Involved in a Motor Vehicle Accident

**FIRST THINGS FIRST: CALL THE POLICE**

* Drivers involved in a minor accident with no serious injuries should move cars to a safe place out of the way of traffic. Leaving cars parked in the middle of the road or busy intersection can result in additional accidents and injuries. If a car cannot be moved, drivers and passengers should remain in the vehicle with seatbelts fastened for everyone's safety until help arrives. Make sure to turn the hazard lights on.
* If there are witnesses, try to get their contact information; they may be able to help you of the other drivers dispute your version of what happened.
* Using a cell phone camera or digital camera, photograph damage to all vehicles. Keep in mind that you want your photos to show the overall content of the accident. Take lots of pictures.
* Exchange names, addresses, driver licenses and insurance information with the driver of the other vehicle. If the driver's name doesn't match the name on the insurance card, establish what the relationship is and take down the names and address of each individual.
* Take down written description of each vehicle, including year, make model and color - and the exact location of the collision and how it happened. Remain calm and polite. State only the facts and do not discuss what happened with anyone except the police and your manager.
* Complete the incident report as soon as possible.
* Contact your manager and advise them of the situation at hand.

The following are guidelines for appropriate, graduated driver discipline for accidents occurring in company vehicles:

* One preventable accident: Written warning + remedial driving training and/or probable termination on review of circumstances and driving record.
* Two preventable accidents: Termination of employment - you will no longer be insurable under the company's policy.

## Notice to Employees

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of the <<COMPANYNAME>> Fleet Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community and <<COMPANYNAME>>.

All employees are expected and required to actively participate in this program for their own health and well­ being. <<COMPANYNAME>> encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor. The use of seatbelts and other safety devices is mandatory.

MVRs will be requested periodically at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, 3 violations in the past three years will be grounds for an unsatisfactory MVR and cause for termination and/or disciplinary actions.

<<COMPANYNAME>> conducts mandatory random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

New hire and periodic employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behavior modification.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. <<COMPANYNAME>> realizes a properly working vehicle is the first step to ensuring everyone's safety.

All vehicles will be supplied with an accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued and other relevant information. Pictures should be taken to document the extent of damage to all vehicles involved. Report all accidents immediately to your dispatcher or supervisor.

Personal use of company vehicles is prohibited without prior permission from management.

I have read and understand <<COMPANYNAME>>'s Fleet Safety Policy, and its requirements and expectations of me as an employee.

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Employee signature Date

## Our Pledge to You

We expect our employees to demand the resources and support to adhere to this Fleet Safety Policy. Our pledge to you ensures your safety concerns will be met.

We pledge to do the following:

* Provide a safe working environment.
* Maintain vehicles on a regular schedule.
* Train drivers in safe driving practices and proper use of vehicle safety features. Training is performance-based and will be periodically repeated.
* Establish schedules that allow you enough time to obey speed limits and that limit your hours of vehicle operation time according to the regulations.
* Coordinate shipments as to provide you the proper rest both physically and mentally.
* Make sure that newly purchased vehicles are equipped with appropriate occupant protection and other safety features.

If you identify a hazard, equipment malfunction or unsafe procedure, please notify us immediately so we can review the situation and make corrections accordingly. Together we can create a safe working environment!

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Company Owner representation signature Date

# Fleet Hazard Identification Form

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hazard or Unsafe Procedure Identified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Year: \_\_\_\_\_\_\_\_\_\_\_ Vehicle Make: \_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Model: \_\_\_\_\_\_\_\_\_\_\_ Vehicle License #: \_\_\_\_\_\_\_\_\_\_\_\_

Recommendations to provide a safer work environment / required maintenance:

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Corrective action taken (to be completed by supervisor):

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Date Corrective Action Completed: \_\_\_\_\_\_\_\_\_\_ Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Vehicle Inspection Checklist

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make: \_\_\_\_\_\_\_\_\_\_\_\_ Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Number: \_\_\_\_\_\_\_\_\_\_ Mileage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Inspection Items

\_\_Headlights \_\_ Instruments-gauges \_\_Taillights

\_\_ Horn \_\_Turn signals \_\_Windows-windshield

\_\_Brake lights \_\_Windshield wipers-washers \_\_Reflectors

\_\_ Speedometer \_\_Tires and rims \_\_Steering

\_\_Battery \_\_Brake system \_\_Radiator & hoses

\_\_Seat belts \_\_Exhaust system \_\_Seats

\_\_ Suspension \_\_Heater/Defroster \_\_Fuel system

\_\_Mirrors \_\_Oil-water leaks \_\_Safety equipment

\_\_Water level \_\_Accident kit \_\_Transmission

\_\_Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Body Damage (describe):

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Remarks:

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Inspector Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Distracted Driving: Tips Drivers Can Use to Stay Safe on the Road

Drivers who glance away from the road for any reason, even for just a second, risk the safety of themselves and others. Even the most experienced drivers can become distracted from time to time and in order to remain safe on the road, you should keep the following tips in mind whenever you're driving:

* Remain educated on the risks and consequences of distracted driving. Attend any refresher courses your employer provides.
* Do not text, dial a cellphone or use dispatching devices while you drive.
* Avoid distracting activities such as eating, personal grooming and reaching for items.
* Minimize the potential for distractions by planning your route, programing your GPS, adjusting your mirrors, and tuning your radio before you hit the road.
* Organize your vehicle's cabin to ensure personal items you may need during a long trip are well within reach.
* Avoid multitasking when driving. If you need to make a phone call or respond to a text message, pull over beforehand. Even the use of a hands-free device is dangerous and can create a cognitive distraction.
* Eliminate the urge to use cellphones and other devices by turning them off and stowing them out of sight in a safe compartment.
* Ensure you are well-rested prior to getting behind the wheel. When you drive fatigued, the chances of becoming distracted and getting into an accident increase.
* Focus on driving and do not let anything divert your attention. While you drive, actively scan the road, using your mirrors to watch out for other vehicles, pedestrians, and cyclists
* Plan your meals in advance and avoid eating while you drive.
* Complete personal grooming tasks, like brushing your teeth or combing your hair, before you drive.
* Follow employer-mandated guidelines outlined in distracted driving programs and similar policies.

## **Situational Awareness**

Situational awareness refers to the process that people use to assess hazards. A common process for situational awareness is called the "OODA Loop”. The steps involved in this process are:

* Observing – initially recognizing that the hazard exists
* Orienting – remembering what protections or safety measures are available to use
* Deciding – deciding specifically what safety measures, protections, or actions to implement
* Acting – putting the decision into action

All drivers for <<COMPANYNAME>> are expected to exercise awareness at all times, not just when the vehicle is in motion.

Some examples of behaviors that demonstrate good situational awareness include:

* Checking side mirrors for oncoming pedestrian or vehicle traffic before opening the vehicle doors.
* Changing lanes to get out of the way of incoming reckless drivers on the road.
* Using both mirrors and physically turning to check blind spots before turning or changing lanes.
* Recognizing aggressive or erratic drivers and staying out of their way.
* Watching surroundings while walking to/from the vehicle.
* Be aware of load shift to avoid being struck by a package that has shifted during transport.

The possibility of injuries can happen when entering or exiting the vehicle and the fact that your environment changes with each stop you make. Each time you need to evaluate the conditions at that location. Can you safely perform this delivery? In your mind walk through those conditions of;

* Is it light or dark out?
* Weather - hot, cold, wet, icy?
* Package size and weight – can I safely lift?
* Am I equipped to finish this task – footwear? gloves? machinery?
* If there are animals, such as dogs, are you prepared for that situation?

A lapse in awareness could be what causes a small or catastrophic mistake that can change someone’s life forever. The goal is to be safe with your vehicle as well as yourself!

## Important Instructions for Driving Company Vehicles

What to Remember if Involved in a Motor Vehicle Accident

* Call the police.
* Drivers involved in minor accidents with no serious injuries should move cars to a safe place, out of the way of traffic. Leaving cars parked in the middle of the road or busy intersection can result in additional accidents and injuries. If a car cannot be moved, drivers and passengers should remain in the vehicle with seatbelts fastened for everyone's safety until help arrives. Make sure to turn on your vehicle's hazard lights and use cones, flares or warning triangles if possible.
* If there are witnesses, try to get their contact information; they may be able to help you if the other drivers dispute your version of what happened.
* Using the camera on your cell phone, photograph damage to all vehicles. Keep in mind that you want your photos to show the overall contest of the accident.
* Take lots of pictures - If you don't have a cell phone camera let your manager know so we can provide your with a camera.
* Exchange names, addresses, driver’s licenses and insurance information with the driver of the other vehicle. If the driver's name is different from the name of the insured, establish what the relationship is and take down the name and address of each individual.
* Take down a written description of each vehicle, including year, make, model and color - and the exact location of the collision and how it happened. Remain calm and polite. State only the facts and do not discuss what happened with anyone except the police and your manager.
* Complete the incident report as soon as possible while detail are still fresh in your mind.
* Contact your manager: advise them of the situation at hand.
* File an accident report. Although law enforcement offices in many locations may not respond to accidents unless there are injuries, drivers should file a state vehicle accident report, which is available at the police stations and online at the Department of Motor Vehicles Web site as a downloadable file. Do this step right away while details are fresh in your mind.
* Contact Manager and inform them of the details for insurance matters.

# Employee Acknowledgement of Receipt of Accident Prevention Program and Fleet Safety Policy

I, \_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received, read, and understand the <<COMPANYNAME>> ("The Company") Safety Handbook (APP) and Fleet Safety Policy given to me on \_\_\_\_\_\_\_\_\_\_\_\_.

I also acknowledge that its purpose and content have been explained to me and I have been offered an opportunity to ask questions regarding it. I understand the APP summarizes various employment policies and procedures applicable to my employment with The Company.

I understand that The Company may add to, modify, or delete any of the policies and procedures contained in the APP from time to time. I agree to act in a manner consistent with The Company Safety Program and Policies including any future additions, modification, or deletions, which may be implemented by The Company during my employment. I understand that any such additions, modifications, or deletions will only be effective if issued in writing and signed by an owner of The Company.

I understand that if I have any questions about the Safety Program and Policies, I will bring them to the attention of Human Resources.

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Employee Signature Witness Signature

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Print Name Print Name

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Date Date

This signed Acknowledgement is to be placed in your personnel file.