

## **DRIVER'S SAFETY POLICY**

Please read and sign this document to ensure and document full understanding of the company's safety rules and requirements.

**SAFETY FIRST, LAST AND ALWAYS !**

Thank you for your compliance and cooperation with the company's safety needs. We welcome input and suggestions on how to further improve safety within the organization.

## **COMPANY CORE SAFETY POLICIES**

In order to ensure the safety of our drivers and the motoring public, it is the company's policy and expectation that all drivers will drive safely at all times, and operate the vehicle in accordance with all Federal, State and local laws and ordinances.

Drivers are required to take all reasonable precautions to prevent traffic accidents, including but not limited to G.O.A.L. (Get Out And Look); obeying all company policies; driving defensively at all times; and not driving while excessively fatigued or ill.

The following are the core company safety policies. Failure to abide by these policies, which result in an accident, will result in disciplinary measures up to and including discharge of employment.

### **1. Minimum safe following distance.**

It is the policy of the company that our drivers will always maintain, whenever possible, a minimum of 6 seconds following distance from the vehicle ahead. In situations where heavy traffic is such that this distance is unrealistic, drivers should reduce speed somewhat, so that the flow of traffic gradually is pulling away from our vehicle. It is also the company policy that our drivers are to maintain sufficient eye-lead time so that traffic problems ahead may be seen in sufficient time so that our drivers will have sufficient stopping distance in which to stop, if required.

### **2. Required Safe Lane change procedure.**

It is the policy of the company that our drivers, whenever required to make a lane change maneuver, will do so in a safe and cautious manner. Proper lane change procedures will be followed, including sufficient mirror checks so that any vehicle approaching or any vehicle alongside our vehicle can be identified prior to the lane change maneuver. Lane changes are always to be planned in advance, and sudden unplanned lane changes are to be avoided if at all possible.

### **3. Prohibited U-turns.**

U-turns are to be avoided at all times, unless directed by a law enforcement official. Drivers are to proceed ahead until they can locate a safe area in which to turn around, such as a large parking lot, or by circling around the block.

#### **4. Speed Management Policy.**

It is the company policy that drivers are to always maintain a safe speed, within the speed limit of whatever jurisdiction they are operating. In addition, speed is to be reduced below the posted speed limit, whenever drivers are in an environment where reduced speed increases the safety of the situation. Such situations include but are not limited to inclement weather (rain, snow, ice, fog, high winds, etc.), construction zones, ramps and curves along the highway, intersection, and heavy traffic.

In addition, drivers should reduce speed as appropriate for limited visibility situations, including but not limited to night-time conditions, hills, and obstructions to visibility.

#### **5. Driver Accountability for Safety Violations**

Safety violations, such as preventable accidents, driver-error Out Of Service orders, confirmed call-in complaints of a serious nature, traffic violation convictions, or any other negligent unsafe action will result in disciplinary measures according to the company's progressive disciplinary system. The company reserves the right of discharge of employment if it deems necessary.

**OTHER SAFETY REQUIREMENTS:** All drivers are expected to always do the following.

1. Take every reasonable precaution to prevent accidents. Reasonable actions including obeying all applicable laws, following all applicable safety regulations, following all company policies, and exercising a reasonable degree of common sense in all situations.
2. Drivers are to always wear seatbelts when operating motor vehicles.
3. Drivers are expected to get out and look, to ensure proper clearance, whenever maneuvering or backing into a situation where there is any doubt of proper clearance.
4. Drivers are expected to conduct a proper vehicle pre-trip inspection on a daily basis, prior to operating the vehicle. Communicate any mechanical defects which compromise safety to the company prior getting out on the roadway.
5. Drivers are expected to be ready for work, fully rested, when reporting for duty. Drivers are required to follow the hours of service regulations.
6. Drivers are expected to work safely at all times, including time spent not driving. Drivers should use the 3 point of contact procedure while getting in and out of trucks, and while on the trailers.
7. Drivers are expected to properly use all safety equipment and personal protective equipment that is provided.
8. Drivers are expected to follow the directives and instructions of any port of entry or law enforcement person.
9. Drivers are expected to drive fully alert, and avoid to the extent possible all in-cab and external distractions. Cell phone use is to be kept to a minimum when on-duty.

**SAFETY PROHIBITIONS:** All employees are prohibited from the following conduct while on duty. Violations of these rules may result in disciplinary actions, up to and including discharge of employment.

1. Drivers under no circumstances shall report to duty or be on duty while under the influence of alcohol or drugs.
2. Drivers are not to break any laws or disobey any applicable safety regulations.
3. Drivers are never to argue with customers, or get into any physical altercations with anyone. Contact dispatch immediately if there are any developing situations before they get out of hand.
4. Drivers are never to transport unauthorized passengers.
5. Drivers are never to transport any type of alcohol or controlled substances or drug paraphernalia in the trucks.
6. Drivers have a financial duty to the company, and are never allowed to sell or trade any type of company owned property without express authorization.
7. Drivers are never to take any undue risks while driving or operating the equipment.
8. Employees are never to falsify any documents pertaining to their employment.
9. Drivers are prohibited from knowingly operating the equipment if they are disqualified from doing so. Drivers must report any tickets, suspensions, or any other actions pertaining to employment eligibility and CDL status to the company as soon as possible.
10. Drivers are required to report all accidents/incidents to the company as soon as possible. Failure to report an accident or leaving the scene of an accident is prohibited.
11. Personal use of company equipment is not allowed. Employees are expected to secure to the extent possible all company equipment when not in use, including locking the trucks when not attended.
12. Tampering with any of the safety or vehicle systems on the vehicles is strictly prohibited and will result in immediate discharge.
13. Drivers are prohibited from having a radar detector in the truck.

## **Safe Work Practices and Policies**

The goal of our company is to provide a safe workplace for all employees. Our commitment is to actively work to identify and improve any unsafe work-related condition. Our fundamental requirement for the company is that all employees work safely at all times. The following policies and practices are in place to ensure workplace safety and reduce and minimize any injuries to employees. Failure to abide by these safety workplace rules will be subject to corrective measures and held accountable for their actions.

1. When entering/exiting the trucks or climbing onto trailers our company practice is to use the 3-point of contact method. At all times keep 2 hands/1 foot, or 2 feet/1 hand on the equipment. Never jump from the equipment to the ground.
2. Footwear to be worn should be in good condition, and preferably be of non-skid sole construction. Shop employees should wear non-skid footwear with toe protection. No employees are to wear leather soles, cowboy boots, open toed sandals or athletic footwear.
3. Lifting and moving any type of cargo or materials should be done very carefully. Get assistance when possible, never try to lift items that are too large, bulky or heavy for one person.
4. Personal protective equipment is to be properly used at all times, when such equipment is required or may be useful in preventing injuries. This includes but is not limited to: use of face shields/goggles in the shop; protective coveralls; proper footwear; gloves.
5. Workplace areas are to be kept clean and free of clutter. This includes inside the vehicles, floors and walkways inside and around the shop and office areas, and any other areas where employees are required to be.
6. Safe workplace practices necessarily prohibit unsafe behaviors such as horseplay, or other unsafe actions and behaviors as deemed such by management.
7. Unauthorized persons should not be present in any potentially dangerous areas, such as work zones in the company shop.
8. Off-site areas such as customer premises, load/unload zones, truckstops and other areas can be hazardous. Our practice is that our drivers are to responsibly identify any hazards to the best of their ability and to use reasonable common sense to keep themselves out of harm's way.
9. When cleaning out the interior of trailers, drivers are to use all practical safety devices and methods for cleaning these areas. Use of extra caution is always advised.
10. Drivers are to always wear their seat belt when the vehicle is being operated.
11. All employees are expected to arrive at work in a rested and healthy condition. Ensure you are getting proper rest before arriving to work.

12. Any use or abuse of drugs or alcohol is strictly prohibited by the company. Any employee arriving or working under the influence of drugs or alcohol will not be allowed to be present at the workplace.

### **Cell Phones, Texting and Driving Policy**

**Distractions significantly affect the focus needed to safely operate a motor vehicle.** As professional drivers we need to ensure that we are focused on safely operating our vehicles and maintaining full concentration to our driving task.

By limiting the use of cell phones (including texting and hands-free devices) to times when we are not operating a motor vehicle, we will reduce our exposure to accidents and/or injury.

It is not a requirement for a driver to have a cell phone while operating a (company name) owned/leased vehicle. Cell phone use is only allowed in conjunction with a hands-free device and only in the following limited circumstance: Should a driver receive an incoming call while operating a (company name) owned / leased vehicle; if necessary he/she may briefly acknowledge the incoming call and inform the caller that he/she will call back when stopped and out of traffic, or once he/she has reached an authorized layover location and the vehicle is safely parked.

**Texting while operating a company owned vehicle is NEVER allowed. The use of texting in this policy may include phone texting, PDA use, satellite communication or any other existing texting communication device.**

***Violations of this policy may result in disciplinary actions, up to and including termination.***

**COMPANY NAME**  
**Seatbelt Usage Policy**  
**Date**

We value the lives and safety of our employees and contractors. Seatbelts are proven to greatly reduce the risk of dying or being seriously injured in a motor vehicle crash. Of course, seatbelt usage is also a federal requirement for commercial drivers under FMCSR 392.16. Because of our commitment to employee safety and compliance with the law, our company has adopted the following policy regarding employee seatbelt usage.

All employees, contractors, and their passengers are required to use a seatbelt when traveling in any vehicle while in the course of conducting company business. This policy applies to employees, independent contractor truck drivers, and those who operate other company vehicles.

Failure to abide by this stated policy will be considered a violation of our company policy and will subject the person who is in violation to disciplinary action, which could include suspension and possible termination of employment or termination of lease.