



FLEET SAFETY PROGRAM (Section 23)

Motor Vehicle Rules

All employees who drive a company car or delivery vehicle must abide by the following Safety Rules:

1. Any defects in the company vehicle should be reported promptly.
2. Employees are required to obey all state, local, and company traffic regulations.
3. Engines are to be stopped and ignition keys removed when parking, refueling, or leaving the company vehicles.
4. Employees are not permitted to use personal cars or motorcycles for company business, unless specifically authorized by the Supervisor.
5. Passengers not employed by the company are not permitted unless authorized by the Supervisor.
6. Employees should drive safely. Defensive driving must be practiced by all employees.
7. Seat belts and shoulder harnesses are to be worn at all times.
8. Vehicles must be locked when unattended to avoid criminal misconduct.
9. Vehicles must be parked in legal spaces and must not obstruct traffic.
10. Employees should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.
11. Employees should keep their headlights on at all times when driving a vehicle.
12. A vehicle, when loaded with any material extending 4 feet or more beyond its rear, shall have a red flag or cloth 12 inches square attached by day, or a red light visible for 300 feet by night, on the extreme end of the load.
13. Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle.

14. When you cannot see behind your vehicle (truck), the driver shall walk behind the truck prior to backing.
15. Personal use of vehicles is not permitted without approval of Management. Children are prohibited from using company vehicles.
16. Operating a company vehicle, while under the influence of alcohol and other drugs, is prohibited. Violators are subject to termination of employment.
17. Every accident should be reported to the Safety Director via the attached Vehicle Accident Report Form. The Safety Director should investigate all accidents and review them with the Safety Committee.

Commercial Drivers License (CDL)

Drivers who operate a commercial vehicle, as defined below, are required to obtain a commercial drivers license.

1. A vehicle with a gross vehicle weight rating of 26,001 or greater pounds, or
2. A vehicle designed to transport 15 or more passengers (including the driver) or
3. A vehicle of any size transporting hazardous material in sufficient quantities meeting the hazardous materials transportation regulations posting requirements.

Drivers must meet the following requirements:

1. All commercial drivers must be in good health and pass a DOT physical. The doctor will provide the driver a medical examiner's certificate that must be carried at all times when driving. The certificate must be renewed every two (2) years.
2. All commercial drivers must comply with the Company's Drug and Alcohol-Free Workplace Policy and consent to testing as defined by DOT and the Company.
3. Be at least 21 years of age.
4. Speak and read English well enough to do his/her job and respond to official questions.
5. Have a valid driver's license and pass a commercial driver's road test.
6. Take a DOT written exam for drivers.
7. Not be disqualified to drive a commercial motor vehicle.
8. Be able to determine whether the vehicle is safely loaded and know how to block, brace, and tie down cargo.

Motor Vehicles Records (MVR)

1. All prospective and current employees will undergo annual motor vehicle record checks.
2. Violations (gathered from MVRs) are categorized as follows:

TYPE A VIOLATION: Includes, but is not limited to, DWI/DUI/OWI/OUR, refusing a drug/alcohol test, reckless driving, manslaughter, hit & run, eluding a police officer, any felony, drag racing, license suspension, and driving while under license suspension. Any driver with these types of violations is a major concern and could be subject to removal of driving privileges and/or termination of employment.

TYPE B VIOLATION: Includes all vehicle accidents, regardless of fault.

TYPE C VIOLATION: Includes all moving violations not classified as Type A or B (i.e. speeding, improper lane change, failure to lead, running red lights or stop signs, etc.)

TYPE D VIOLATION: Includes all non-moving violations (i.e. parking, vehicle defects, etc.)

3. The following disciplinary action may apply:

Termination of Employment, Refusal to hire, or Reassignment to a non-driving position (if available):

- \geq 1 Type A violation in preceding 36 months
- \geq 2 Type B violations in preceding 36 months
- \geq 3 Type C violations in preceding 36 months
- 1 Type B violation and 2 Type C violations in preceding 36 months

Probation (6 months):

- 1 Type B violation in preceding 36 months
- 2 Type C violations in preceding 36 months
- 1 Type C violation and 2 Type D violations in preceding 36 months
- 3 Type D violations in preceding 36 months

Driver Qualification File

The company will maintain the appropriate qualification files for each regularly employed drivers.

Accident Reporting

Driver Conduct at the Scene of the Accident

1. Take immediate action to prevent further damage or injury.
 - Pull onto the shoulder or side of the road.
 - Activate hazard lights (flashers) and place warning signs promptly.
 - Assist any injured person, but don't move them unless they are in danger of further injury.
2. Call the Police.
 - If someone is injured, request medical assistance.

- If you are near a phone, write a note giving the location and seriousness of the accident and give it to a “reliable-appearing” motorist and ask him/her to contact the police.
- 3. The vehicle should not be left unattended, except in an extreme emergency.
- 4. Exchange identifying information with the other driver. **Make no comments about assuming responsibility.**
- 5. Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene, if no one witnessed the accident.
- 6. Call the company immediately and report the accident to the Safety Director.

Complete the Vehicle Accident Report Form (Appendix 23A)

1. Complete the following Vehicle Accident Report Forms and provide them to the Safety Director. Write legibly. Answer all questions completely. Use additional sheets of paper as needed to provide pertinent information.

Inspection Records & Preventative Maintenance

All drivers must regularly inspect, repair, and maintain their company vehicle. All vehicle parts and accessories must be in a safe and proper working order at all times. The following rules apply:

1. Drivers of company cars should complete the vehicle inspection report semi-annually (Appendix 23C). Notify the Safety Director of any unsafe conditions or defective parts immediately.
2. Before the vehicle is driven again, any safety defects must be repaired.
3. A copy of the last vehicle inspection report must be kept in the vehicle for at least three (3) months.
4. Quarterly preventative maintenance (Appendix 23D) must be conducted on each vehicle.
5. Trucks must be kept clean inside and out - washing vehicles a minimum of once per month.
6. Bumper stickers or plates that are not company issue will not be tolerated.

CHANGE CONTROL:

All management system changes are reviewed, approved or disapproved by the Safety Committee.

This program was initially developed on September 22, 2004, replacing the former Fleet Safety Program entirely.

Revision No. 1 (September 22, 2004)
Revision No. 2 (January 3, 2006)
Revision No. 3 (June 26, 2006)
Revision No. 4 (September 6, 2007)

PERSONNEL:

The Owners of Wagner-Meinert, Inc. have the ultimate responsibility for the Fleet Safety Program. They have designated the Safety Director and the Human Resource Director to manage the Fleet Safety Program.

Supervisor's Motor Vehicle Accident Investigation Report (Appendix 23A)

DRIVER:	VEHICLE:	DATE OF ACCIDENT:										
LOCATION OF ACCIDENT:		DATE OF ACCIDENT:										
DESCRIPTION OF ACCIDENT: (What Happened?)												
SEAT BELT WORN?												
CAUSES OF ACCIDENT: (Why did it happen?)												
RECOMMENATIONS FOR PREVENTION OF A RECURRENCE: (What should be done?)												
FOLLOW UP: (What actions were taken? Where they effective?)												
<p>INDICATE WITH DIAGRAM WHAT HAPPENED SHOW POSITION OF VEHICLES INDICATE DIRECTION (NORTH, SOUTH, EAST, WEST) WITH ARROWS</p>	<p>CLASSIFICATION OF ACCIDENT REVIEW</p> <p>Φ PREVENTABLE Φ NON-PREVENTABLE</p> <p>ACCIDENTS USUALLY PREVENTABLE</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Intersection</td> <td style="width: 50%;">Cut In or Out</td> </tr> <tr> <td>Backing</td> <td>Pulled from Curb</td> </tr> <tr> <td>Hit Other in Rear</td> <td>Hit Stationary Object</td> </tr> <tr> <td>Skidded</td> <td>Hit Pedestrian</td> </tr> </table> <p>ACCIDENTS USUALLY NON-PREVENTABLE</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Hit in Rear</td> <td style="width: 50%;">Hit When Properly Parked</td> </tr> </table>		Intersection	Cut In or Out	Backing	Pulled from Curb	Hit Other in Rear	Hit Stationary Object	Skidded	Hit Pedestrian	Hit in Rear	Hit When Properly Parked
Intersection	Cut In or Out											
Backing	Pulled from Curb											
Hit Other in Rear	Hit Stationary Object											
Skidded	Hit Pedestrian											
Hit in Rear	Hit When Properly Parked											

INVESTIGATING SUPERVISOR'S SIGNATURE

MANAGER'S SIGNATURE

DATE OF REPORT: _____

DATE REVIEWED BY MANAGER _____

SEMI-ANNUAL VEHICLE INSPECTION REPORT (Appendix 23C)

Driver: _____ Date: _____
 Vehicle: _____ Odometer Reading: _____
 Unit Numbers: _____ Last Oil Change: _____
 Name: _____ Signature: _____

Item	Good Condition	Needs Repair	Remarks
Backup Alarm			
Battery			
Body			
Bumpers			
Brakes-Service			
Brakes-Parking			
Clutch			
Defrost/Heater			
Engine			
Exhaust			
Fuel tank			
Horn			
Lights-Dashboard			
Headlights			
Taillights			
Brake lights			
Turn Signals			
Emergency Flashers			
Mirrors			
Muffler			
Oil and Fluids			
Reflectors			
Safety Equipment-Fire Extinguishers			
First aid kit			
Reflective Triangles			
Flares			
Jack			
Seat Belts			
Spare tire			
Tire chains			
Suspension system			
Steering			
Tires			
Transmission			
Wheels and rims			
Windows			
Windshield wipers and fluid			
Insurance cards			
Other			

QUARTERLY VEHICLE PREVENTATIVE MAINTENANCE REPORT (Appendix 23D)

Date/Time:	Company:	Location:
Inspected By:	Employee:	
Vehicle License:	Vehicle Number:	
	SATISFACTORY	NEEDS ATTENTION
Brakes: Brake adjustment: Left Right Brake Hoses Brake Drums Brake Shoes Parking Brake Brake Pedal Travel		
Steering: Steering Suspension Change in Steering Action Steering Components		
Tires: Wear/Defect Overloading Groove depth 2/32" minimum Wheels: Cracks Loose Nuts Rims		
Windows: Windows & Windshield Wipers and Washer		
Lights: Head Lights Tail Lights Turn Signals Reflectors		
Mirrors		
Horn		
Instruments/Gauges		
Seat Belts		
Battery		
Radiator & Hoses		
Exhaust System		
Suspension		
Fuel System		
Oil / Water Leaks		
Oil Level		
Water Level		
Transmission		
Engine Performance		
General condition of body & interior		
Comments		

