

# FLEET SAFETY HANDBOOK

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## **INTRODUCTION**

This manual is designed to provide commercial motor vehicle drivers, employees, and all other concerned parties with information regarding the operational policies, safety policies and general practices of Company (the company). All drivers are expected to operate safely, courteously and in compliance with the applicable laws and regulations.

It is the intent of the company to operate safely and in accordance with the regulations set forth by the Department of Transportation, Federal Motor Carrier Safety Administration and all other applicable federal or state agencies. Nothing in this manual is designed to supersede these regulations.

A wide scope of information is provided herein. However, it is not the intent of the company to list all its programs, policies, procedures, or entirety of regulatory requirements in this manual. It is also understood that the information contained herein is subject to change. Additional policies and directives may be issued at any time and shall be communicated to affected employees in a timely manner.

Questions regarding this manual or the company's expectations regarding the safe and compliant operation of commercial motor vehicles shall be directed to your supervisor, manager, or the Human Resources department.

## GENERAL POLICIES

1. All drivers are expected to operate within the limits set forth in the federal regulations, and local, municipal, and state laws of all jurisdictions operated in. This is inclusive of hours-of-service regulations, weight limitations, speed limits, and physical requirements. Drivers who violate these laws will be responsible for payment of applicable citations and may be subject to corrective action by the company. Questions regarding your location specific expectations should be directed to your supervisor.
2. Drugs and unmanifested alcohol (cargo) are strictly prohibited in any vehicle operating on behalf of the company.
3. Firearms are strictly prohibited in all vehicles operating on behalf of the company.
4. Pets/animals of any kind are expressly forbidden from being in any vehicle operating on behalf of the company.
5. Unauthorized passengers are not allowed.
6. All customers, fellow employees and members of the general public are to be treated with respect and courtesy.
7. Paperwork is to be turned in at the end of each trip.
8. Accidents must be immediately reported to the company as soon as you have secured the scene, notified the authorities, and rendered assistance if needed and up to your capabilities and comfort level. In any case the accident must be reported no later than once you leave the scene. Failure to timely report accidents may result in the revocation of your driving privileges.
9. All drivers are expected to stay in touch with their supervisor as requested.
10. Drivers are expected to inspect their vehicles daily, report or repair defects in accordance with specific location protocols. Drivers must not drive a vehicle that is observed to be in an "unsafe" condition.
11. It is expressly forbidden for any employee or agent of the company to come onto company property under the influence of any illegal drug or alcohol.
12. All trucks are expected to use the shortest practical routes. The use of toll roads is subject to the local managers approval.
13. Deliveries are to be made in a timely fashion. This company will not ask any driver to violate state or federal laws in order to make an on-time delivery. However, so long as the

scheduling allows for on-time deliveries, drivers are expected to meet their delivery commitments.

14. If, for any reason, a driver foresees that a customer delivery expectation cannot be met, the supervisor must be notified as soon as possible so that they can coordinate with the customer.
15. Fuel should be purchased only at authorized fuel stops. If such stops have not been designated, it is the responsibility of the driver to help control fuel costs by buying fuel at the lowest prices available.
16. Vehicles shall not be left idling while unattended. All employees shall adhere to applicable state or local vehicle idling restrictions.
17. Vehicles must be locked, brakes set, ignition off and keys removed whenever a vehicle is parked and unattended.
18. Employees will use three points of contact while entering and exiting the vehicle and cargo area.
19. Cell Phone Use. The company, the FMCSR's, and certain state or local regulations prohibit texting or talking on a hand-held phone while operating a commercial motor vehicle. If a driver must take or place a call, they should proceed to a safe and legal parking space and park the vehicle. Violation of the policy will lead to disciplinary action up to and including termination.

## **Driver Qualification and Hiring Process**

Company believes that our employees are our most valuable assets, and that the success of the company is determined by the quality of its employees. Because of these beliefs, the personnel selections of the company are extremely important. The company is committed to hiring and retaining the best and most qualified available drivers.

Drivers are expected to maintain all required qualifications and notify their supervisor immediately of any pending issues that may affect their qualification status.

### **Qualification Procedures**

Company driver hiring qualification standards and procedures have been developed to achieve two goals. The first goal is for the company to meet or exceed all Federal Motor Carrier Safety Regulations (FMCSR) or applicable state standards concerning driver qualification. The second goal is to select only the best available drivers: drivers who share our values and goals of operating in a safe, legal, and professional manner.

### **Hiring Criteria**

Company hiring standards require all driver applicants to be a minimum of 21 years of age and have a **minimum of 2 years of relevant verifiable driving experience**.

Company hiring standards require that only those driver applicants with 2 or fewer chargeable or preventable motor vehicle accidents within the past 3 years will be considered for employment. Driver applicants who fail to meet the above standard will not be considered for employment by the company.

Company hiring standards require that only those driver applicants with no more than:

- 3 moving violations in 3 years; or
- 2 moving violations in the past year be considered for hiring.

An applicant who has incurred more violations than the above standard has demonstrated a pattern of unsafe driving behavior which the company finds unacceptable in any prospective driver candidate.

Company will not consider for driving employment a driver applicant convicted of any offense involving the operation of a motor vehicle while impaired by alcohol or drugs within the past 5 years, or *any* history of an offense involving the operation of a commercial motor vehicle while impaired by alcohol or drugs, or any history of refusing to undergo drug or alcohol testing.

Company will not consider for employment a driver applicant who has been convicted of reckless driving of a motor vehicle offense within the past 5 years. Drivers convicted of operating a motor vehicle with willful and wanton disregard for the safety of persons or property, will be considered unacceptable by the company.

Company will not consider any driver applicant who has been convicted of a felony involving the use of a commercial motor vehicle, or knowingly leaving the scene of an accident while operating a commercial motor vehicle.

In accordance with the FMCSR's, all driver applicants must to be able to read and speak the English language sufficiently to be able to perform all duties and functions of the job. Driver applicants will also be required, because of experience, training, or both, to be able to:

- Safely operate a vehicle operated under Company authority
- Determine and execute proper cargo securement procedures.

### **Application for Employment**

All driver applicants shall complete an application for employment furnished by the company, with the application form containing all of the information required under section 391.21 of the FMCSR's and/or applicable state requirements.

Company hiring standards require that driver applicants list all former employers for the past 10 years. Any gaps in employment for more than a one-month period must be satisfactorily accounted for on the application.

### **Motor Vehicle Record (MVR)**

The Human Resources Department will request an MVR for driver applicants being considered for employment after the company has received the completed and signed application for employment and signed authorizations as applicable. An MVR will be requested from every state the applicant has lived in during the past 3 years. The Human Resources Department will review all MVR information to determine if driver applicant meets company hiring standards regarding driving record, and to compare against the application for employment to check for completeness and accuracy.

MVR's will be obtained at least annually thereafter in accordance with the regulatory requirements and as needed to facilitate company business. The company reserves the right to enroll drivers into state or third-party MVR monitoring.

### **Investigation of Previous Employment and Safety Performance**

- Company will contact all former and current employers of the driver applicant for the previous 3 years to verify as much of the following as possible:
  - Dates of employment
  - Type of work performed
  - Type of vehicle(s) operated
  - Extent of driving experience and verifiable miles
  - Vehicle accident record
  - Attendance and reliability
  - Overall work history and performance
  - Record of misconduct regarding employment policies.

All former and current employer information gathered from safety performance history inquiries must be in writing and will be retained in the driver's qualification file. In the event a former or current

employer refuse to release information, a note stating this will be placed in the file. The Human Resources Department will review all former and current employer information to determine if the driver applicant meets company hiring standards regarding past and current employment, and to determine if the applicant was truthful about information listed on the application for employment.

### **Drug and Alcohol Test Information from Previous Employers**

The regulations require all driver applicants to provide written authorization to the company to obtain drug and alcohol test information for each previous and current employer during the preceding 2 years.

All information from former employers regarding drug and alcohol test results must be in writing and will be retained in a separate file for the driver (if hired). In the event no response is received from a former or current employer, a note stating this will be placed in the file. (FMCSR, Sec. 382.413) For procedures on hiring of driver applicants who have failed an alcohol or drug test, or have refused to be tested, at a previous employer, see Company Drug and Alcohol Policy and Procedures. Company will not consider for employment any driver applicant who has refused a drug or alcohol test, failed a random, reasonable suspicion, post-accident, return to-duty, or follow-up alcohol test, or tested positive for controlled substances while with a previous employer.

### **Drug and Alcohol Clearinghouse**

CDL required drivers shall provide Company authorization to obtain DOT Drug and Alcohol testing data via electronic or written authorization as required by the regulatory requirements. Failure to provide authorization will revoke the driver's ability to operate a commercial motor vehicle for the company.

### **Physical Examination and Certificate**

Company requires applicants to be fully qualified physically to perform all duties and functions of driving and the safe operation of a commercial motor vehicle.

Department of Transportation (DOT) physical examinations must be performed by a qualified medical examiner listed on the National Registry of Certified Medical Examiners.

CDL drivers are required to comply with the applicable DMV requirements associated with the medical certification. Verification of a CDL drivers' medical certification will be conducted via the MVR.

Company will accept un-expired valid medical certification from driver applicants that are no older than 1 year.

Driver's possessing medical waivers shall provide copies of the waivers which must be maintained in the driver qualification file.

### **Pre-Employment Drug Test**

Company requires all applicants for a CDL required position to submit to a DOT pre-employment drug screen to be conducted at a collection site designated by the company. These driver applicants shall not be offered employment until a negative test result has been reported. (See the Company DOT Drug and Alcohol Policy.)

### **Road Test and Certificate**

The company requires all driver applicants to successfully complete a road test examination prior to an offer of employment. The road test examination shall be performed in the type of vehicle the drivers will operate for the company. The company's road test examination shall cover the following areas:

- A complete pre-trip inspection
- Safe coupling and uncoupling procedures of a combination tractor and trailer
- Placing the vehicle in operation
- Using the vehicle's controls and emergency equipment
- Driving in traffic and passing other vehicles (if safely feasible)
- Turning
- Braking, and slowing by means other than braking
- Backing and parking
- Other slow-moving operations

The regulations require a record of road test examination form on which the driver's skill in each operation listed above is to be rated. The form is to be signed by the designated company official conducting the test. The original of this record will be recorded and placed in the driver's qualification file.

Upon successful completion of the road test examination, the designated company official who administered the test will complete a certificate of road test. A copy of the certificate will be given to the driver, and the original will be placed in the driver's qualification file.

The company will accept a valid Commercial Driver's License from driver applicants in lieu of passing a pre-employment road test at their discretion.

#### **Driver Orientation**

As a condition of employment all newly hired drivers will be required to successfully participate in and complete the Company driver orientation program.

## Motor Vehicle Record Evaluation Criteria

At least annually, all commercial motor vehicle drivers have their MVR ran to meet the regulatory requirements.

The following chart serves as a guideline for evaluating an employee’s motor vehicle record (MVR). An employee with an MVR grade of “review” may not be insurable and is subject to Human Resources review. Note that any major violation results in a poor score. Poor scores shall subject that employee to removal of driving privileges and may result in disciplinary action up to and including immediate discharge. Drivers must notify their supervisor of any changes to their driver’s license or MVR immediately.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Review	Poor
1	Acceptable	Acceptable	Review	Poor
2	Acceptable	Review	Poor	Poor
3	Review	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violation
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> <li>• Driving under the influence of alcohol/drugs</li> <li>• Failure to stop/report an accident</li> <li>• Reckless driving/speeding contest</li> <li>• Driving while impaired</li> <li>• Making a false accident report</li> <li>• Homicide, manslaughter, or assault arising out of the use of a vehicle</li> <li>• Driving while license is suspended/revoked</li> <li>• Careless driving</li> <li>• Attempting to elude a police officer</li> </ul>

## **Hours of Service**

Company requires all commercial motor vehicle drivers and supervisors of to adhere to the hours-of-service regulations applicable to their operations.

Drivers not eligible for, or not in compliance with the short haul logbook exemption provisions shall complete a record of duty status for the day(s) required. A driver, when required to complete a record of duty status more than 8 times in any rolling 30-day period is subject to the electronic logbook provisions.

Drivers who perform any compensated work outside of Company must inform their supervisor of the hours worked. Compensated work includes paid activities for another motor carrier or non-motor carrier and includes non-driving compensated functions.

## **Vehicle Maintenance**

Company delivery vehicles are critical to our success. Drivers are expected to systematically inspect their vehicle prior to driving, during the shift and at the end of the shift. Drivers shall be satisfied the vehicle is in safe operating condition and unlikely to break down because of mechanical failure.

Defects found during the pre-trip inspection and/or defects reported by the previous driver which have not been addressed shall be reported to your supervisor prior to operating the vehicle.

At the end of your shift, you must report any defects know or observed in writing using the Driver Vehicle Inspection Report process applicable to your operation.

## **Roadside DOT Inspections**

All roadside inspections must be reported to your supervisor immediately. All paperwork for the inspection must be submitted to your supervisor immediately upon return to your facility. Any defected noted on the inspection must be repaired prior to the next dispatch of the vehicle.

If an Out of Service violation occurs, the repairs must be made before the equipment is operated.

## **DOT Drug and Alcohol Testing**

The DOT Drug and Alcohol testing regulations only apply to CDL drivers who operate CDL required vehicles. The provisions of the policy are contained in the Company DOT Drug and Alcohol Policy.

CDL required drivers are subject to specific testing including pre-employment, random, post-accident, reasonable suspicion and return to duty/follow up testing (as applicable).

When notified for a required test, a driver must proceed immediately to the testing facility. Once a driver arrives at the testing facility, they must leave the facility until the testing process is complete. Leaving the testing area prior to completing the process could result in an administrative failure of the test.

## **Motor Vehicle Accident Procedures**

1. Stop without delay! Pull off the road, if possible. Position the vehicle to minimize any obstruction to traffic and set the parking brake. In a serious accident, wait for law enforcement personnel before moving the vehicle.
2. Turn on emergency flashers.
3. Take steps to prevent another accident at the scene.
4. Remain calm
5. Determine if emergency treatment is needed. If so, summon aid for those injured (911).
6. Notify the police
7. Contact your supervisor or manager as soon as possible.
8. **DO NOT sign any paper or make any statement** as to who was at fault (contact your supervisor if you have any questions).
9. If requested, state your name, address, place of employment, name of your supervisor, and upon request show your driver's license, vehicle registration card and proof of insurance card.
10. Complete the Motor Vehicle Accident Report Form at the scene. If conditions prevent this, make notes of the following:
  - Registration information for other vehicle(s) (owner's name, owner's address, tag number, VIN, and vehicle description)
  - Information on other driver (name, address, operator's permit number, and expiration date)
  - Name, address, and phone number of each person involved and extent of injury if any

- Name, address, and phone number of each person that witnessed the accident if any
  - Name, address, and phone number of company insuring other vehicle(s) and insurance policy number
  - General information such as location, time, measurements, weather, damage, etc.
  - If instructed to do so by your supervisor, and while maintaining a safe distance from traffic and emergency crews, photograph the damage to all vehicles and/or property. Photograph the relationship of the debris fields and skid marks to the vehicles. Photograph the license plates of all vehicles, including those of witnesses.
11. Submit the completed Motor Vehicle Accident Report Form along with pictures, videos and any other information related to the accident to your supervisor as soon as possible.

# Employee Acknowledgement Form

By signing this document, I confirm the receipt and understanding of the Company fleet safety manual. I understand this handbook is a general guideline and it is my responsibility to understand and comply with the laws and regulations applicable to my operations.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date