FLEET SAFETY PROGRAM

PROGRAM SCOPE

This program primarily applies to employees that are assigned entity vehicles to carry out their job-related functions. This program also applies to employees and volunteers who use their private vehicles for entity business.

RESPONSIBILITIES

Supervisor or Designee

1. Monitor driving experience of employees who regularly drive entity-owned vehicles.
2. Ensure maintenance is performed to keep the vehicle in a safe operating condition.
3. Obtain, review, and maintain DMV reports.
4. Consult with Human Resources when an employee's driving record requires disciplinary action.

Employee

1. Obey traffic laws and company operating rules.
2. Drive defensively and courteously.
3. Complete the accident reports as soon as possible following an accident.
4. Refrain from using cellular phones when driving.
5. Submit to biennial DOT medical examinations, if applicable.

Human Resources

1. Verify applicant's DMV reports and license to ensure eligibility under Driver Qualification Standards on Table 1.
2. Acquire employee's release to obtain and review DMV records (see Attachment 1).
3. Enroll new driver into the DMV Pull Notice program.

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OPERATING RULES

1. Assigned vehicles are to be operated by the assignee only. Exceptions to this rule apply to company vehicle maintenance and transportation management personnel.

2. Drivers should wear seat belts at all times.

3. Obey all traffic laws. Drive carefully, within established speed limits and driving conditions. Do not rush!

4. Never drink any alcoholic beverages or take any drug which may inhibit driving ability within four hours before driving.

5. Defensive driving is driving to prevent accidents in spite of the incorrect actions of others and adverse conditions. **Drive Defensively.** A good defensive driver should never have a **preventable** accident.

6. Get completely off the traveled roadway for an emergency stop. Avoid curves, hills, or where the view may be obstructed.

7. Cell phone use while driving leads to accidents. If you must make a call, pull off the road to use the phone.

8. Inspect your assigned vehicle weekly using the enclosed checklist (see Attachment 2).

9. Personal use of entity vehicles is strictly prohibited.

DRIVER QUALIFICATION STANDARDS – NEW EMPLOYEES

1. As part of the application process, candidates for driving positions must attach their DMV report to their application covering at least a three-year period prior to the date of the application.

2. The individual must have had a valid driver's license applicable to the type and size of vehicle assigned to them.

3. A prospective driver convicted within the last three years of any of the offenses listed on the following page or whose license has been suspended within the last three years will be automatically disqualified from the hiring process.

4. No new driver will be hired with a "borderline" or "poor" MVR. MVRs will be graded based on the table below, as minimum requirements.

5. Driving records must remain "acceptable" or "clear" as graded on the table below, for continued employment in positions with driving duties.

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Table 1 below provides guidance on evaluating an employee's driving record and determining their driving eligibility.

Table 1

Motor Vehicle Grading Criteria (Last Three Years)				
# of violations	**Number of at-fault accidents**			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

DRIVER QUALIFICATION STANDARDS – EXISTING EMPLOYEES

1. A driver who accumulates numerous or serious convictions will be subject to review by their supervisor or HR and corrective actions as follows:

    a. Two at-fault accidents or three moving violation convictions or a combination of three incidents within a three-year period:

        - Mandatory completion of a National Safety Council or equivalent defensive driving course.
        - Probation status with semi-annual review of driving record.

    b. An employee convicted of driving while intoxicated, driving while impaired, reckless driving, or similar serious violation or whose driver's license has been suspended, will be subject to disciplinary action up to termination.

    c. Drivers with two at-fault accidents within a six month period will be terminated.

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GUIDELINES FOR NON-OWNED AUTO EXPOSURES

The following guidelines are suggested for use of non-owned vehicles used for the entity's business:

- Anyone that uses his or her personal vehicle for any business purpose should be on an approved driver list. All those who use their personal vehicle for company business must observe the same policies governing the use of company-owned vehicles.
- The driver should provide a certificate of insurance that shows liability limits of at least $100,000/$300,000/$500,000. This policy should not exclude business use.

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