

FLOWERS BAKING CO. OF PORTLAND, LLC

**DRIVER SAFETY MANAGEMENT POLICY
HANDBOOK**

Flowers Baking Co. of Portland, LLC– Driver Safety Management Policy Handbook

INTRODUCTION

This Handbook represents driver policies and procedures for all individuals operating under the Flowers Baking Co. of Portland, LLC (“Company”) Department of Transportation (“DOT”) number. This typically includes: extra people, sales representatives, company route sales personnel (if any), sales management as applicable, and prospective distributor employees engaged through third party staffing firms (collectively referred to as “employees” or “drivers” in this policy). The policies and procedures contained in this Handbook are subject to change at the sole discretion of the Company.

Safety is the Company’s highest priority. The Company recognizes its responsibility to employees, prospective distributors, customers and the general public to be committed to safety, to obey all state and federal safety rules and regulations, to provide a safe work environment, and to establish a Safety Management Handbook. It is everyone’s responsibility to work in a safe manner and follow the Safety Management Handbook. The Company has retained a third party DOT compliance firm to assist with its compliance efforts.

The Company is registered with the DOT as having an Operational Classification of **Private Property** and as such is subject to State and Federal Motor Carrier Safety Administration (FMCSA) Rules and Regulations. The Company requires that employees also comply with these provisions.

This Handbook represents the Company’s enterprise-wide Safety Plan regarding guidelines, practices, methods, procedures and rules, including DOT regulations, to be followed by all employees in the operation of Commercial Motor Vehicles, as defined herein. It provides Company employees with an outline of the definitions, qualifications, and guidelines of the safety management controls that the Company, as a motor carrier, is required to have in place to satisfy the safety fitness standard required by law and to reduce the risk of highway accidents.¹

Integrity of Record Keeping

Drivers are required to maintain accurate records. The Company’s recordkeeping and filing is done in accordance with local, state, and federal law. Obtaining factual and the most accurate data at all times is a critical component of these laws. Falsification of and/or misleading documentation is strictly forbidden and can result in disciplinary action, up to and including termination of employment.

POLICY DEFINITIONS:

¹ To the extent there are any inconsistencies between this Handbook and DOT, FMCSA Rules and Regulations, or other applicable law, the applicable law(s) should be followed.

Commercial Motor Vehicle (CMV) - any vehicle used to deliver products under the Company's DOT number that crosses state lines or that carries products ordered from out-of-state bakeries for delivery to customers in another state and that has a gross vehicle weight rating (GVWR) or gross combination weight rating (GCWR) of 10,001 pounds or more.

Company Equipment or Equipment- any Company equipment or rentals in the Company's name.

DOT - Department of Transportation.

Driver - any person who operates a CMV.

Driver Salesperson- for purposes of this policy means an individual engaged in selling goods and delivering the goods by CMV who does so entirely within a radius of 100 miles of the point at which he/she reports for duty and who devotes not more than 50% of his/her hours on duty to driving time.

DUI - driving under the influence.

DWI - driving while intoxicated.

GVWR in the gross vehicle weight rating certified by the manufacturer as the total gross weight it is designed to transport. This GVWR is the same whether the vehicle is empty or loaded.

Manager (or immediate supervisor) — any manager who has direct supervision over a driver who operates a CMV as defined above.

Medical Examiner — a person who is licensed, certified, and/or registered, in accordance with applicable State laws and regulations, to perform physical examinations. The term includes, but is not limited to, doctors of medicine, doctors of osteopathy, physician assistants, advanced practice nurses, and chiropractic doctors.

MRO (Medical Review Officer) – A designated review officer to adjudicate drug testing results.

MVR—Motor vehicle report showing the driver's driving record history for the past 3+ years. This report will be acquired for all individuals operating under the Company's DOT number. A legally-compliant driver release statement must be verified prior to ordering these reports.

Moving Violations- Any violation committed in a vehicle where you, as the driver, were controlling the vehicle. This includes, but is not limited to, speeding, driving while intoxicated, traffic signal violations, driving while license is suspended or revoked, assault with a vehicle, or illegal involvement in an accident.

Non-Moving Violations- Violations not based on the performance of driving a vehicle. These types of violations include, but are not limited to, parking tickets, seat belt or car seat violations, or a vehicle marker violation. These types of violations do not count against your driver record unless it results in loss of license under applicable law.

NTSB (National Transportation Safety Board)- investigates any form of transportation involved in a serious accident causing significant property damage or casualties.

Out of service-ineligible to drive a CMV.

Preventable accident—If a driver who exercises normal judgment and foresight could have foreseen the possibility of the accident that in fact occurred and avoided it by taking steps within his/her control which would not have risked causing another kind of mishap.

GENERAL SAFETY GUIDELINES

1. Drivers are required to comply with all federal, state and local laws and regulations, as well as this Handbook.
2. All drivers are required to perform three vehicle inspections each day of all CMVs operated on behalf of the Company: (1) a pre-trip inspection, (2) a during-trip inspection, and (3) a post-trip inspection. A written Driver Daily Vehicle Inspection Report (DVIR) must be completed at the end of each day's vehicle operation. Drivers must report any safety defects or potential safety defects to their Manager as soon as they have been detected.

A safety defect is any part or accessory which “**would affect the safe operation of the vehicle or result in a mechanical breakdown.**”

Examples may include:

- Headlights, flashers, turn signals and stop lights but not clearance lights;
- Any brake comment (i.e. soft, jumps, pulls, emergency warning buzzers and lights out, etc.);
- Tires (2/32” tread on drive axles, 4/32” on steering at the lowest tread);
- Steering (i.e. pulls, clunks, shimmies, wanders, etc.);
- Transmission or drive line vibrations and gears missing (slipping);
- Windshield chips larger than the size of a quarter or a crack that extends onto driver's side; or
- Malfunctioning defroster.²

You must submit these completed DVIRs to your Manager at the end of every day. Managers or their designee(s) will determine if a safety defect is present and ensure that it is repaired before the truck is permitted to operate.

Safety must take precedence in these decisions. **A vehicle with a safety defect may not be operated until a qualified and approved mechanic has certified it as road ready.**

3. All drivers are required to satisfy themselves that all permits and licenses are in order before beginning a trip. If there are any questions or apparent missing requirements, the driver must notify their Manager immediately and follow their instructions. Failure to follow this guideline will result in driver retraining and may involve appropriate discipline.

² Note: Issues with the air conditioning and heater generally are not a safety defect unless operating the vehicle in extreme weather. Dash lights would not be a safety defect but would need to be repaired.

4. Each driver is personally responsible for checking all safety equipment prior to operating the vehicle and notating any exceptions on a DVIR. At a minimum, the following should be present:
- Three reflective triangles in good repair;
 - Spare fuses that are needed to operate required parts and accessories; and
 - Fire extinguisher (charged and fastened securely in bracket).

If fines result from a roadside DOT inspection violation for missing safety equipment, the driver may be subject to discipline.

5. The Company's standards regarding moving violations reflect the professionalism achieved by Company drivers. Maintaining a good driving record is necessary when operating both commercial and non-commercial vehicles. Therefore, if a driver is convicted of any moving violations in any vehicle within the current 36-month period, action will be taken in the following manner:

First conviction:	Written Warning/Retraining
Second conviction:	Final Warning/Retraining
Third conviction:	Termination

If a driver is found to be involved in a hit and run, reckless or careless driving, or driving under the influence of alcohol or drugs while on duty, the following action will be taken:

First offense: Termination immediately upon confirmation

Any fines resulting from moving violations will be the driver's responsibility.

All re-qualifications will be dependent upon a clean driving record as a prerequisite and will be subject to the approval of a Manager.

Drivers must notify their Manager by telephone as soon as possible and in writing within 30 days of the moving violation occurrence. If the driver pleads guilty or is convicted for a moving violation in a state other than his/her home state, the driver must then notify the Department of Motor Vehicles in the state that issued his/her license. Failure to report a moving violation conviction to the Company, as the motor carrier, and the state is a violation of federal law and could be punishable with up to a \$2,500 fine.

6. Driving with a **suspended or terminated license** severely compromises the Company's carrier profile and its ability to operate trucks on the highway. Any driver found operating with a suspended or terminated license will be immediately disqualified. Drivers must notify their Manager within 24 hours of the suspension or revocation of the driver's license.
- No driver may operate Company Equipment with a restricted operator's permit that resulted from citations or code violations.
 - Current licenses must be issued by the state in which the driver resides. If a driver moves to a different state, they must obtain a license from the new

state within the time period required by that state (usually 30 days of residency). A legible copy of the new license must be sent to the Manager who then will forward it to the Company's third party DOT compliance firm.

- Drivers must have only one valid license.

7. All accidents, regardless of how small, must be reported by the driver to the Manager as soon as possible. Failure to report an accident within 24 hours may result in discipline, up to and including disqualification as a driver. Accidents determined to be preventable will result in disciplinary action.

8. All paperwork must be accurate, complete and turned in on a timely basis. All drivers must turn in their daily paperwork before leaving the warehouse on the next regular delivery day (i.e., excluding Wednesday and Sundays).

Managers or their assistants will review all paperwork for accuracy and completeness upon receipt. Deficient paperwork must be completed or corrected by the driver as soon as possible and the driver must be retrained or counseled to prevent a reoccurrence.

9. The transportation of unauthorized passengers in any Company vehicle is in violation of both Company guidelines and applicable regulations.

Any driver who fails to obtain a written passenger authorization will be subject to the following actions:

First violation:	Written Warning/Retraining
Second violation:	Final Warning/Retraining
Third violation:	Termination

10. Federal regulations require drivers to be physically examined and certified every two years, or more frequently in some cases.

- Results of the physical exam must be recorded on an approved DOT physical examination form.
- All drivers operating Company equipment must have physicals conducted by a DOT qualified medical examiner.
- If a renewed physical exam form and corresponding medical card is not received by the driver's Manager prior to the expiration date, the driver will be placed out of service until the renewal form is received.
- Drivers will be notified within 30 to 60 days of the expiration of their DOT physicals. Drivers must ensure the physical is scheduled promptly after such notification.

11. The Company is responsible for monitoring their drivers' available hours of service before each day worked. Total on-duty hours must include any compensated hours worked for a motor carrier other than the Company. All drivers are required to report to their immediate Manager all compensated work for other companies or individuals before each work day if applicable.

If it is discovered that a driver has exceeded the DOT's hours limits (discussed below) due to not informing the Manager of outside compensated hours, the driver will be subject to discipline, up to and including termination.

12. Renewal of driver's license is the driver's responsibility. An appropriate driver's license must be in the driver's possession at all times when operating the vehicle. Copies of each renewal must be submitted to the Manager prior to expiration. Drivers are expressly prohibited from driving any vehicle with an expired license.

Drivers will be notified within 30 and 60 days of the expiration of their licenses. Upon notification, drivers must schedule a license renewal. Drivers must then provide a copy of their new license (front and back) to their Managers as soon as possible.

13. The Company will conduct an **Annual inquiry and review of driving record** of each driver to determine eligibility in accordance with federal regulations. In connection with this annual inquiry, drivers will be asked to complete the **Certificate of Violations** form and verify that it has been completed properly. Failure to complete this form accurately and completely may subject the driver to disciplinary action, up to and including termination.

Under no circumstance will a driver be allowed to drive if this **Annual inquiry and review of driving record** has not been completed within the last 12 months.

15. All Company drivers must be properly qualified through the Company or an approved staffing firm's hiring process.
15. **Drivers must always wear their seatbelts when the vehicle is in operation. Violating this rule could subject the driver to disqualification or civil penalties under applicable law.**
16. **Use of cell phones or other mobile devices, without a handsfree device that allows the driver to initiate, answer or call by touching a single button without having to reach for the cell phone, while driving is strictly prohibited. Violating this rule could subject the driver to disqualification and/or civil penalties under applicable law.**
17. **Texting while operating a Company vehicle is strictly prohibited. This includes both reading text messages and manually entering text into an electronic device. Texting includes, but is not limited to, short message services, emailing, instant messaging, a command or request to access a web page, or engaging in any other form of electronic text retrieval or entry, for present or future communication.**

DRIVER QUALIFICATIONS / HIRING GUIDELINES

At a minimum, all drivers shall meet the below listed qualifications. If at any time a driver can no longer satisfy these requirements he/she will be immediately disqualified as a driver until such time as the problem can be corrected.

DRIVING PREREQUISITES

It is the drivers' responsibility to ensure that they obtain and remain qualified with the appropriate license in the state in which they reside for the vehicle they will be operating.

Experience/training:

All drivers hired or transferred into a driver position must be 21 years old and meet one of the following requirements or a combination of the requirements.

- One year of verifiable driving experience in a CMV;
- Certification from an approved driving school requiring at least 160 hours of behind the wheel training; or
- Participate in the Company's safe driver training program.

Additional requirements:

- 1) The applicant's driving record while driving any vehicle must meet the following requirements for the past 3 years.
 - No moving or traffic-related suspensions
 - No preventable accidents
 - No "leaving the scene of an accident" violations
 - No driving while intoxicated violations
 - No more than 2 moving violations in the prior 12 months
 - If 3 moving violations in prior 36 months, completion of a defensive driving course recognized by the applicable state government
- 2) No applicant will be considered further with 4 or more moving violations in the past 36 months.
- 3) No unfavorable driving related references from employers for the past 3 years.
- 4) Successful completion of a Company certified road test over a predetermined course that the Manager considers representative of the type of Company driving conditions.

All drivers hired or transferred into a driver position will be assigned to a Company designee for a predetermined orientation period **and** until the driver trainer or designee certifies that he/she is capable of performing the required driving activity.

Maintaining Driver Status:

Once you become a Company driver, you must maintain a clean MVR pursuant to the above standards. Failure to do so will result in loss of driving privileges and could result in disciplinary action, up to and including termination of employment. As a driver, you must report any business-related violations, moving or non-moving, to your immediate Manager within 24 hours of the ticket being issued. All personal moving violations and/or violations that will result in your loss of license (DUI, DWI, etc.) must be reported within 24 hours of conviction of the violation. Any loss of license from any violation must be reported immediately to your Manager.

A Physical Examination for Drivers:

All drivers must obtain a medical certification from a DOT qualified medical examiner before being allowed to drive on behalf of the Company. Drivers will then be responsible for providing a copy of the certification to the Company and keeping a copy of their medical card with them at all times when driving a Company vehicle.

Legal Status of a Vehicle:

When operating a company vehicle, it is the driver's responsibility to insure the vehicle is road worthy. Before the operation of the vehicle, the driver must inspect the following:

- Current registration and insurance
- Proper display of license plates
- Proper inflation of tires and tread depth
- Brake test
- Lights and whether they are functioning properly
- Whether the windshield wiper blades are usable

The driver is responsible for securing the vehicle after use to insure it stays road worthy and prevent destruction of Company property.

Prohibited Items in Vehicles:

Only work-related necessities should be in a Company vehicle. Items such as firearms, knives exceeding 4 inches, ammunition, explosives of any kind or novelty items that can be portrayed as a weapon are strictly prohibited at any time in any Company vehicle. Alcohol products, of any kind, are strictly prohibited in any Company vehicle. Failure to comply with the restricted items in Company vehicles will result in immediate termination.

Unacceptable Behavior:

You are expected to hold the upmost respect for the general public. Any form of road rage, negative gestures, or public indecency displayed to other drivers or to the public while driving or occupying a Company vehicle is prohibited and against the law. Such actions could be considered a moving violation and may count against a driver's driving record if convicted.

Other unacceptable behavior includes, but is not limited to:

- Driving while intoxicated
- Drinking alcohol while driving
- Drinking alcohol as a passenger
- Driving in flip-flops (must have heel strap) or barefoot
- Not following corrective lens restriction from Department of Motor Vehicles
- Being under the influence of a controlled substance
- Using prescription medication: (1) in a manner inconsistent with prescribed use; or (2) if it significantly impairs the drivers' ability to safely perform the job and such risk cannot be ameliorated with any reasonable accommodation (employees must adhere to all label warnings referencing operating motor vehicles or other Company equipment).

Vehicle Presentation:

The vehicle must display the DOT registered name and number on each side of the vehicle. Additionally, the vehicle must be inspected on an annual basis and the inspection form kept in the document folder of the vehicle. Other documents must also be maintained in the vehicle, including proper documentation showing proof of insurance, vehicle maintenance guides, state inspection forms where applicable, and emergency guides. Drivers are responsible for maintaining these documents once received. Failure to do so can result in fines and driving restrictions from the DOT.

Commercial Vehicle Documents:

Each Company vehicle must have a document folder containing the following items:

- Vehicle Registration
- Proof of Insurance
- DOT Periodic and/or State Decal/Inspection Form

* Only the above 3 items are authorized in the document folder.

This folder must be kept in the vehicle within arms reach of the driver (i.e. compartment above the head or securely in the side of the driver's door). If these options are not available, secure a spot, behind the driver seat where the driver can reach it with his/her left arm without taking the seatbelt off.

ACCIDENT OR INCIDENT REPORTING

The Company strives to maintain a low accident ratio. However, even a professional driver can have an accident. To ensure timely reporting and to control the severity of claims relating to accidents, Company drivers must follow the below listed guidelines.

Insurance:

The Company will provide drivers with an Insurance Card that must be in the vehicle at all times and available to present when necessary. In the event of an accident, do not give any information beyond the policy number.

In the event an employee is involved in an accident and is injured while driving for business purposes, the accident may be compensated under State Worker's Compensation laws. All claims (including medical) are to be filed with the Worker's Compensation carrier. Worker's Compensation claims based on an automobile accident must be reported IMMEDIATELY to your Manager.

ACCIDENT GUIDELINES

1. Stop immediately! Make the situation as safe as possible.
2. Set up warning devices (triangles, flashes, flares, etc.) within 10 minutes.
Turn on flashers.
3. Notify the nearest state or local police and ambulance, if necessary.
4. Move the vehicle out of the traffic lane as necessary.

5. Assist injured people as appropriate. Your assistance should be limited to control of bleeding and/or keeping the person warm and as quiet as possible until an ambulance, doctor, or police officer arrives to provide assistance.
6. If death, personal injury, or serious vehicle, property or cargo damage occurs, immediately contact your Manager to receive instructions.
7. Statements should **only** be given to the police officer, company official, or your insurance carrier representative. Avoid a discussion regarding fault!
8. Keep a level head and be polite. All details are to be taken care of including a clear and complete report prior to leaving the scene.
9. Take photographs of all property and vehicle damage and the accident scene if possible.
10. If you were issued a citation for a moving violation, notify your Manager as soon as possible and in writing within fifteen (15) days from the date the citation was issued.
11. An alcohol and drug screen maybe required if the accident caused a death, or the driver received a citation for a moving violation in connection with a personal injury which required immediate medical treatment away from the accident scene or disabling damage to one or more vehicles requiring the vehicle to be transported away from the scene. You must submit to an alcohol and drug screen as soon as possible, but not later than 2 hours after the accident
12. Complete the Company accident report and provide a copy to the Manager.

FAILURE TO REPORT AN ACCIDENT

Except in certain acceptable mitigating circumstances, late reporting (24 hours) will result in the following:

First offense:	Final Warning
Second offense:	Termination

*Failure to report an accident will result in immediate termination.

PREVENTABLE ACCIDENTS

A driver who experiences recurring preventable accidents within any 12-month period will result in the following:

One accident:	Written Warning/Retraining
Second accident:	Final Warning/Retraining
Three accidents:	Termination

Any accident involving a fatality or gross or criminal negligence may be dealt with more harshly - the degree of driver negligence will be a major factor in administering discipline.

Preventable rear-end accidents where the driver hit another vehicle will result in the following:

First occurrence:	Final Warning/Retraining
Second occurrence:	Termination

Miscellaneous Incidents:

Vehicle theft, vandalism, and rental car incidents must be reported within the same guidelines outlined above for other accidents.

HOURS-OF-SERVICE RECORDS AND RULES

MAINTAINING PROPER DUTY STATUS RECORD

Every Company driver must comply fully with federal regulations regarding the maintenance of hours of service records.

150 AIR-MILE RADIUS EXCEPTION:

Drivers who can meet all of the below conditions can use a Driver's Time Record to track their daily hours of service. The Driver's Time Record tracks the start time of each day, end time of each day, total hours worked, total hours driven in a Company vehicle, and end driving time in a Company vehicle for each day recorded. It also records the truck number and normal work reporting location.

Conditions for Driver's Time Record:

1. The driver operates within a 150 air-mile radius of the normal work reporting location;
2. The driver starts and returns to his/her normal work reporting location each day the Company vehicle is used;
3. The driver does not drive a Company vehicle: (a) after the 14th hour after coming "on duty"* 5 days of any period of 7 consecutive days; and (b) after the 16th hour after coming on duty 2 days of any period of 7 consecutive days.

*Note: "on duty" time includes time spent performing pull-ups and driving to the store location from the warehouse, even if in a personal vehicle.

If the driver cannot meet these conditions, he has to fill out the detailed graph log for such date. This graph log tracks items such as time driven in a Company vehicle, the unit number, total hours worked, and change of duty status in 15-minute increments.

11-14-70 HOURS OF SERVICE REGULATIONS

The DOT has established three basic rules designed to control driver fatigue.

11-Hour Driving Rule: A driver cannot drive a Company vehicle more than 11 total hours during a consecutive 14-hour period. Time spent driving a personal vehicle is not included within this 11-hour period.

10 Consecutive Hour Break and 14 Consecutive Hour Rule: For drivers who satisfy the Conditions for Driver's Time Record outlined above, the driver may not drive a Company vehicle after the 14th or 16th consecutive hour of being on duty without first taking at least **10 consecutive hours off duty**.

For drivers who cannot satisfy the Conditions for Driver's Time Record outlined above, the driver may drive only during a period of 14 consecutive hours after coming on duty. The driver may not drive before or after the end of the 14-consecutive-hour period without first taking **10 consecutive hours off duty**.

70-Hour Maximum On Duty Rule: (Only applicable to individuals who are not Driver Salespersons and whose total driving time exceeds 40 hours in any period of 7 consecutive days). **Generally, this rule shall not be applicable as most drivers will be Driver Salespersons.**

A driver cannot drive a Company vehicle after accumulating 70 hours on duty, (combination of driving and on duty-not driving time) in any 8 consecutive-day period. The driver may continue to work, but cannot drive a Company vehicle again until having hours available within the 70-hour rule. The driver may reset his/her accumulated hours to zero following 34 consecutive hours off duty. Drivers can only take one 34-hour restart every 168 hours (or one week) and during this 34-hour period there must be two periods of 1 a.m. to 5 a.m.

ADVERSE DRIVING CONDITIONS

If *adverse* driving conditions cause a delay after the driver begins his or her trip, the driver may drive up to 2 hours over the 11-hour limit to locate a safe place to park and protect him or herself and their vehicle. *Adverse* driving conditions include snow, sleet, fog, or other hazardous weather conditions.

RECORDKEEPING AND HOURS VIOLATIONS

As discussed above, Drivers' daily Time Records or graph logs are legally required and compliance is monitored by the Company. Drivers should keep a copy of each time sheet for at least six months.

After the Time Records or graph logs are initially audited by the Manager, they must be forwarded to the Company's third party DOT compliance firm. The Manager will counsel the driver immediately if they detect errors before they are sent to the compliance firm and at a minimum, within two weeks after he/she has been notified of driver violations by such firm.

Drivers who do not comply with the recordkeeping and hours of service requirements outlined above will be subject to the following corrective actions.

- Hours of Service violations
 - 10, 11 or 14/16 hours violations
 - Every violation = Oral Counseling and Retraining (which is documented)
 - 3 Counseling and Retraining sessions within a 6-month period -- driver will be subject to Termination.
 - Form and manner violations
 - 10 or more violations in a 1-month period = Oral Counseling and Retraining
 - 3 Counseling and Retraining sessions within a 6-month period = driver will be subject to Termination.

- Maximum Speed Guideline - Drivers who exceed the applicable state highway speed limit will be subject to the following actions:
 - i. First offense: Written Warning/Retraining
 - ii. Second offense within 6 months: Final Warning/Retraining
 - iii. Third offense within 12 months: Termination
- Late Time Sheet Submittal - Drivers who fail to submit Time Records or graph logs in a timely manner will be disciplined and will not be allowed to drive until logs are received.
- Log Falsification - Drivers who have intentionally falsified information on their daily Time Records or graph logs will be subject to immediate termination.

VEHICLE INSPECTIONS

DOT ROADSIDE INSPECTIONS

If a Company vehicle is inspected by a federal or state inspector, the driver must do the following:

- Cooperate fully with the inspector, treat the inspector with respect, and represent the Company in a professional manner.
- If safety defects are found, have them corrected immediately. Mechanical defects found on the vehicle must be repaired as soon as possible. Receipts must be obtained for all parts and labor needed to complete repair.
- The original DOT inspection form and copies of the repair receipts must be turned in to your Manager within 24 hours of the inspection. Drivers who fail to submit the required documents may be disqualified as a driver of commercial motor vehicles.
- Roadside inspections with violations noted must be certified by the Manager as corrected and returned to the issuing jurisdiction within 15 days of the inspection. A copy of the inspection report must be filed for 12 months (filed chronologically).
- Drivers involved in inspections with violations resulting in an out of service order and who drive before the out of service time period or condition is completed will be disqualified as a driver and subject to Termination.
- Drivers involved in inspections with violations or out of service penalties which are listed in this Handbook as specific driver's responsibilities will be subject to the following actions:
 - First violation: Written Warning/Retraining
 - Second violation within 12 months: Final Warning/Retraining
 - Third violation within 12 months: Termination

DAILY VEHICLE INSPECTION REQUIREMENTS

Pre-Trip Inspection

Before driving a motor vehicle, each driver must:

- Be satisfied that the motor vehicle is in safe operating condition and complete the Daily Vehicle Inspection Report/Checklist (“DVIR”).
- Review the last vehicle inspection report (white copy original) required to be carried in the driving compartment.
- Sign the white copy of the last DVIR to acknowledge it has been reviewed and that there is certification that the required repairs have been reviewed and repaired if applicable.
- Turn in this white copy of the previous DVIR with the other daily paperwork.

During Trip Inspection

- Drivers must inspect the vehicle before it is used and it should be visually inspected every time they stop and exit the vehicle while servicing the territory.

Post-Trip Inspection

The Company will require its drivers to report, and every driver shall complete a DVIR at the completion of each day’s work on each vehicle operated.

The report shall identify the motor vehicle and list any defect or deficiency discovered by or reported to the driver which would affect the safety and operation of the motor vehicle or result in its mechanical breakdown.

If no defect or deficiency is discovered by, or reported to the driver, the report shall so indicate. In all instances, the driver shall sign the vehicle inspection report and leave it on the vehicle. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.

CORRECTIVE ACTION

Prior to operating a motor vehicle, all required repairs that would likely affect the safe operation of the vehicle must be completed. If major repairs become necessary while in transit, the driver shall immediately notify their Manager for further instructions before continuing the trip.

**A SAMPLE DRIVER’S VEHICLE INSPECTION
REPORT APPEARS ON THE NEXT PAGE**

BOUND EDGE 1007

DRIVER'S VEHICLE INSPECTION REPORT
Completion of this report required by Federal Law 49 CFR 396.11 & 396.13

Location _____ Date **0000000**

Truck/Tractor _____ Trailer #1 _____

Dolly _____ Trailer #2 _____

Odometer Mileage _____

Check <input checked="" type="checkbox"/>	Explain any Defects
Engine	
Transmission	
Clutch	
Steering Mechanism	
Horn	
Windshield Wipers/Washers	
Rear Vision Mirrors	
Lighting Devices and Reflectors	
Parking Brake	
Service Brakes	
Air Lines/Light Lines	
Coupling Devices	
Tires	
Wheels and Rims	
Emergency Equipment	
Other	

☐ Vehicle condition OK
(This must be checked if there are no defects)

☐ Defects do not need to be corrected for safe operation

☐ Defects Corrected

Certified by: _____

Reporting Driver's Signature _____

Mechanic's Signature _____

Reviewing Driver's Signature _____

WRITE - MAINTENANCE
CANADY - DRIVER REVIEW

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REGULAR SYSTEMATIC MAINTENANCE

Managers will monitor service interval due dates and schedule the vehicle in for service when due. Drivers who have reason to suspect that their assigned unit has not been inspected should call their Manager **prior to leaving** the warehouse.

PERIODIC INSPECTION

All Company vehicles which operate on public highways must be inspected at least annually. Managers will be responsible for ensuring each vehicle has been inspected. A decal must be placed on each vehicle designating the date on which the inspection was conducted and where the files are maintained.

FMCSR

The FMCSR - Federal Motor Carrier Safety Regulations are the laws and procedures of the road for commercial drivers. All commercial drivers with the Company will receive their own copy and a receipt will be maintained on file with DOT compliance management company. The receipt can be found in the front of the book below.

ACKNOWLEDGEMENT OF POLICY COMPLIANCE AND RECEIPT

I certify that I have received a copy of, and have read the Company's Driver Safety Management Policy Handbook. I understand that compliance with this Policy is a condition of employment and that violation of this Policy will subject me to disciplinary action, up to and including termination of employment.

Signed

Date

Print Name