## Driving Safety

1. **Purpose**

The purpose of this procedure is to establish rules and guidelines for the operation of company owned vehicles.

1. **Operators Licenses**

Employees shall be appropriately assessed, licensed, and trained to operate the commercial vehicle. All employees shall possess a valid driver's license appropriate for the type of vehicle operated. Copies of driver's licenses will be retained in safety files and updated annually. An employee who is caught operating a vehicle which they are not licensed for or if their license has expired shall be disciplined.

All drivers must have successfully completed a road test. The test must be given by a competent person that has the ability to determine whether the person who takes the test has adequately demonstrated they have the necessary capabilities of operating the commercial motor vehicle.

Every 24 months, each driver must visit a licensed physician for the sole purpose of being physically evaluated to see if they are physically able to operate commercial vehicles.

Driver files will be kept on each driver.

The file will include:

* the driver's application
* driver's license
* road tests
* any violations
* and their medical clearance.

These files will be retained for the duration of their entire employment and then 3 years after that.

The company will ensure drivers comply with applicable hours of service regulations as stated in 49 CFR 395.

For each employed driver, an inquiry must be made to ensure the driver meets the minimum requirements for safe driving. This inquiry must be made at an interval not to exceed 12 months.

1. **Authorized Employees**

Only authorized individuals may operate a company vehicle. Any employee who is uncertain if they are authorized to operate a vehicle must contact their direct supervisor.

1. **Safe Driving Practices**

All employees shall abide by these safe driving practices:

* Cell phone usage is prohibited while operating a company owned vehicle.
* Drivers shall abide by the posted speed limits.
* Drivers must maintain a safe distance between other vehicles.
* All drivers must be well rested.
* On long trips the driver should take a break at no more than 2 hour intervals.
* Be patient and courteous to other drivers.
* Only use a company owned vehicle for its' intended use. If unsure of a vehicles intended use consult your direct supervisor.
* Vehicles shall be of the correct size and designed for intended use
* Seat belts shall be worn by the driver and all passengers in a company owned vehicle. Any employee not wearing the provided seat belts shall suffer disciplinary action.
* Do not manipulate radios or other equipment which may cause distraction.
* The operator of any vehicle must obey all traffic laws while conducting company business.
* The use of a handheld cellular phone is strictly prohibited while driving. Texting and any other activity on a handheld device is strictly prohibited while driving.

1. **Impairment**

Employees shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, and prescription or over-the counter medications that might impair their driving skills. Before operation of a company owned vehicle, employees shall report to their supervisor if taking a prescription medication or over-the-counter medication. Only when you are given written permission may you operate a company owned vehicle while taking medication. Any employee that operates a company owned vehicle while impaired from alcohol or illegal drugs shall be disciplined.

1. **Accident and Traffic Violations**

Any accident or traffic violation that occurs while operating a company vehicle shall be reported immediately to the supervisor. The employee may be required to take a drug screen and may be relieved from their job while an investigation is performed to determine the cause of the accident or traffic violation. If it is determined that the employee is at fault they may be disciplined and/or required to attend a driving safety course. An employee must receive written permission from management to resume operation of a company vehicle after an accident or traffic violation.

1. **Secured Loads**

All loads in a company vehicle must be secured to ensure that the load will not leave the company vehicle under normal operation conditions. The driver must ensure that the load falls below the manufacturers load limits and legal limits. If an employee is uncertain if the load falls below the manufacturer or legal limits they shall contact their immediate supervisor for guidance.

1. **Vehicle Maintenance**

Vehicles shall be maintained in safe working order. All vehicles shall be inspected by the driver daily before use. This inspection must be documented. If the vehicle is determined unsafe to use by the driver the supervisor shall be informed immediately. The vehicle will be "dead-lined" until it can be inspected by a certified technician to determine if the vehicle needs repair or is safe to operate. All company vehicles shall undergo preventive maintenance.

All vehicles will be inspected at an interval not to exceed one year, by a competent person. These inspections must be documented.