

	DRIVING SAFETY PROGRAM	Document No.:	HSE-OP-024
		Department:	Operations
		Revision Date:	05 APR 2010
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Purpose

Half of all accidental deaths in the US are caused by motor vehicles. The greatest cause of job related fatalities in the U.S. is the driving of personal or company vehicles. The safety of our employee and the protection of the property of others is a concern Trinity Medical Management ("Trinity"). This Driving Safety Program was developed to assure this safety and protection.

The Driving Safety Program applies to all locations where Company vehicles are operated.

Company operated vehicles include:

- Company Cars and Vans
- Company pool cars and vans
- Company delivery vehicles and trucks

Administration

The Operations Manager is responsible for the development and implementation of this program. He/she is responsible for all motor equipment operations and to serve as a single point of contact for issues, information and reports on motor equipment. Operations will maintain vehicle use records including home-to-work usage.

No employee shall use a Company vehicle for transportation between their home and place of employment without the expressed written approve of the CEO.

Operations Mgr. Responsibilities

The Operations Manager shall designate in writing a local motor vehicle manager who shall be responsible for directing the operation of the motor vehicle fleet, and shall:

- Operate the fleet in accordance with applicable laws and regulations, and Company and local directives;
- Ensure that an adequate system of records including logs of home-to-work usage are established and maintained;
- Perform and document reviews at least annually of assignments to individuals or organizational components to determine if continued assignment is justified;
- Perform and document an annual review of motor vehicle utilization statistics to identify underutilized motor vehicles;
- Rotate motor vehicles between high and low mileage assignments;
- Perform documented trend analyses of the annual costs of the motor vehicle fleet and review present operations and new requirements for the purpose, where feasible and cost effective, of establishing alternative sources for the motor vehicle fleet operation, e.g., pooling arrangements, shuttle bus service, taxicabs, and joint utilization by several groups; and
- Assure the maintenance of individual motor vehicle use records, such as trip tickets or vehicle logs, showing sufficiently detailed information to evaluate the

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- appropriateness of assignment and adequacy of use being made. If one-time use is involved, such as assignments from motor pools, the individual's trip records must, as a minimum, identify the motor vehicle and show the name of the operator, dates, destination, time of departure and return, and mileage;

Policy

Any employee that is authorized to operate a Company truck or vehicle must meet all requirements of the Federal Highway Administration and State Government Regulations. Employees that are assigned to operate any kind of vehicle that has a gross combination weight rating of 26,000 or more pounds are required to have a current, valid Commercial Driver's License (CDL), issued by the state.

Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company- owned vehicle. Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the Operations Manager notified. Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.

All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws. All employees authorized to operate any company owned or leased vehicle will be included in the company random drug-testing program. Drivers must be appropriately assessed, licensed, and trained to operate the vehicle. All authorized employees must possess a valid state driver's license for the class vehicle authorized. Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license.

Drivers will not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the counter medications that might impair their driving skills.

Driver Qualifications

Accident control for our fleet begins with the selection of company drivers. Only the most qualified drivers should be selected, both for full-time and part-time drivers.

Employees are often responsible for operating expensive equipment and handling valuable or hazardous cargo. Employee selection must begin with well-defined requirements for each job that includes the duties of the job, the physical and mental attributes required, and the education of training required. The applicant's ability and skills, experience with similar jobs, job knowledge and attitude towards safety are be considered.

The following lists the *"minimum"* qualifications that must be met (and maintained) by any employee assigned to drive a Company truck or vehicle, other than a company care or passenger van:

- Applicants must be at least 21 years of age.

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- Applicants must be able to read, speak and write fluently in English.
- Applicants must understand highway traffic signs and signals
- Applicants must be able to respond to official inquiries and to make written entries on reports and records
- Is physically qualified to operate a motor vehicle and has no movement limitations concerning their arms, legs, foot, head, waist, back, hands or fingers.
- Has no established medical history that would interfere with their ability to operate a motor vehicle to include:
 - Myocardial infarction, coronary difficulty, or any heart condition
 - Diabetes
 - Respiratory dysfunction
 - High Blood Pressure
 - Epilepsy
 - Mental, nervous, or other functional or psychiatric disorder
 - Arthritis, neuromuscular, or vascular disease
- Has the visual acuity and binocular vision of at least 20/40 (with or without corrective lenses), and the field of vision of at least 70 degrees in each eye.
- Does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1000 Hz, and 2000 Hz with or without a hearing aid.
- Has passed a pre-employment drug test.
- Does not use drugs that fall into the following categories: opiate, hallucinogenic, depressant, or stimulants.
- Have a valid Commercial Driver's License
- Has furnished a list of all motor vehicle accidents AND convictions that have occurred in the last 3 years.
- Has successfully completed a Company monitored road test.
- Has completed a Company written examination.
- A background investigation of the applicant's driving record and employment record over the past three years have been completed.

Home Use

Only the Operations Manager may approve the use of Company vehicles between residence and place of employment. The approval process for the use of vehicles between residence and place of employment will be different based on the reason for approval.

Employees engaged in field work will be approved on the basis of positions. Each office requesting approval of vehicle use between residence and place of employment for employees engaged in field work shall submit justification, in memorandum form, to the Operations Manager. This justification shall include the position title and series, number of employees affected, name and title of person requesting approval, dates, location of official duty station, frequency and duration of the field work, and justification for the use of the vehicles.

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After the initial justification for each position has been approved, the requesting office should reassess and resubmit justification every year.

If a position is approved for the use of a vehicle between residence and place of employment based on field work, the approval is only in effect when an employee is actually engaged in field work and should not be interpreted as authorization to use the vehicle at anytime other than when conducting field work.

Usage Documentation

Each employee using a vehicle between his or her residence and place of employment will maintain a record identifying the vehicle used (license plate number), destination, starting and ending mileage and purpose of trip. This record will be turned into the Operations Manager monthly. The record(s) shall be maintained together with the request for and approval of the use of a government vehicle between residence and place of employment. These records shall be readily available for audit until disposed of according to established records management procedures.

Driver Education

Initial education of a new employee and ongoing training of current employees is extremely important in a motor vehicle safety program. All employees should be familiar with the correct procedures in operating Company motor vehicles, as well as loading or unloading any property onto vehicles.

Seat Belts

Seatbelts must be worn by all occupants at all times whenever a vehicle is in motion.

Use and Care of Company Vehicles

Anyone who operates a licensed vehicle owned or controlled by this company must possess a valid driver's license. You are responsible for all personal property left in any company vehicle.

The Vehicle

- All drivers are required to inspect their vehicles on a regular basis.
- Check oil level, water or antifreeze, tires, exhaust system, and windshield wipers.
- Check for loose wheel nuts, oil, water, fuel or air leaks.
- Check for proper vision and clean windshield. Adjust seat, mirror, etc.
- Check all safety equipment assigned to your vehicle.
- Check all instruments.
- Check air and/or hydraulic pressure.
- Check sound of engine.

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- Start equipment and make sure all controls are operating properly.
- Winter Checklist:
- Clear snow, ice and/or frost from all windows.
- Check proper ventilation when operating or sitting inside a vehicle with the motor running.
- Keep the vehicle clean of trash and cans, etc., which could impede operation.
- Large items such as tool boxes and fire extinguishers should be secured.
- Orange cones must be placed at the front and rear of the vehicle when parked.
- Loads must be secure and should not exceed the manufacturer's specifications and legal limits for the vehicle.

Safety Driving Practices

All authorized drivers must adhere to the following safe driving practices:

Stay Safe

- Never exceed the posted speed limit.
- Always maintain a safe distance between other vehicles.
- Use a seat belt at all times – driver and passenger(s).
- Be well-rested before driving.
- Avoid taking medications that make you drowsy.
- Set a realistic goal for the number of miles that you can drive safely each day.
- If you are impaired by alcohol or any drug, do not drive.

Stay Focused

- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other equipment that must cause distraction, eating or drinking, and talking on the phone.
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.
- If cell phones must be used they must be in hands-free mode.

Avoid Aggressive Driving

- Keep your cool in traffic!
- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

Accident Reporting & Investigation

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Authorized drivers will report any collision or traffic violation while driving on company duties to the appropriate personnel. Management has the responsibility to see that drivers are adequately trained on what to do when an accident occurs. All information should be recorded and reported promptly to the insurance carrier. The driver involved in an accident has the important duty of making the initial report of the accident. The driver will usually contact the home base or terminal about the accident and then gather the information needed. Even minor accidents must be reported to management to protect against potential claims.

The importance of the driver's report and conduct at the scene cannot be minimized. What they say and do at the accident scene can either help or hinder the successful settlement of the accident case. Drivers must know what to do and say to handle situations as they arise.

The following is the recommended procedure for drivers at the scene of an accident in which they were involved:

1. Stop the vehicle immediately and shut off the engine.
2. Protect the accident scene from further mishap by turning on four way flashers and by placing flares and reflectors at a safe distance. Extinguish fires and do not smoke at the scene. If necessary, direct traffic around the accident scene.
3. (Department of Transportation regulations specify the location and distance of warning devices in disabled vehicle situations.)
4. See that injured persons are cared for until medical help arrives.
5. See that help, such as police, medical personnel, and wreckers, are summoned to the scene as needed. Make sure the police inspect the damage and make notes of bodily injury (if any). Write down names, badge numbers, and stations of investigating officers.
6. Be prepared to provide lists of any hazardous materials involved to fire department personnel.
7. Be alert to statements made by occupants of other vehicles. Take down any remarks concerning admissions of guilt, defective conditions of other vehicles, extent of injuries and property damage.
8. Make no statements to occupants of other vehicles or witnesses regarding your fault, injuries or condition of your vehicle.
9. Always obtain:
 - License plate numbers of other vehicles.
 - Other driver's license numbers, names and addresses.
 - Names and addresses of owners or vehicles
 - Information on damage to other vehicles and any injuries.
 - Name and address of all witnesses (including vehicle occupants).
10. A diagram of the accident scene showing location of vehicles after the collision.

All accidents should be reported to the Supervisor as soon as possible.

Vehicle Maintenance

The vehicle must be fit for the purpose, and should be maintained in safe working order. The primary purpose of a vehicle maintenance system is to ensure safe and efficient vehicle

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performance which can help to extend the vehicle's life and avoid accidents. The Company maintenance program provides the following benefits:

- Accidents caused by brakes, tires, steering, and other component failure can be substantially reduced by proper maintenance.
- Preventative maintenance can minimize interruptions of regular work schedules caused by breakdowns.
- Regularly scheduled inspections made at proper intervals provide opportunities to make minor repairs and adjustments that may help to prevent unnecessary and costly repairs.
- Commercial drivers may take pride in equipment that is kept in top operating condition, and may be more likely to drive safely and to handle equipment with care.
- Fleet management recognizes the important sales and public relation value of keeping equipment clean and well maintained. Trucks are traveling billboards and can reflect a safety-minded company.
- Drivers should be responsible for the condition and safe operation of their assigned vehicles.
- Drivers should check their vehicles for possible defects and report them for correction according to company policy. Driver vehicle conditions reports furnish valuable information for evaluating the efficiency of the maintenance system.

Appendices

HSE-BF-029 Company Passenger Vehicle Preventive Maintenance Schedule
HSE-BF-030 Maintenance Record Form