Module J Company Vehiclestcfh1-31-14rev1.0

Read this module and complete the corresponding test for 1 credit hour in the Safety and Loss prevention program. Email your test to [billy.earnst@angeltrax.com](mailto:billy.earnst@angeltrax.com). A 100% score earns 1 credit hour.

COMPANY VEHICLES

Only authorized employees may operate, in the course of their work, any company-owned motor vehicle.

Prior to authorization, the employee must possess a valid and current license to operate the vehicle. The Safety Director, or authorized representative, will ensure that the employee has demonstrated his/her ability to operate the motor vehicle in a safe and competent manner.

Under no circumstances may any motor vehicle be operated under the influence of alcohol, illegal drugs, or prescription or over-the-counter drugs medications that may impair their driving skills.

When driving over the road vehicles, employees will ensure that the vehicle registration and proof of insurance is within the vehicle. In the event of an accident, the Safety Director will be notified **immediately** after all potential injuries are addressed and a police report is filled out. Employees must report all traffic violations to the Safety Director and they are responsible for paying all penalties imposed by law.

Loads in vans and trucks will be properly secured [strapped or blocked] to preclude any shift or movement and care will be taken to not exceed the vehicles weight limits.

All company motor vehicles will be maintained in safe operating condition and in accordance with the manufacturer’s recommended maintenance schedule. A log book will be maintained for each vehicle and receipts will be kept for all maintenance and repairs performed.

Before use, a walk around inspection will be performed by the operator checking tires (tread depth and pressure), glass (chips and cracks), horn and lights, and general vehicle condition. Discrepancies will be noted in the log book. No vehicle will be operated that is not in safe mechanical condition.

It is expected that the below safe vehicle operation/driving procedures will be followed at all times:

1. Seat belts will be worn by all occupants at all times while the vehicle is in motion.
2. Safe distance [one vehicle length per 10 MPH] will be maintained.
3. Posted speed limits will not be exceeded.
4. During fuel stops, all fluids will be checked and the windows, headlights and taillights will be cleaned.
5. Constant attention will be maintained by always being aware of road conditions and surrounding vehicles. Unnecessary distractions will not be permitted such as using hands to dial or receive cell phone calls or changing radio stations while the vehicle is in motion. Hands free cell phone use is allowed.
6. Before backing up any vehicle, check behind and blow horn for the safety of others.

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