

SECTION 37**DEFENSIVE DRIVING****1. Purpose**

- 1.1. The purpose of these procedures is to protect employees and equipment from harm due to unsafe or careless operation of a vehicle.

2. Procedure

- 2.1. Each employee whose job requires the use of a company/personal vehicle-owned vehicle at any time, or personal vehicle on company/personal vehicle business shall comply with the following:
 - 2.1.1. It is mandatory that all occupants of a company/personal vehicle use seat belts. Any malfunctioning seat belt should be repaired and replaced by a factory-authorized agent immediately.
 - 2.1.2. All traffic laws must be obeyed.
 - 2.1.3. Always follow standard defensive driving principles while driving.
 - 2.1.4. Avoid tailgating
 - 2.1.5. At stop lights always stop at a distance from the vehicle in front so that the vehicle's tires are in view.
 - 2.1.6. Driving a company/personal vehicle or a personal vehicle for business while under the influence of alcohol or drugs (Including mind-affecting prescription drugs or non-prescription drugs) is strictly prohibited.
 - 2.1.7. Driver and passengers are prohibited from having any open containers of alcohol in a company/personal vehicle or in a personal vehicle while it is being used for business.
 - 2.1.8. A driver of a company/personal vehicle car may not pick up any hitchhikers at any time.
 - 2.1.9. A company/personal vehicle may never be left unattended with the motor running.
 - 2.1.10. The doors of a company/personal vehicle should be locked at all times while not in use.
 - 2.1.11. Do not leave valuables in sight inside a company/personal vehicle/personal vehicle.
 - 2.1.12. At no time should a trailer hitch be attached to a company/personal vehicle, unless it is part of the company/personal vehicle specs or has management approval.

3. When Involved in an Accident

- 3.1.1. Stop the vehicle, call the police and investigate. Do not move the vehicle until police arrive, unless otherwise required by Law.
- 3.1.2. Use 4-way flashers and set up warning devices if needed.
- 3.1.3. Turn off all engines, do not smoke near the vehicle, and guard against fire.
- 3.1.4. Check for fuel or cargo leaks and advise emergency responders if any are found.

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- 3.1.5. Assist the injured. DO NOT move injured unless they are in danger. Call for medical assistance.
- 3.1.6. Notify your supervisor and provide the location and nature of accident accurately.
- 3.1.7. BE COURTEOUS. Make no statement about the accident except to police, a company/personal vehicle representative, or an insurance company/personal vehicle representative.
- 3.1.8. Supply name, address, company/personal vehicle name and address, vehicle registration number, operator's license, and insurance information to police and the other party.
- 3.1.9. Comply with the company/personal vehicle's post-accident alcohol and drug testing requirements.
- 3.1.10. Document a preef WHO, WHAT, WHEN, WHERE, and HOW if possible.
- 3.1.11. Complete the appropriate Accident Report Form and forward it the Safety Department.

The Safety Department must be notified as soon as possible any time a company/personal vehicle is involved in an accident.

The MAPP Corporate Safety Manager will review each accident using the Accident Report prepared by the driver, the police accident report and the insurance adjuster's report.

4. Damage to Vehicles

Employees are required to report all damages immediately, regardless of cause or fault. The supervisor should take action to report and correct any damage or abuse as soon as it is discovered. An employee may lose the right to drive a company/personal vehicle if the Manager in charge finds abuse or neglect after consulting with the Safety Director.

5. Documentation Required

- 5.1. Company/personal vehicle-owned vehicles or a personal vehicle on company/personal vehicle business shall have the following documents in the vehicle on with the driver at all times:
 - 5.1.1. Current Vehicle Registration
 - 5.1.2. Current Proof of Insurance
 - 5.1.3. Current valid driver's license
 - 5.1.4. Accident Report