

INSERT COMPANY LOGO

VEHICLE SAFETY MANUAL

COMPANY NAME

TABLE OF CONTENTS

TOPIC	PAGE
ACKNOWLEDGEMENT	3
INTRODUCTION	5
ACCIDENT REVIEW	8
DRIVER'S LICENSING & QUALIFICATION	11
EMERGENCY PROCEDURES	14
MAINTENANCE & INSPECTION	16
USE OF VEHICLES	21
RECORD REVIEW	23
VEHICLE OPERATION	26

APPENDICES

ACCIDENT REVIEW GUIDELINES	29
DRIVER ROSTER	33
INSURANCE MAINTENANCE FOR PERSONAL VEHICLE FORM	35
MVR REQUEST FORM	36
MVR REVIEW FORM	37
VEHICLE INSPECTION CHECKLIST	38
VEHICLE SERVICE REQUEST FORM	40

COMPANY NAME

ACKNOWLEDGEMENT OF RECEIPT OF VEHICLE SAFETY MANUAL

This is to acknowledge that I have received a copy of the Vehicle Safety Manual and understand that it contains important information on many of the general driving safety policies and driving privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the manual. Additionally, I agree to abide by any new or revised policy.

I understand that I am governed by the contents of the manual and that, COMPANY NAME may change, rescind or add to any policies or practices described in this manual from time to time in its sole and absolute discretion with or without prior notice. The COMPANY NAME will advise employees of material changes within a reasonable time.

I further acknowledge and agree that employment with COMPANY NAME may be terminated for not abiding by the rules and policies set forth in the Vehicle Safety Manual.

Employee Signature

Date

Print or Type Name

IMPORTANT NOTE: I understand it is my responsibility to read, understand, and comply with the provisions contained in the COMPANY NAME Vehicle Safety Manual. If I am unable to understand any part of this manual, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange such help, I will immediately notify a supervisor who will make arrangements for needed assistance.

Section 1

Introduction

Policy

Scope

Compliance

Definitions

Introduction

The purpose of this Vehicle Safety Manual is to provide our employees with tools and materials to ensure the safety of all employees who drive company vehicles. Vehicle accidents are costly to the company, but more importantly, they result in injury to our employees, occupants of other vehicles and pedestrians. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

Policy

This policy sets the standards for managing and operating COMPANY NAME vehicles as well as personal vehicles (if used in COMPANY NAME operations).

Scope

COMPANY NAME policy and its associated programs apply to all drivers who may be engaged in the operation of any COMPANY NAME owned or leased motor vehicles on either public or private property.

Compliance

COMPANY NAME employees who are found to have violated this policy or found to have any indications of misconduct involving vehicles may be ground for disciplinary action up to and including termination. Certain offenses may result in immediate termination due to the severity of the infraction. Examples are:

- DWI/ DUI
- Driving under the influence of drugs
- Reckless Driving
- Driving with suspended or revoked license

It is the intent of this policy that unsafe behavior be identified and corrected immediately.

Definitions

Company Vehicle- Any owned, leased or rented passenger car, pick-up, truck or other similar type vehicle in or by which a person or property is or may be transported or drawn on public

highways or roads. This definition includes personal vehicles when operated in COMPANY NAME business.

Operation – the process of driving, operating or maneuvering a vehicle in a forward, backward or similar motion.

Driver- means of individual who is authorized to use a COMPANY NAME vehicle as a part of their job duties.

Preventable- any incident in which the operator failed to take reasonable action to avoid such an occurrence.

Non-preventable- any incident where the operator exercised all reasonable means to avoid the incident.

Vehicle accident – any event where a COMPANY NAME vehicle, other vehicle or property is damaged during the operation or as a result of the operation of a COMPANY NAME vehicle.

Section 2

Accident Review

Accident Review

The purpose of the accident review will be to determine why vehicle accidents occur and whether accidents are preventable or non-preventable. The ultimate goal is to prevent losses by recommending corrective action for drivers to discourage future accidents.

Responsible Parties

The review should be conducted by the COMPANY NAME owner and employee. Additionally, any witnesses or other company employees party to the incident should also provide statements.

Responsibilities

1. Review all accidents. Make a determination whether the accident was preventable or non-preventable, based on the accident report (physical area and conditions)
2. Recommend any corrective action to be taken to discourage future reoccurrence. Factors to be considered in determining corrective action to be taken include: preventability or non-preventability of the accident, nature of the accident, number of accidents by the driver, past performance of driver, and any other issues of importance. Corrective action may include: retraining of driver, written or verbal reprimand, suspension or termination.

Administrative Action

First finding of a preventable accident in a COMPANY NAME vehicle within a three (3) year period immediately preceding the accident will result in:

- a. A letter of reprimand and verbal counseling, and/or
- b. Employee retraining as deemed appropriate by ownership

Second finding of a preventable accident in a COMPANY NAME vehicle within a three (3) year period immediately preceding the accident will result in:

- a. Employee being placed on probationary driving status for 12 months. While on probation the employee's driving will be closely monitored and driving may be limited at the discretion of ownership. Any employee on driving probation who is involved in a vehicle accident (unless clearly and convincingly the accident was non-preventable), or

receives a motor vehicle violation, whether involving a COMPANY NAME vehicle or not, will immediately have driving privileges suspended. Appropriate action will be taken to remove the employee from a position that requires driving, and

- b. A letter of reprimand and verbal counseling, and/or
- c. Suspension for a period not to exceed 7 days
- d. Retraining

Third or greater finding of a preventable accident will result in:

- a. Suspension of driving privileges and transfer to a position not requiring the ability to drive, or
- b. Termination of employment

Section 3

Driver's Licensing and Qualifications

Licensing

Driver Qualifications

Driver Roster

Driver Licensing

COMPANY NAME requires all employees who operate vehicle on either an assigned or occasional basis to have the appropriate driver's license required by the State for the class of vehicle driven. It is the responsibility of the employee to obtain the appropriate license and to ensure it is always maintained and current .

Driver Qualifications

An employee whose job duties involve the operation of a COMPANY NAME vehicle shall:

1. At all times be in possession of and able to produce a valid State driver's license in the appropriate classification established for the vehicles operated in his or her job duties.
2. Be 21 years of age or older to operate COMPANY NAME owned/ leased vehicles.
3. Be an authorized employee of COMPANY NAME (no family or non-employee use is authorized or permitted)
4. Have at least one year of experience in the class of vehicle operating.
5. Drivers are not qualified, if during the last 36 months, the driver has had any of the following experiences:
 - a. Been convicted of a felony
 - b. Been convicted of sale, handling or use of drugs
 - c. Had automobile insurance cancelled, declined or non-renewed by a company.
 - d. Been convicted of an alcohol or drug-related offense while driving.
 - e. Had driver's license suspended or revoked.
 - f. Been convicted of three or more speeding violations or one or more other serious violations.
 - g. Been involved in more than 2 chargeable accidents.
6. Immediately notify the owner of changes in driver license status (ie revoked, expired, cancelled, suspended, etc)

An employee who fails to report a change in the status of his/ her driver license shall be subject to the following:

- a. Letter of reprimand and verbal counseling and/or
- b. Suspension from work and/or
- c. Suspension of driving privileges and transfer to a job not requiring the ability to drive, or
- d. Termination of employment

Note: It is the responsibility of any employee whose license has expired, been suspended, revoked, or cancelled to immediately notify his/ her supervisor. As possible, an employee may be temporarily or permanently reassigned if he/ she can no longer legally perform their assigned driving responsibilities. Employees who cannot be reassigned may be subject to termination.

7. Within 24 hours after returning to work, notify their supervisor if convicted of a moving violation or involved in an accident as an operator, whether on or off the job..

Driving Roster

COMPANY NAME will maintain a roster of all employees who are authorized to drive COMPANY NAME vehicles. This document will include the employees' current driver license number and expiration date. This information will be kept current and shall be subject to periodic review.

Section 4

Emergency Procedures

Vehicle Emergency Procedures

When it is absolutely necessary to stop on a highway or street in case of an emergency, use extreme caution and use one of the following methods to alert oncoming traffic:

- a. Activate emergency flashers
- b. Warning signals and lights may be turned on
- c. Deploy warning flags, reflector triangles or other emergency equipment.

If the vehicle needs to be towed, contact COMPANY NAME. COMPANY NAME will dispatch appropriate assistance to the scene.

Accident Procedures

In the event of an accident:

- a. Notify local emergency department by dialing 911 and provide pertinent information concerning the accident or incident. If no phone is available, immediately dispatch someone to contact COMPANY NAME (who can contact 911). DO NOT leave the accident scene until local emergency personnel have responded. Drivers should speak freely and accurately to law enforcement personnel.
- b. Obtain the name, address, and phone number of injured person and all witnesses if possible.
- c. Exchange vehicle identification, insurance company name and policy number with other driver
- d. Photograph the scene of accident and vehicles if possible
- e. Complete appropriate accident reports
- f. Turn all information over to COMPANY NAME within 24 hours
- g. Do not admit negligence or liability. Do not attempt settlement, regardless of how minor.

Section 5

Maintenance and Inspection

Purpose

The intent of this section is to implement an aggressive and ongoing vehicle maintenance and inspection program which will ensure that COMPANY NAME vehicles are properly serviced and maintained.

Scope

COMPANY NAME policy applies to all employees engaged in the operation of any vehicle owned or leased.

Compliance

COMPANY NAME employees who fail to comply with the requirements of this policy shall be subject to disciplinary action.

Supervisors

Supervisors will prepare a schedule for maintenance or repair in accordance with repair needs and manufacturer's schedule of maintenance. The supervisor will ensure all vehicle and equipment reports are completed and that maintenance is current on all vehicles or equipment.

Employee Responsibilities

Employees are expected to:

- a. Perform and document vehicle pre-operation inspections
- b. Perform any authorized maintenance (ie replacement of fluids) based upon the type of equipment being operated.

Vehicle Inspection

Operators of automobiles, vans and light trucks shall be responsible for performing a daily walk-around of their vehicle prior to it being placed into service. Completed inspection forms are to be filed on a weekly basis with COMPANY NAME. Inspections will include (but not be limited to):

- a. Identifying any physical damage
- b. Engine inspection (includes checking fluids)
- c. Exterior lights (head lights, brake lights, turn signals)
- d. Brakes
- e. Steering
- f. Tire pressure and conditions
- g. Miscellaneous

Heavy Truck operators (if applicable) shall also perform a daily walk-around inspection of the equipment prior to it being placed in service. Daily inspection shall include (but not be limited to):

- a. General condition of unit
- b. Fluids and belts
- c. In-cab conditions
- d. Exterior condition and physical damage
- e. Transmission inspection
- f. Brake inspection
- g. Towed unit inspection (if applicable)

If problems are noted during the vehicle inspection, a vehicle service request should be immediately forwarded to COMPANY NAME. Vehicles that are found to have potential operational safety hazards are to be immediately taken out of service until such hazards are corrected. Employees who operate a vehicle with a known safety hazard or one that has been taken out of service will be subject to disciplinary action.

Vehicle Maintenance

A sound maintenance program and the degree to which it is carried out on a daily basis are extremely important. Not only does a well-implemented maintenance program extend the life of the vehicle, it also reduces operational costs, insurance premiums, and accident frequency. Having vehicles that are well maintained creates a positive image with the public and projects a safety conscious image. With this in mind, the following outlines those procedures and/or requirements deemed fundamental for proper upkeep of COMPANY NAME vehicles.

For any of the maintenance issues described in this section, proper procedures for reporting repairs/ maintenance are to be followed.

The operator will be responsible for ensuring that vehicles and equipment are serviced in a timely manner, by monitoring service hours, mileage or service dates. When the vehicle is due for preventative maintenance, the operator will notify the owner at least one (1) week prior to the scheduled service date to set up an appointment. If the employee is unable to make the appointment, the owner will coordinate an alternative date for scheduling. Failure to maintain vehicles or equipment according to manufacturer recommendations or guidelines set forth by maintenance will be subject to disciplinary action.

Operators are responsible for the general daily upkeep of their assigned vehicles or equipment. Vehicles and equipment are to be washed regularly. Due to safety, health and sanitary issues, vehicles must be clean and empty of trash (unless the problem the vehicle prohibits cleaning) on a daily basis.

Emergency Maintenance

Emergency maintenance is required when a vehicle or piece of equipment breaks down and cannot be operated safely. When a vehicle or piece of equipment becomes inoperable during normal operating hours, the problem should be immediately reported to COMPANY NAME.

If the vehicle becomes inoperable after normal operating hours, on weekends or holidays, the operator is required to contact the owner and advise them of the problem. Once reported, a service truck or tow truck will be dispatched to either repair or transport the vehicle to a repair facility.

Non-Emergency Maintenance

In the event that maintenance needs arise that are above and beyond that required by the preventative maintenance schedule, the following process should be adhered to:

- a. Contact the owner and apprise of the situation. The necessary arrangements to schedule the repair will be made.
- b. The requesting party will be notified when and where to bring the vehicle for servicing.

Preventative Maintenance

All vehicles will be covered under a preventive maintenance program. The type and frequency of preventative maintenance to be conducted is based on mileage or time basis.

The schedules are as follows:

1. Automobiles, vans, SUVs, light trucks
 - Level A Every 5,000 miles
 - Level B Every 15,000 miles
 - Level C Every 30,000 miles

2. Heavy Trucks
 - Every 6 months

Preventative maintenance for vehicles at a minimum will be according to manufacturer specifications

3. Equipment
 - New Every 100 service hours or two weeks
 - Level A Every 240 service hours or monthly
 - Level B Every 500 service hours or 3 months
 - Level C Every 1,000 service hours of 6 months

Preventative maintenance for equipment at a minimum will be according to manufacturer specifications

After completing each preventative maintenance or service, operator will note the next maintenance date. This is also commonly accomplished by a sticker placed on the equipment or windshield of the vehicle.

Disposition

In general, most vehicles should be replaced when they reach 100,000 miles. However, there may be circumstances in which vehicles may be replaced later or sooner (according to maintenance and repair costs). These decisions will be made on a case by case basis.

Records

Records of vehicle inspections will be maintained for a minimum of one (1) year.

Section 6

Use of Vehicles

Company Vehicles

Personal Vehicles

Company Vehicles

Insurance and Registration

Each company owned vehicle is required to have appropriate vehicle registration and insurance information kept in the glove compartment or attached to the driver's sun visor or other area which is familiar to the driver. Missing information is to be reported to owner or supervisory personnel who will ensure that the necessary replacement is obtained.

Take Home Use

The only employees allowed to take company owned vehicles home are to be authorized in writing by company owner PRIOR to taking vehicle home overnight. This usually involves normal work responsibilities that include evening and/ or weekend work. All employees allowed to take vehicles home shall be designated in writing by owner and updated as needed.

Company vehicles that are taken home are not to be used for personal business while housed at the employee's residence. Additionally, at no time is any non-employee authorized to operated a company vehicle.

Personal Care use

The COMPANY NAME does not allow the use of privately owned motor vehicles to conduct company business.

Privately owned vehicles used to commute to and from the job site location are required to have auto liability insurance on their vehicle in at least the minimum amount required by state law and must carry proof of such coverage at all times.

Section 7

Record Review

Motor Vehicle Record Review

The intention of this section is to establish guidelines that will assist COMPANY NAME in determining those employees who will be authorized to operate company vehicles.

Motor vehicle records reflect driving behaviors both on and off the job, and are useful in evaluating driver risk. It is a COMPANY NAME policy and requirement for employment that every employee position with driving duties requires a motor vehicle record (MVR) meeting the grading requirement stated below. This MVR policy applies to all employees driving company vehicles. The company recognizes that this information is sensitive to the individual whose record is being evaluated. Therefore, MVR information will be gathered by ownership and shared on with those with a legitimate need to know.

MVRs will be examined prior to the start of employment and at least annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon an MVR meeting the required standards outline below.

The standards for MVRs are as follows:

1. All operators must have a valid driver's license for at least three years
2. No new driver will be hired with a "borderline" or "poor" MVR. MVRs will be graded based on the table below, as minimum requirements.
3. Driving records must remain "acceptable" or "clear", as graded on the table below, for continued employment in positions with driving duties.
4. Current employees whose MVR places him/her within the "borderline" category will be counseled by management and placed on a probationary driving status for one year, conditional upon maintaining a clean MVR during that period. Additionally, the employee will be required to complete additional training.
5. Any current employee whose MVR places him/her within the "poor" category will have driving privileges suspended. Furthermore, the employees may be issued a written reprimand and may be subject to suspension, transfer to job without driving privileges, or termination.

Number of Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

Minor Violation:

ANY VIOLATION NOT LISTED AS MAJOR

Motor vehicle equipment
 Improper / failure to display license plates
 Failure to sign/ display registration
 Failure to have driver's license in possession
 (if a valid license exists)

Major Violation:

Driving under influence of alcohol/ drugs
 Failure to stop/ report accident
 Reckless Driving/ Speeding Contest
 Driving while impaired
 Making a false accident report
 Homicide, Manslaughter, or assault arising
 out of the use of a vehicle
 Driving while license suspended or revoked
 Careless Driving
 Attempting to elude a police officer

Section 8

Vehicle Operation

Vehicle Operation

Every time a company vehicle is moved, the driver has a duty to drive in a safe and courteous manner that will reflect favorably on COMPANY NAME. Drivers are expected to take extra precautions and drive defensively; this includes:

Lights- for vehicles without daytime running lights, driving with headlights on, day or night

Riders and Passengers- no unauthorized riders are allowed in company vehicles. Seats will not be overcrowded beyond the capacity of the available seat belts. In no cases will employees be allowed to ride in a standing position in the back of a truck, sitting on the wheel wells, or with any part of their body extending over the side or rear of a truck body.

Distractions- employees shall refrain from engaging in activities that may distract them from their primary task of safe driving while operating company vehicles. Distractions include (but are not limited to) cell phones, radio operations, reading, texting, eating, or serious conversations.

Seat belts- use is mandatory in company vehicles. This applies to both the driver and all passengers in seating locations equipped with seat belts. In operations where a seat belt would hinder the ability of the operator to safely perform the job, will not be required provided that COMPANY NAME approves PRIOR to operation and vehicle speed does not exceed 10 miles per hour.

Parking- company vehicles shall not park in "No Parking" zones except in emergency situations or in the required performance of their duties. If a vehicle is parked in a "No Parking" zone, emergency flashers will be activated. No vehicle or piece of equipment is to be left unattended with the keys left in the ignition. All vehicles are to be locked and secured when park and unoccupied.

Backing- backing of vehicles should be discouraged unless the driver cannot avoid it and the driver has a clear view of the entire area to be backed into. If such a view is not present, the driver, if alone, will get out of the vehicle and inspect the area or, if a second person is in the vehicle, the second person will get out and guide the driver using appropriate hand and/or voice signals.

Citations- should a company employee receive a citation while operating a company vehicle, he or she is responsible for fines, cost of court, and any associated costs.

Each driver is required to report all moving violations to ownership within 24 hours. This requirement applies to violations involving the use of any vehicle on company business. Failure to report violations will result in appropriate disciplinary action.

Drivers also need to be aware that traffic violations incurred during non-business (personal use) hours will affect their driving status as well and are subject to review per the record review policy.

Appendices

Accident Review Guidelines

Driver Roster

Insurance Maintenance for Personal Vehicle Form

MVR Request Form

MVR Review Form

Vehicle Inspection Checklist

Vehicle Service Request Form

VEHICLE ACCIDENT REVIEW GUIDELINES

These guidelines may assist in determining if a vehicle accident was or was not preventable.

Determining when an accident could have been prevented

One of the most difficult, yet important, parts of a safety program is determining whether an accident was preventable, and what part, if any, the employee played in the accident. A good method of maintaining consistency in judgements is to set up clear boundaries to determine when an accident could have been prevented. The following descriptive boundaries may be used as the basis for determining accountability.

A. Defensive Driving

Expert safe driving performance, not just average performance, is based on the concept of defensive driving- the ability to avoid accidents in spite of wrong actions or adverse driving conditions. The following definition of defensive driving should be applied to all accidents: *A defensive driver is one who commits no driving errors and makes allowances for the lack of skill or improper driving practices of the other driver. A defensive driver adjusts driving to compensate for unusual weather, road, and traffic conditions and is not tricked into an accident by the unsafe actions of pedestrians or other drivers. By being alert to accident-inducing situations, the driver takes the necessary precautions to prevent the accident. The defensive driver knows when it is necessary to slow down, stop or yield the right of way to avoid involvement.*

B. Standard of performance accidents

These accidents involve so many factors that it is impossible to set hard and fast rules to classify them preventable or non-preventable. In making these decisions, you must answer the questions "what standard of safe driving performance do we expect of our employees". Drivers respect a strict interpretation of the rules, so long as time and effort are taken to ensure that the interpretation is consistent and impartial.

C. Accidents in company vehicles

All accidents, regardless of damage, shall be reviewed by ownership.

D. Accidents involving more than one company driver

When two or more company vehicles are involved in the same accident, each driver may be charged with a preventable accident regardless of who was primarily responsible. A preventable accident will only be charged against the person operating the vehicle, not against passengers, even if they are company employees.

E. Witness Statements

Each driver involved in an accident usually contributes to it in some degree. If the other driver admits fault, it usually means that he sees how he contributed to the situation. If the other driver admits fault, it usually means that he sees how he contributed to the situation. The company driver may still have contributed to the accident. None of the following is conclusive evidence that an accident is non-preventable:

- a. Admission of being at fault by the other driver
- b. Citation of the other driver for a traffic violation; or
- c. Exoneration statement for the company driver by eyewitness or police.

F. Preventable

Unless thorough investigation shows that the employee could not have avoided involvement by driving more defensively, the following types of accidents shall be regarded as preventable:

- a. Intersections- a driver approaching and entering an intersection must take precautionary measures to avoid accidents. Complex traffic movement, blind intersections or failure of another driver to conform to the law or traffic control devices will not automatically classify an accident as non-preventable. Intersection accidents are preventable even though a driver has not violated traffic regulations. Accidents are preventable when a company driver crosses an intersection and does not consider the obviously potentially dangerous actions of the other driver (excess speed, crossing the lane in turning, coming from a blind spot).
- b. Backing- practically all backing accidents are preventable. Drivers are responsible for backing safely. During the maneuver the driver must check all clearances himself, even if given instructions by a guide. The guide cannot control the movement of the vehicle.
- c. Front -end collisions- regardless of abrupt or unexpected stops of the vehicle ahead, a driver can always prevent front-end collisions by maintaining a safe distance . A driver must prepare for possible obstructions on the highway whether in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of front-end collisions. The vehicle should be able to stop within the distance illuminated by its headlights.
- d. Rear- end collisions- drivers often risk being struck from behind when they brake sharply. An accident is preventable if a rear-end collision occurs because the vehicle rolls back, makes an abrupt stop at a light or grade crossing, or the driver does not signal a turn at an intersection. Failure to signal or to slow down gradually contributes to accidents.
- e. Passing- failure to pass safely indicates faulty judgement as well as failure to consider one or more important factors before attempting the maneuver. Unusual actions of a driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident. However, the entire passing maneuver is voluntary and is a driver's responsibility.
- f. Being passed- side swipes and cut-offs are preventable when a company driver yields to a passing vehicle by slowing down or moving to the right when possible
- g. Lane Encroachment- a company driver is rarely a victim of encroachment by another vehicle when changing lanes. Similarly, entrapment in merging traffic shows the driver

will not yield to other vehicles or wait for a break in traffic. Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves when they cannot see far enough ahead. A driver can prevent accidents with parked cars, pillars and other road structures by dropping back when another driver contests a common portion of the road.

- h. Grade Crossing- collisions with fixed rail vehicles, such as trains, maintenance vehicles, etc occurring at grade crossings, in traffic, in a yard or on private property are the responsibility of the driver to prevent. When a vehicle is parked across a rail siding, the driver must first determine if it is safe and permissible and , furthermore, must stand by in case conditions change by the movement of rail cars during the parking interval.
- i. Opposing vehicles- when an opposing vehicle enters a driver's traffic lane, it may be possible for a driver to avoid a collision. For example, when an opposing vehicle is in a passing maneuver the driver should slow down, stop or move to the right to allow the vehicle to re-enter its own lane. Signaling the opposing driver by flicking the head-lights or sounding the horn might aid in the avoidance of an accident.
- j. Turning- turning movements, such as passing maneuvers, require the most exacting care by a defensive driver. Drivers who are making left or right turns are responsible for squeeze plays involving other vehicles, scooters, bicycles or pedestrians. Defensive action and failure to signal, to properly position the vehicle for the turn, to check the rearview mirrors, or to check pedestrian lanes should be considered when determining if an accident could be prevented. A defensive driver should watch for sudden turns by other drivers and should act on any tip-offs from the other driver (eye contact) or vehicle immediately before the incident. U-turns that result in collisions are considered preventable.
- k. Passenger accidents- passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even if an incident does not involve a collision of the vehicle, it must be considered preventable if a driver stops, turns, or accelerates abruptly. When passenger injury occurs as a result of emergency action taken by a company driver trying to avoid a collision, the situation should be examined to determine if proper driving could have eliminated the need for the action.
- l. Pedestrians- traffic regulations and court decisions generally favor pedestrians hit by moving vehicles. Drivers must reduce speed, be prepared to respond, and take precautions to prevent accidents in school zones, shopping areas, residential streets and other areas that have special pedestrian traffic. Even though a driver follows posted speed limits or warning signs, the vehicle may be traveling faster than the conditions allow. Drivers must be alert to pedestrians crossing at mid-block or from between parked vehicles. They must also watch for bicycles, motor scooters and similar equipment that are generally operated by young and inexperienced operators. A driver who doesn't slow down when such equipment is present has failed to take the necessary precautions to prevent an accident. Keeping within posted speed limits alone is not enough when unusual conditions require less speed.
- m. Weather- adverse weather conditions are not valid excuses for being involved in an accident. Rain, fog, sleet or slippery pavement has never caused an accident. These conditions merely increase the hazards of driving. Vehicle accident review should decide

an accident was preventable when it was caused by a driver's failure to adjust driving to prevailing weather conditions. Accidents that occur because a driver fails to use safety device should be deemed preventable when it was reasonable for the driver to have used such devices.

- n. Fixed objects- collisions with fixed objects are preventable. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements, inclined entrances, and marquees projecting over traveled sections of the road are not valid reasons for excusing a driver. A driver must constantly look for such conditions and make needed allowances.
- o. Parking – unconventional parking actions, including double parking and failure to put out warning devices, generally make an accident preventable. Accidents normally are preventable if they are caused by parked vehicles that roll-away because wheels were improperly blocked or turned toward the curb to prevent vehicle movement.
- p. Mechanical failure- any accident caused by a mechanical failure that could have reasonably been detected by a driver should be judged preventable. It is a driver's responsibility to report unsafe vehicle conditions and obtain immediate repairs when continued operation might result in an accident. In this way an accident that results from unexpected mechanical difficulties is preventable.
- q. Non-collision – many accidents, such as overturning, jack-knifing, or running off the road result from emergency action by a driver trying to avoid involvement in a collision. Examination of the driving procedures prior to an incident may reveal speeds too fast for conditions or other factors. A driver's action prior to involvement should be examined for possible errors or lack of defensive practices.
- r. Miscellaneous- projecting loads, loose objects falling from the vehicle, loose tarpaulins or chains, doors swinging open and other hazardous driving situations that result in damage or injury to persons are preventable if a driver fails to properly secure them. Cargo damage resulting from unsafe vehicle operations is preventable.

2- Person has a commercial driver license (CDL) and drives a company vehicle

Inspection Checklist

Leaks. General	Walk around & inspect for leakage of water, fuel or lubricants under vehicle
Windshield	Check for cracks, abrasions. Check windows for proper operation and seal.
Windshield Wipers	Check motor, arms, blades, and controls. Do they properly clean windshield?
Exterior	As you approach vehicle note general condition of vehicle. Look for scratches and dents or missing parts (mirrors, flaps, etc). Do doors close and lock properly?
Interior	Loose objects, seats, seat belts, holes, etc
Exhaust	Check for any loose or hanging parts
Tires	What do the tires look like? Inspect for cuts/ wear. Is there any tread or sidewall separation? Check pressure daily.
Battery Check	Check for loose battery cables and corrosion.
Hydraulic/ Oil Fluid	Check level and maintain as necessary.
Gauges	Are they properly working?
Steering	Is there excessive free play, jerks, pulls? If unit has power steering, is it operating correctly?
Brakes	Test brakes before operating. If pedal goes all the way to the floor when applied, that is the first indicator that the brake are bad. Check for sponginess in pedal.
Lights	Check daily (head lights, high & low beam, tail, brake, flashers, turn signals, back-up).
Horn	Does it work?
Belts/ Hoses	Check for cracks, splits or worn spots.
Suspension	Step back and see if the vehicle is sitting lower on one side than the other or in the back or front.
Engine Coolant	Visually check the level. Note: never remove the radiator cap to check the coolant level when the engine is running or when the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect hands.
Transmission Fluid	Check levels
Wheel Lugs	Loose, broken , missing. Stud or bolt holes on the wheels should not be elongated.
Unusual Noises	Report any heard.
Vehicle Documents	Registration, proof of insurance, etc.

COMPANY NAME

INSURANCE/ MAINTENANCE REQUIREMENTS FOR PERSONAL VEHICLES

I, the undersigned, agree, as a requirement for using my personal vehicle during the course of my employment with COMPANY NAME, will retain automobile liability insurance for bodily injury and property damage on the vehicle that I am driving for at least the minimums required by my State.

I further agree to maintain my vehicle in a safe operating condition.

NAME: _____

SIGNATURE: _____

DATE: _____

COMPANY NAME
REQUEST FOR MOTOR VEHICLE RECORD CHECK
EFFECTIVE : _____
(DATE)

In connection with my employment with COMPANY NAME, I understand that investigative background inquiries may be made annually of my motor vehicle records. Further, I understand that COMPANY NAME and its vendor and/or its authorized agent may be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, which may include information (but not limited to) files of insurance companies.

I hereby authorize and release, without reservation, any party or agency contracted by COMPANY NAME, its vendors, and their employees or assigns from any and all claims, actions, suits, agreement, or liabilities arising from the release of said information to COMPANY NAME or any authorized agent thereof.

I am entitled to receive a free copy of my report before any adverse decision with regard to my driving privileges or employment is made in connection with the information obtained from these reports.

Note: Before signing this document, read it thoroughly and complete all requested information. If not applicable, indicate by drawing a line through the section.

I have read and understand the above notice.

Signature: _____ Date: _____

The following employee or prospective employee may operate vehicle, including commercial motor vehicles for COMPANY NAME. Please furnish the undersigned with the employees driving record for the past three years.

Name: _____
Address: _____
Date of Birth: _____ Social Security Number _____ - _____ - _____
Driver License Number: _____ State: _____

In accordance with the provisions of the fair credit reporting act and Public Law, I hereby certify that the information being requested will be used for a permissible purpose as defined by law, and that the information received will be used for no other purpose.

COMPANY NAME

Signature of Company Representative: _____ Date _____

COMPANY NAME

MOTOR VEHICLE RECORD REVIEW FORM

Name _____ Date _____

Does the individual have a valid driver's license? Yes No

INSTRUCTIONS

This form will be used to evaluate the driving record of prospective employees prior to hiring; and all other full and part-time employees whose job involves operating a Company vehicle.

Employees with "Borderline" or "Poor" ratings may be disqualified from driving as outlined in the Vehicle Safety Manual.

Prospective employees with a "Borderline" or "Poor" rating will not be hired.

GRADING

Using the MVR and grading requirements below, mark or highlight on the table the appropriate rating based on the MVR.

Minor Violation:

Any minor violation other than a major except:
 Motor Vehicle Equipment, Load or size req
 Improper/ Failure to display license plates
 Failure to sign or display registration
 Failure to have driver's license in possession
 (If a valid license exists)

Major Violation:

Driving under influence of alcohol / drugs
 Failure to stop/ report accident
 Reckless Driving/ speeding contest
 Driving while impaired
 Making a false accident report
 Homicide, Manslaughter or assault arising
 out of the use of a vehicle
 Driving while license is suspended/ revoked
 Careless Driving
 Attempting to elude a police officer

Number of Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

_____ I have reviewed the attached MVR and APPROVE the named employee for COMPANY vehicle use

_____ I have reviewed the attached MVR and DISAPPROVE the named employee for COMPANY vehicle use

Signature: _____

Date: _____ -

Daily Vehicle Inspection Checklist

Below are items that are required to be inspected daily by the operator. If all items are found to be satisfactory then the individual completing the inspection will record the date in the comments section. If problems are noted, they are to be immediately reported to COMPANY NAME for determination if the vehicle should be taken out of service until the problem is corrected.

Vehicle: _____

Inspection Points		Under Hood Inspection	
Items		Items	
Back Up Alarm	Oil Pressure	Battery Condition	Exhaust System
Bleed Air Tanks (Brake System)	Radio Mounts	Belts / Hoses	Oil Quantity
Emergency Triangles	Radio Mounts	Brake Fluid	Power Steering Fluid Level
Engine Temp Gauge	Rearview Mirror	Coolant Quantity	Windshield Washer Fluid Level
First Aid Kit	Seats		
Fire Extinguisher	Seatbelts		
Foot / Hand Brake	Seat Latching		
Fuel Gauge	Shoulder Harness	Exterior Inspection	
Horn / Sirens	Side Mirror(s)	(Previously Unreported Body Damage)	
Lights	Speedometer	Items	
Back Up Light	Tire Tools	Body Condition	Tire Wear (Min 1/16")
Brake Lights	Tools	Bumper Condition	Tire Inflation
Emergency Flashers	Tools	Door Operation	Windows Cond/Oper
License Plate Light	Vehicle Registration	Leaks (around/under) [Fluid / Air]	Windshield Condition
Low / Hi Beam Headlights		Tire Condition	Wiper Blades / Operation
Strobe Lights			
Tail Lights			
Turn Signals			
Equipment Inspection		Driving Check	
		(Take Vehicle to Highway Speed and Check for Safe and Satisfactory Operation)	
Items		Items	
Brakes	License	Alignment	Steering
Brake Lights	Running Lights	Braking	Suspension
Door Latches	Safety Chain	Drive Train	
Hitch Condition	Tire Condition		
Comments:			

Inspection Checklist

Leaks. General	Walk around & inspect for leakage of water, fuel or lubricants under vehicle
Windshield	Check for cracks, abrasions. Check windows for proper operation and seal.
Windshield Wipers	Check motor, arms, blades, and controls. Do they properly clean windshield?
Exterior	As you approach vehicle note general condition of vehicle. Look for scratches and dents or missing parts (mirrors, flaps, etc). Do doors close and lock properly?
Interior	Loose objects, seats, seat belts, holes, etc
Exhaust	Check for any loose or hanging parts
Tires	What do the tires look like? Inspect for cuts/ wear. Is there any tread or sidewall separation? Check pressure daily.
Battery Check	Check for loose battery cables and corrosion.
Hydraulic/ Oil Fluid	Check level and maintain as necessary.
Gauges	Are they properly working?
Steering	Is there excessive free play, jerks, pulls? If unit has power steering, is it operating correctly?
Brakes	Test brakes before operating. If pedal goes all the way to the floor when applied, that is the first indicator that the brake are bad. Check for sponginess in pedal.
Lights	Check daily (head lights, high & low beam, tail, brake, flashers, turn signals, back-up).
Horn	Does it work?
Belts/ Hoses	Check for cracks, splits or worn spots.
Suspension	Step back and see if the vehicle is sitting lower on one side than the other or in the back or front.
Engine Coolant	Visually check the level. Note: never remove the radiator cap to check the coolant level when the engine is running or when the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect hands.
Transmission Fluid	Check levels
Wheel Lugs	Loose, broken , missing. Stud or bolt holes on the wheels should not be elongated.
Unusual Noises	Report any heard.
Vehicle Documents	Registration, proof of insurance, etc.

VEHICLE SERVICE REQUEST FORM

NAME: _____		DATE: _____		VEHICLE #: _____		DEPARTMENT: _____	
FAULT CHARACTERISTICS / SYMPTOMS / DESCRIPTION OF PROBLEMS (Check All That Apply)							
STARTING PROBLEMS <input type="checkbox"/> Will Not Turn Over <input type="checkbox"/> Turns Over but Won't Start <input type="checkbox"/> Won't Start When Engine is Warm	ENGINE PROBLEMS / POOR IDLING CONDITIONS <input type="checkbox"/> Quits Right After Starting <input type="checkbox"/> Quits Running When Put in Gear <input type="checkbox"/> Quits Running When Coming to a Stop <input type="checkbox"/> Quits Running During Steady Speed Driving <input type="checkbox"/> Quits Running When in Park	<input type="checkbox"/> Idle Speed Too Slow at All Times <input type="checkbox"/> Idle Speed Too Slow When A/C is On <input type="checkbox"/> Idle Speed is Rough or uneven <input type="checkbox"/> Idle Speed Fluctuates <input type="checkbox"/> Quits Running While Idling <input type="checkbox"/> Quits Running During Acceleration	<input type="checkbox"/> Runs Rough <input type="checkbox"/> Lacks Power <input type="checkbox"/> Hesitates or Stumbles on Acceleration <input type="checkbox"/> Bucks and Jerks <input type="checkbox"/> Engine Knocks, Pings, Rattles <input type="checkbox"/> Backfires <input type="checkbox"/> Poor Fuel Economy <input type="checkbox"/> Misfires or Cuts Out	TRANSMISSION PROBLEMS <input type="checkbox"/> Improper Shifting (Early/Late) <input type="checkbox"/> Changes Gears Randomly <input type="checkbox"/> Vehicle Does Not Move When in Gear	HANDLING PROBLEMS <input type="checkbox"/> Pulls to One Side <input type="checkbox"/> Hard to Steer <input type="checkbox"/> Poor Braking <input type="checkbox"/> Vehicle Shakes and/or Vibrates While Moving	NOISE / ODOR PROBLEMS <input type="checkbox"/> Gas Smell <input type="checkbox"/> Other: _____ _____ _____ _____ _____ _____	

CONDITIONS ENCOUNTERED WHEN PROBLEM OCCURS (Check All That Apply)

PROBLEM FREQUENCY: Always Often Rarely
LENGTH OF CONDITION: Recent Sporadic Since New
USUALLY OCCURS: Morning Afternoon Anytime
ENGINE TEMPERATURE: Cold Hot
VEHICLE SPEED: Low Speed Cruise Speed High Speed
OUTSIDE WEATHER: Cold Warm Hot Wet Dry Snow Dusty/Dirt

COMMENTS: _____