



FLEET SAFETY PROGRAM:

Vehicle accidents can cause serious injury and undue hardships on you and your family. It is the policy of Williamson Roofing to achieve the greatest practical freedom from accidents and to provide every one of our drivers with safe and healthful working conditions. We began a fleet safety program to reduce and prevent vehicular accidents. We will, as always, comply with all applicable regulations and expect all drivers to drive safely and to obey traffic laws. Safety is a priority, and your cooperation and help are needed to make our program a success.

USE OF COMPANY VEHICLES:

- No personal use of company vehicles, unless authorized by management
- Vehicles are only to be driven by the assigned driver, or another driver listed on the company insurance policy.
- Not to be driven by family that is not covered by our insurance.

USING PERSONAL VEHICLES FOR BUSINESS:

- Only persons that are on the company insurance list may drive for business purposes
- Anyone using a personal vehicle shall provide a copy of their proof of insurance for Williamson Roofing to keep on file. They must also abide by the same guidelines implied by our *Fleet Safety Program*, while using their vehicle for business purposes.

ELECTRONIC DEVICE POLICY:

- It is our policy that cell phones, computers, or any other equipment that requires the driver to divert his or her attention from driving will not be used while driving a company vehicle.
- All drivers must read, sign, and agree to our *Distraction Free Driving Policy* before being given permission to operate any vehicle for business purposes.

SEAT BELT USE:

- Our policy is that seat belts will be used at all times by all occupants of a company vehicle or any vehicle being used for our business purposes.

WHO IS AUTHORIZED TO DRIVE:

- Williamson Roofing has two levels of driver responsibilities and both will be properly screened and given authority to drive on behalf of our company:
 - Jobs where driving is a routine and significant part of an employee's duty.
 - Occasional drivers that may run errands or make trips that are otherwise incidental to their primary job duties.

DRIVER APPLICANT REVIEW:

- All employees will sign an application, in which certain information will be required, such as driver's license information, past violations, and driving experience. This is part of the standard employee application.
- The following items will be used in review of your application:
 - Background and reference checks- contacting references provided and running background checks will be made.
 - Driver's license- a copy of a valid driver's license must be provided and the persons driving record will be reviewed by running an MVR (motor vehicle record check) and deciding the acceptability of what is found.
 - We will determine the suitability of each applicant based on if they are "acceptable" or "clean" on their driving record.
 - Acceptable (driver has violations but does not meet the major violations or unacceptable criteria)
 - Major Violations:
 - Negligent homicide within last 5 years
 - Criminal-type conviction within last 5 years
 - Hit-and-run within last 5 years
 - Manslaughter within last 5 years
 - Suspended or revoked license-currently suspended or revoked
 - Driving under the influence within the last 5 years
 - Reckless/careless driving within the last 5 years
 - Assault involving a motor vehicle within the last 5 years
 - Unacceptable:
 - 3 or more moving violations within the last 3 years
 - 2 or more at-fault accidents within the last 3 years
 - At-fault accidents (any accident where the driver is cited with a violation, or negligently contributes to the incident OR; any single-vehicle accident that is not caused by actual equipment failure)
 - More than three combined moving violations/speeding violations within the past 3 years

- Clean (the driver has no violations on their MVR)
- Drug Screening
 - Our Fleet Safety Program prohibits any driver from operating a vehicle for company use while under the influence of alcohol or any mind altering or fatigue symptom inducing substance including all legal or illegal non-prescribed substances.

DRIVER TRAINING:

- New Hired drivers may be shown a series of assigned video courses or informative packets and asked to complete a quiz. Upon their acceptability, they may be added to our company policy.
- As part of our *Fleet Safety Program*, our company will be conducting ongoing Fleet Safety Program classes for those driving for business purposes. This could involve a video class, informative packets or handouts and possibly a small quiz. At this time, all issues that have been noticed will be address as a whole.

DRIVER SUPERVISION:

- Driver Files:
 - All drivers will have a file kept on record by Williamson Roofing. This will include all reports and files used to approve the driver, as well as ongoing annual records being run and kept up to date.
 - All drivers must immediately report any license suspensions or revocations as well as convictions for vehicle-related offenses.

VEHICLE INSPECTION AND MAINTENANCE:

- Inspections:
 - All company vehicles will be inspected at least twice annually:
 - Inspection done by authorized auto stop for renewing registration or Williamson Roofing mechanic.
 - Self-inspection completed in November every year to keep on file and make sure the vehicles are all up to date and safe.
 - Pre and post trip inspections are to be conducted as well, and any issues/concerns must be reported immediately.
- Vehicle Repairs:
 - Assigned drivers are responsible for making sure their vehicle is properly maintained such as tire rotations, regular oil changes, tire pressure and fluid checks, this will help to ensure you have a reliable, safer vehicle to use for Williamson Roofing.

ACCIDENT REPORTING, INVESTIGATION, AND ANALYSIS:

- Accident reporting kits:

- All company-owned vehicles have been equipped with accident reporting kits, these kits were provided to use by our insurance carrier and will be our primary tool for gathering information about an accident. It is the responsibility of the assigned drivers to ensure their vehicles have a kit and in the glove box at all times. Following an accident and as soon as their vehicle is placed back in service drivers need to obtain a new kit from the fleet manager.
- Responsibilities following an accident:
 - The driver of the vehicle, if uninjured, will start the process by collecting as much information as possible and using the accident reporting kit that is maintained with the vehicle glove department. If the kit is missing, driver must contact his or her supervisor as soon as possible following the accident.
 - If practical, driver's supervisor may go to the accident scene to participate in the accident investigation.
 - The driver's supervisor must take the accident information from the driver and report the incident within 24 hours from the time of the accident.
 - The driver and supervisor will conduct an accident analysis within three days of the accident and report their findings and recommendations for corrective action to the upper management.
 - Upper management will determine an action to prevent future incidents alike.



FLEET SAFETY PROGRAM ACKNOWLEDGEMENT:

I have received a written copy of Williamson Roofing Fleet Safety Program and I fully understand and agree with the terms of this policy and will abide by the guidelines that have been laid out. Print name, sign, and date below.

Driver Signature

Date

Driver Printed Name

Driver's License Number