



DRIVING



Purpose

This program is written to be in compliance with regulatory requirements and provide directives to managers, supervisors, and employees about their responsibilities in the operations and management of vehicle safety.

Key Responsibilities

COMPANY Safety Manager

- The designated Safety Manager is responsible for developing and maintaining the program and related procedures. These procedures are available at the company solution center located at www.veracityfieldservices.com.

Site Manager

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

Employees & Consultants

- All shall be familiar with this procedure and the local workplace vehicle safety program.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.
- Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company owned vehicle.
- The driver of a Veracity Field Services vehicle will have a valid and current license to operate the vehicle. Drivers will be appropriately licensed and trained to operate the vehicle they have been authorized to operate.
- Authorized drivers are not allowed to operate a motor vehicle while under the influence of alcohol, illegal drugs, certain medications, prescription or over-the counter medications that might impair their driving skills.

Vehicle and Transportation Related

Driving Safety

- Backing is prohibited whenever practicable. Where backing is required, drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.
- Passenger compartments are to be free from loose objects that might endanger passengers in the event of an accident. Any vehicle with non-segregated storage shall be equipped with a cargo net or equivalent to separate the storage area.
- Signs, stickers or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.

Reporting of Traffic Violations and Vehicle Accidents – Employees and consultants will report any accident to the safety manager while driving to perform company duties.



Safe Driver Behaviors/Practices:

- Drivers will observe safe driving Behaviors/Practices
- Obey all federal and local driving laws or regulations as well as client requirements
- Immediately report any restriction to their driving privileges to the safety manager
- Driver and all passengers must wear seatbelts. Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion
- When speaking with a passenger, always keep your eyes on the road
- Drivers must follow all local cell phone while driving laws as well as the requirements of the client when using a cell phone, 2-way radio or other handheld communication device
- Drivers shall not exceed the posted speed limit
- Drivers shall maintain a safe distance between other vehicles
- Slow down around construction, large vehicles, wildlife, fog, rain, snow, or any other hazard
- Alcohol or illegal drugs are not allowed to be in a personal, company, client or leased vehicle at any time the vehicle is operating in the interest of duties

Drivers are to be prepared before leaving:

- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed
- Make sure dirt or snow is removed from lights on all sides of the vehicle
- Brush or clean off snow or ice on all windows to ensure complete vision
- Check fuel level to be certain the destination can be reached
- Check to ensure the license plates and inspection tag on vehicle are current
- Ensure that there is a first aid kit and inspected fire extinguisher in the company vehicle if required by client
- Be rested and alert for driving
- Employees are not to perform repairs or maintenance other than routine fluid additions.

Vehicle Requirements

- Vehicles shall be maintained in safe working order
- Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel, or a suitable alternative
- All vehicles are to be equipped with an adjustable left, right and central rear view mirrors
- Loads shall be secured and within the manufacturer and legal limits and shall not exceed the manufacturer's specifications and legal limits for the vehicle

Transportation

If workers are required to travel in a worker transportation vehicle, Veracity Field Services must ensure that reasonable measures are taken to evaluate road, weather and traffic conditions to ensure the safe transit of the workers.



The operator of a worker transportation vehicle must ensure that the vehicle has been inspected prior to use or before the journey.

Seated workers must wear seat belts while being transported in a vehicle equipped with seat belts.

A worker must not ride in a vehicle in a standing position, unless protected from being thrown off balance.

A worker must not ride in a vehicle with any part of the body outside the vehicle unless essential to the work process and then only if the worker is adequately restrained.

Any enclosed portion or compartment of a vehicle in which workers are transported must have:

- effective ventilation, independent of doors, providing clean air
- adequate lighting and means for heating and cooling
- an effective means of communication between the operator and passengers, and
- more than one means of exit

ATV Vehicles

If a Veracity Field Services employee or consultant is required to utilize an ATV vehicle, the following shall apply:

- Follow all manufacturer guidelines when operating an ATV.
- Veracity Field Services must ensure that each ATV operator is properly trained in the safe operation of the vehicle. The training program for an ATV operator must cover:
 - the operator's pre-trip inspection,
 - use of personal protective apparel,
 - operating skills according to the ATV manufacturer's instructions,
 - basic mechanical requirements, and
 - loading and unloading the vehicle, if this is a job requirement.
- An ATV operator and any passenger on an ATV must wear clothing suitable for the environmental conditions and when necessary to protect against the hazards presented at the worksite
- Approved head protection shall be worn by the operator and passenger
- Loading and unloading of an ATV onto or off a carrier vehicle must be done in a safe manner. If ramps are used when loading or unloading an ATV they must be securely anchored, placed at a suitable angle, be sufficiently wide and have a surface finish which provides an adequate grip for the ATV's tires