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## **DRIVER SAFETY PROGRAM**

**MAIL MANAGEMENT SERVICES, INC.**

**5300 N. 57<sup>th</sup> Street, Ste 1**

**Lincoln, NE 68507**

## **Fleet Safety Policy**

### **OBJECTIVES:**

To establish a policy that covers administrative control, maintenance and safe operation of MAIL MANAGEMENT SERVICES, INC. owned and non-owned vehicles used for company business. The use of the word “company” refers to MAIL MANAGEMENT SERVICES, INC..

### **GENERAL POLICIES:**

1. All drivers must have a current driver's license for their state of residence. All potential new-hires that may be asked to drive a company vehicle or their own vehicle for company business may be required to allow us to review their M.V.R.'s. All job offers may be contingent upon their receiving approval from management in regard to their previous driving record.
2. Associate owned vehicles used for company business will be required to have adequate liability insurance at the limits set by the company.
3. Company management may review M.V.R.'s of all drivers at the time of employment and annually thereafter.
4. Use or possession of alcohol or other drugs is prohibited while operating a company vehicle or operating a personal vehicle while on company business. The use of a “designated driver”, one who does not consume alcoholic beverages, for business occasions will be required.
5. Company vehicles shall not be modified (including towing packages) without company approval.
6. Company vehicles shall not be used for illegal purposes or "for hire".
7. ONLY company employees may operate company vehicles unless authorized by management.
8. All assigned company vehicles shall be clean and maintained in safe condition by the driver, by assigned personnel or department. It is the responsibility of the driver to make sure that assigned vehicle is pre-inspected before driving, problems are to be reported.
9. Current required documentation should be maintained in the vehicle at all times (i.e. insurance card, accident packet, copy of MAIL MANAGEMENT SERVICES, INC. Fleet Safety Program and vehicle registration).
10. Restraint-seatbelt systems shall be worn at all times by all occupants.

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11. Radar detection devices shall not be used in any company vehicle whether owned, rented or leased. Personal vehicles used for company business shall also be included.
12. Transportation or storage of firearms, explosives, and associated devices or materials will not be permitted in company owned or leased vehicles.
13. No towing of other non-company vehicles or trailers.
14. Drivers are expected to maintain a driving record that allows them to meet the qualification standards set forth by MAIL MANAGEMENT SERVICES, INC.
15. Drivers will be responsible for all tickets, towing and impoundment fees related to the vehicle. Exceptions to this will be any ticket related to safety for mechanical condition of the vehicle.

### **NO SMOKING IN COMPANY VEHICLES.**

#### **FLEET SAFETY RULES**

- Do not take chances. To arrive safely is more important than to arrive on time.
- Drivers should be mentally and physically rested and alert prior to each trip.
- Consumption of alcoholic beverages while driving, or driving while under the influence of alcohol or restricted drugs is prohibited.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving a company vehicle.
- Traffic laws, prescribed by State or Local Laws or by the applicable D.O.T. Motor Carrier Safety Regulations must be obeyed.
- Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions. Posted speed limits must be obeyed.
- Never attempt to exercise the right-of-way; always let the other driver go first.
- Keep to the right except when overtaking slow-moving vehicles or when getting ready to make a left turn.
- Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Observe Timed Interval and Following Distance guidelines.

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- Turn signals must be used to show where you are heading: merging with traffic and at turns or lane changes.
- Slow down and watch for children in neighborhoods and school zones.
- Vehicles are to be driven by authorized drivers only.
- Seat belts should be worn by drivers and passengers at all times when operating a vehicle.
- Visually check your vehicle daily before driving. Check lights, tires, brakes, and steering, etc.. An unsafe vehicle shall be reported to management and should not be operated until repairs are made.
- Drivers must report all accidents immediately, along with all arrests and traffic convictions to the fleet administrator. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action including dismissal.
- Company policy does not allow a driver to pick up hitchhikers, accept payment for carrying passengers or materials (this does not apply to Company endorsed car pools).
- Do not push or pull another vehicle, or tow a trailer without authorization.
- Drivers are responsible for the security of Company vehicles being used by them. The vehicle engine must be shut off, ignition keys removed and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

## **Fueling Vehicle Precautions**

1. “WARNING: It is unlawful and dangerous to dispense gasoline into unapproved containers”
2. Federal Law prohibits the introduction of any gasoline containing lead or phosphorus into any motor vehicle labelled “UNLEADED GASOLINE ONLY”
3. Vehicle engines should be shut off and smoking prohibited while fueling to reduce the hazards of accidental vehicle movement, spills and fuel vapor ignition.
4. When fuel is dispensed, the nozzle should be inserted into the vehicle’s fill pipe and contact between the nozzle and the fill pipe maintained to provide a grounding bond until the delivery has been completed. Nozzles should not be blocked open with fuel caps or other objects
5. After fueling, hose nozzles should be properly replaced on the dispensers, pumps turned off and caps replaced on fill pipes or containers.
6. Containers should be placed on the ground and filled slowly to avoid splash filling and overfills and to provide for grounding. Containers should not be filled while in a vehicle or in the bed of a truck, particularly one with a plastic liner, as proper grounding cannot be achieved.

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### **Defensive Driving**

Drivers who are safety-conscious have developed good habits and practice them daily. Every time you get behind the wheel, your driving record is on the line. You must drive like a professional and be prepared mentally and physically.

If you are a driver who has a safe attitude about your driving, you will be able to drive with a sense of security in inclement weather, on difficult roads and through heavy traffic.

In addition, to be a good driver you should respect all traffic laws and be courteous to others. Don't be in a big hurry--you're just asking for trouble. When bad weather affects driving conditions, you must adjust your driving time and habits. Driving on wet or slippery roads is not the same as driving on dry surfaces. The number of traffic accidents and cars running off the road during rainy weather could be reduced if drivers would anticipate the slippery road conditions and adjust their driving habits.

Defensive driving is driving to prevent accidents, in spite of the incorrect actions of others or adverse weather conditions. ANTICIPATE driving hazards and know how to protect yourself from them. Be alert while driving by keeping your mind free of distractions and your attention focused on driving; alertness involves watching and recognizing accident-causing factors instantly. The professional driver has foresight, the ability to size up traffic situations as far ahead as possible. The driver must ANTICIPATE traffic problems that are likely to develop and decide whether these developments could be dangerous.

As a defensive driver you must operate your vehicle in a manner to avoid contributing to an accident or being involved in a preventable accident. Awareness of the vehicle's limitations is essential; pre-trip checklists and inspections can familiarize you with the vehicle and point out things that might need attention.

#### **LIST OF APPROVED DRIVERS:**

MAIL MANAGEMENT SERVICES, INC. is required to submit a list of drivers with license information to our insurance carrier annually for those drivers who will have routine access to company vehicles. A review of driving records will provide the fleet administrator with an approved list of departmental drivers. To add employees to the approved driver list, those names and driver license information are for MAIL MANAGEMENT SERVICES, INC. to review and approve, prior to allowing the employee to drive departmental vehicles.

#### **A. *Unauthorized Use of "Company Vehicles"***

If a "Driver" allows an unauthorized individual to drive a "Company Vehicle", disciplinary action may be taken, up to and including suspension of driving privileges or up to and including dismissal of the "Driver".

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If the unauthorized use results in an accident, in addition to whatever disciplinary action may be taken, the responsible employee may be required to make restitution for the physical damages to the “Company Vehicle”.

Management will not assign or allow the use of a Motor Vehicle, if:

- a) The “Driver” does not have a valid operators license issued by their state of residence;
- b) The “Driver” possess licenses from more than one state;
- c) The “Drivers”license has been suspended or revoked for any reason.

In addition, a “Driver” will be subject to termination if his/her license is revoked, unless a suitable replacement non-driving job in the company is available; or the employee may be subject to other disciplinary action if his/her license if temporarily suspended.

### **B. Personal Vehicle Use for Company Business**

- In the event that an employee is involved in an accident while driving his/her own vehicle on Company business, your employer may be liable if you do not have insurance or if the loss exceeds your policy limits. Employees who use their personal vehicles for company business are required to carry adequate limits of liability, with a suggested minimum of at least \$100,000/300,000/50,000 and provide a certificate of insurance with limits of liability
  - \$100,000 for bodily injury per person
  - \$300,000 for bodily injury per accident
  - \$50,000 for property damage per accident
  - Provide coverage for uninsured and underinsured motorists
  - The vehicle must pass an annual vehicle inspection requirement.
  - A copy of the declaration page of your personal automobile insurance policy must be provided annually at your renewal date.

[This is only a sample. It is suggested that the company review these minimum requirements with your insurance agent to be sure of adequate coverage depending on your needs.]

- No private/personal vehicle is covered in any way by MAIL MANAGEMENT SERVICES, INC. while it is being used for any personal purpose or contrary to MAIL MANAGEMENT SERVICES, INC. directives.
- Owner must maintain current state vehicle inspection if the state requires one; and
- Owner must maintain their “Non-Company Vehicle” in safe operating condition.

Employee agrees to indemnify and hold harmless MAIL MANAGEMENT SERVICES, INC. from and against any and all losses, costs, judgments, damages, claims or liabilities growing

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out of or resulting from any unauthorized use of the vehicle or from use of the vehicle by a driver other than you or your spouse.

### **USE OF A MOTORCYCLE FOR COMPANY BUSINESS IS PROHIBITED**

#### **VEHICLE OPERATORS - Employed To Drive:**

Where driving is a condition or a substantial part of employment duties the employee's past driving record will be reviewed for compliance with the Driving Standards semi-annually. Job applicants must comply with the Fleet Safety Program standards prior to employment. MAIL MANAGEMENT SERVICES, INC. may require more frequent record review and may impose more restrictive standards, or require other education or training requirements, other than those provided under this Fleet Safety Program, as a condition of employment.

MAIL MANAGEMENT SERVICES, INC. drivers must report any conviction of driving under the influence of alcohol or drugs, moving traffic violations, license suspensions or revocations that occur while the driver is conducting company business, to management. Failure to report accidents, convictions and violations as required may result in the loss of the privilege to use company vehicles and disciplinary actions up to and including termination.

MAIL MANAGEMENT SERVICES, INC. drivers must report all accidents whether at fault or not.

#### **APPROVED USES:**

MAIL MANAGEMENT SERVICES, INC. vehicles shall be used solely for the purpose of conducting company business. Use of vehicles for personal purposes, vacations, or trips to conduct personal business, or for transportation of non-company employee passengers or use by family members, is strictly prohibited.

Examples of approved uses include conducting company business, errands, etc. Employees who use company vehicles for personal purposes are personally liable for accidents, injury, and damage which occurs during such personal use. That employee will need to provide proof of personal auto insurance.

#### **PASSENGERS:**

Authorized passengers include those in official company business. Examples of authorized passengers include visiting business guests, speakers, business representatives, fellow employees, etc. All other passengers are prohibited from traveling in company vehicles. Examples of unauthorized passengers are employee's spouse, children, or other family members, friends, or neighbors of a company employee driver, or members of the general public. Passengers are not automatically insured for injury in the event of an accident.

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### **MISUSE OF VEHICLES:**

All drivers are expected to properly safeguard the company vehicles. If it is determined that a vehicle is at substantially higher risk of theft or damage due to a lack of reasonable precautions by the driver or department, MAIL MANAGEMENT SERVICES, INC. shall notify the person to correct the abuse.

If the abuse is not corrected within a reasonable time, the department or driver may be required to forfeit use of the vehicle and return it to MAIL MANAGEMENT SERVICES, INC..

In the event any company vehicle is stolen or damaged from misuse or from a lack of reasonable safety precautions, is subjected to intentional damage, or is allowed to be used in violation of company policy, the driver may be prohibited from further use of company vehicles.

### **DRIVING CONDITIONS:**

When road conditions are slippery, drivers must look farther ahead so they can anticipate emergencies and avoid the need for sudden maneuvers. Most skids are caused by last-second stops and turns on slippery pavements. Speed must be reduced on slippery roads.

Extra care must be taken on hills. Brake over the top of blind hills at a speed that will permit you to bring your vehicle to a stop in case the highway isn't clear ahead. On a downgrade, both loss of traction and gravity are working against you.

Don't attempt to drive around or through a scene where other vehicles have obviously had trouble with the road conditions. The same conditions that caused their trouble may still be there when you arrive. When there is no room to get through, you must be prepared to stop.

During the winter months, snow and ice covered truck lots are prevalent in all parts of country. Good drivers will allow more clearance between their vehicle and other vehicles and fixed objects when maneuvering on bad surfaces. A pile of snow or an ice rut may throw vehicles off just enough to cause them to strike a stationary object, if not enough clearance has been allowed.

Drivers of vehicles with air brakes must take care to protect their air supply in freezing weather. Brake line freeze can be annoying and dangerous. Many newer trucks are equipped with synthetic air lines, so the old solution of melting the ice with a torch is no longer a quick solution. If the vehicle is not equipped with an air dryer or other means of automatically expelling water and other contaminants from the air tanks, the driver must take the time to manually drain the air tanks every day.

The lighting systems of vehicles become especially important during the winter months. Nights are longer and visibility is often reduced by bad weather. Electrical systems are



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winter-sensitive. Approximately 80 percent of all light bulb failure is due to environmental reasons. Drivers must inspect their lights more often during the winter and clean them when necessary so they can see and be seen by other highway users.

Foul weather driving is much more strenuous. Drivers need proper rest before every trip, and while in route, fresh air helps keep drivers alert. An open window is an old safety practice, and it helps drivers hear what is going on around their vehicles.

After all precautions are taken and good practices are followed there still will be occasions when conditions become too hazardous to proceed. Good drivers will pull off the road at the first safe place, notify the company of the delay and wait until conditions improve before continuing.

### **ACCIDENT PROCEDURES:**

All the procedures outlined herein are in addition to, and are not to be confused with any reports required by the insurance carrier or a government authority. Any accident involving company vehicles (including private, rented, or leased vehicles used on official company business for MAIL MANAGEMENT SERVICES, INC.) must be reported to the driver's supervisor or company management immediately. If the driver is unable to make a report, another employee who knows the details of the accident must make a report.

It is company policy that employees should not admit to responsibility for vehicle accidents occurring while on official company business. It is important that such admissions, when appropriate, be reserved for the company and its insurance carrier.

The state law requires that each driver involved in a vehicle accident must show his/her drivers license to police and other vehicle driver. The driver of a company vehicle must obtain the name, address and driver's license number of other vehicle's driver, name of owner of other vehicle, and description of other vehicle from information on its vehicle registration. You should also get the name of other vehicle's insurance carrier and telephone numbers of other vehicle's owner and driver.

### **ACCIDENT REPORTING:**

Accidents involving a company vehicle need to be reported by the driver on the vehicle accident review form to their manager and the service center supervisor within 24 hours. This report is to determine why the accident occurred and what can be done to prevent future accidents of this type. The emphasis should be on determining basic causes and future preventive actions.

### **ACCIDENT REVIEW:**

In regular contact with drivers, management will consider the driving record of the individual and discuss the subject as necessary. Observations of driving practices while in

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the vehicle shall serve as a basis for tactful discussion of driving habits. Such discussion will be for the purpose of emphasizing the importance of defensive driving and influencing the driver's attitude regarding personal responsibility.

### **FAILURE TO REPORT AN ACCIDENT IS A VIOLATION THAT COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.**

#### **DRIVER CONDUCT AT THE SCENE OF AN ACCIDENT**

Although the ultimate objective of a Fleet Loss control program is to prevent accidents, the fact remains that they still occur. When one of your drivers is involved in a Motor Vehicle Accident, you will probably not be there, so it is vitally important that your drivers are instructed in the proper procedures to be followed.

To minimize the results of an accident, the driver must prevent further damages, theft or injuries and obtain all pertinent information and report it accurately.

A Vehicle Accident Report packet is designed to aid you in training your drivers in proper conduct at the scene of an accident and provide a record of information at the scene. This packet should contain:

- Driver's Report of Motor Vehicle Accident
- List of Insurance Claims Offices
- Witness Information Cards
- Traffic Accident Exchange Information

#### **WHAT THE DRIVER SHOULD DO AFTER AN ACCIDENT**

1. Take Immediate Action To Prevent Further Damage Or Injury At The Scene Of The Accident
2. Pull onto shoulder or side of road.
3. Actuate four-way flashers and place warning signals promptly and properly.
4. Assist any injured person, but don't move them unless they are in danger of further injury.
5. Call The Police
6. If someone is injured, request medical assistance.
7. If the driver cannot get to a nearby phone, he/she should write a note giving location and seriousness of the accident and give it to a reliable-appearing motorist and ask him/her to notify police.
8. The vehicle should not be left unattended except in extreme emergency.
9. Traffic Accident Exchange Information
10. The driver should give identifying information to the other party involved, but should make no comments about assuming responsibility.
11. Secure Names and Addresses of All Witnesses
12. Witnesses should be asked to complete a Witness Information Card.
13. If there are no witnesses, the name and address of the first person to arrive at the scene should be obtained.

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14. Complete the "Driver's Report of Motor Vehicle Accident" Form

15. Drivers should remember the following general rules for filling in the report:

- Print or write legibly.
- Follow instructions to the letter.
- Answer all questions completely. If unable to answer, mark "not known".
- Use additional sheets of paper if space is lacking for necessary information.

### **REPORT THE ACCIDENT**

- The driver should call the company immediately in the event of any accident-402-890-2244.
- The accident should be reported to the nearest insurance claims office as listed in the Vehicle Accident Report packet.

### **PREVENTATIVE MAINTENANCE PROGRAM:**

Details of the program will depend on the types of vehicles being operated and the operating conditions. At a minimum, manufacturer's recommendations should be followed. When a staff member notices any failing mechanical condition on a vehicle, it needs to be reported to the manager and promptly repaired. Each company vehicle shall have a file with an outline of the basic service needs, along with copies of all work orders and repair bills for that vehicle which may be maintained by the vehicle maintenance center.

**The vehicles must be kept clean and uncluttered at all times - they represent MAIL MANAGEMENT SERVICES, INC. to the public.**

### **LOSS CONTROL POLICY:**

We have an interest in your personal safety, as well as the general public. Vehicles should be operated only if:

- The vehicle is in safe mechanical condition.
- The driver is mentally and physically capable of driving safely.
- The driver is aware of and in compliance with all traffic laws, signals and markings and with allowance for weather and traffic conditions.
- Drivers must review the company cell phone policy. Safety is first and the use of cell phones while driving is prohibited.
- Operated in a courteous manner at all times.
- The driver and all vehicle occupants are wearing seat belts and other available restraints in the vehicle. Seatbelts, when used properly, reduce the risk to front-seat passenger car occupants of fatal injury by 45%.

All employees and their passengers are required to use a seat belt when traveling in any vehicle while in the course of conducting company business. The requirement applies to business travel in a vehicle owned by the company, in a rental vehicle and in a vehicle owned by an individual employee, regardless of whether the employee is compensated for the use of his/her vehicle.

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If an employee is provided a company-owned vehicle that is used in the course of his/her employment and is also available for that employee's personal use, that employee, together with all passengers who occupy the vehicle at any time and for any purpose, whether business-related or personal, are required to use seat belts at all times the vehicle is in motion.

The use of seat belts is to be considered a condition of employment with this company. Failure to abide by this stated policy will be considered a breach of that condition of employment and subject the person in violation to disciplinary action, including suspension and possible termination.

“Drivers” are required to notify their supervisor immediately when:

1. Any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a “Motor Vehicle”; or
2. The suspension, revocation or administrative restriction of his/her operator’s license. If this occurs, the “Driver” must also immediately discontinue use of the “Motor Vehicle”.
3. Drivers are required to report ALL moving violations to the Vehicle Supervisor, no matter what vehicle was being driven or when the violation occurred.

## **CELL PHONE & TEXTING POLICY**

Of increasing concern to MAIL MANAGEMENT SERVICES, INC. are the dangers of distracted driving. Recent deadly crashes involving drivers distracted by talking and texting while driving highlight a growing danger on our roads. Numerous studies have demonstrated how the use of hand-held cell phones while driving pose a significant safety risk to motorists, their passengers and others on the road.

Therefore, MAIL MANAGEMENT SERVICES, INC. will no longer tolerate texting or talking on a company or personal hand-held phone while operating a company vehicle or while operating a personal vehicle on company business. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages.

MAIL MANAGEMENT SERVICES, INC. employees are required to:

- Turn cell phones off or put on silent or vibrate before starting the vehicle.
- Pull over to a safe place if a call must be made or received while on the road.
- Consider modifying voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- Use the phone voice mail and messaging storage to hold messages until you can safely review them.

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MAIL MANAGEMENT SERVICES, INC. is concerned about the safety of its employees. It is our goal that if we lead by example, the practice of no texting or talking on hand-held cell phones while behind the wheel will spread throughout the company. Violations of this policy will lead to Disciplinary Consequences up to and including termination.

Therefore the company fleet safety policy states that:

**"No employee is to use or answer a cell phone or text message while driving for company business. Pay attention to the road - Do not answer calls, take notes, text message or look up phone numbers while driving.**

**Let your call answer feature take the call. Wait until you're stopped to dial, so that you can be sure to keep your eyes on the road while you're moving. Keep your calls for company business only."**

Essentially, drivers have a duty to use reasonable care in operating their vehicles. A cell phone violation could be used as evidence of a breach of that duty (because talking while driving creates an unreasonable safety risk for other drivers). If they are found negligent, both the driver and trucking company could be held liable for the injuries and property damage stemming from the accident.

### **DRIVER EVALUATION:**

(NOTE) If an associate receives more than 1 driving complaint from the public within a 12-month period, they may be subject to the discretion of management for further driving privileges. All company employees who may drive a company vehicle will be evaluated annually using a point system to determine an employee's ability to drive a company vehicle. The employee may receive a written reprimand and may be required to do one or more of the following:

1. Attend a defensive driving course.
2. Restrict the use of the company vehicle to business use only.
3. Relinquish their company vehicle.
4. Transfer to a position that does not require driving.
5. Associate may be terminated.

If state laws/regulations or insurance carrier restrictions are more stringent than that of the company's policies, they will be followed.

Management reserves the right to revise this policy at any time based on business needs.

### **DISCIPLINE POLICY:**

Employees will be subject to disciplinary action for violations of safety rules. Such action may include any one or more of the following depending on the severity of the violation.

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Employees shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under company guidelines.

However, nothing in this policy or this Safety Policy, will preclude management from terminating an employee for a safety violation. This is not a progressive discipline system and any safety violation may lead to an employee's termination without prior instruction or warning.

Management reserves the right to impose whatever disciplinary action it deems appropriate.

1. Verbal warning with documentation in personnel file.
2. Written warning outlining nature of offense and necessary corrective action with documentation in personnel file.
3. Disciplinary 3-day suspension without pay and documentation in personnel file.
4. Termination.

Personnel shall be subject to disciplinary action for the following reasons:

1. Repeated safety rule violations and/or performing in a reckless manner.
2. Failure to report accidents and incidents that could injure employees at work.
3. Failure to follow safety program and/or control unsafe conditions or work practices.
4. Failure to maintain good vehicle housekeeping standards and maintenance.

## Auto Rental Policy

Employees maybe authorized to use rental cars when:

- a. A company vehicle or other transportation is not available.
- b. The use of a rental car is more economical than other conveyances and necessary for company business.
- c. If personal use of the rental vehicle is more than incidental, the employee is to keep track of personal time a rental vehicle is used. Additional expenses outside of company business will be charged to the employee.
- d. If an employee pays for a rental vehicle with their own personal resources, they should purchase the loss damage waiver (LDW) and obtain full comprehensive and collision insurance coverage offered by the rental car company. **Unless full insurance is purchased, renters may be help personally liable for any loss or damage that occurs to the rental vehicle.**

Company business travelers who rent a vehicle for MAIL MANAGEMENT SERVICES, INC. business should follow these procedures to minimize risk to the Company:

1. Only authorized Company business travelers may drive vehicles rented for MAIL MANAGEMENT SERVICES, INC. business, and are required to review the auto rental contract and follow all driver age requirements. MAIL MANAGEMENT SERVICES, INC.'s policy is that drivers must be 21years of age or older.

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2. Individuals who are not Company business travelers as defined in these procedures are not permitted to operate a rental vehicle which has been rented for Company business. If more than one Company business traveler will be operating a rental vehicle, all drivers must be listed on the rental agreement.
3. Company business travelers should not purchase loss damage waiver insurance (LDW) and liability protection coverage from the vehicle rental company.

MAIL MANAGEMENT SERVICES, INC.'s coverage will respond if damage or injury occurs to another party, where a company business traveler is at fault, if the accident occurs while carrying out Company business, and if the accident is reported in a timely manner to MAIL MANAGEMENT SERVICES, INC.

- a. Reimbursement for loss or damage of a rental vehicle will be subject to a departmental or employee deductible of \$250 per occurrence.

Any loss or damage sustained by a driver who has not attended the company drivers' safety training will be subject to a 100% deductible, i.e. the department or employee will be responsible for the total repair cost.

4. MAIL MANAGEMENT SERVICES, INC.'s insurance covers the vehicle on an excess basis, and only while the vehicle is operated for Company business. Side trips or any other personal use of the vehicle is not authorized or covered by MAIL MANAGEMENT SERVICES, INC.'s insurance, unless such side trips or personal use is within 30 miles of the area where business is being conducted and is for necessities such as obtaining food, gas, or during downtime between scheduled meetings.
5. Under no circumstances should a rental vehicle be used to pull a trailer, nor should it be driven off-road. Company business travelers renting a vehicle under these procedures are required to read the section of the rental contract outlining other excluded uses of the vehicle and abide by them.
6. No department or employee should enter into a long-term lease or rental without submitting a rental/lease contract to MAIL MANAGEMENT SERVICES, INC.. The company will review and approve the Automobile Rental terms and conditions of the contract and payment to the vendor. The department or employee may not pick up a vehicle until a purchase order number is issued and the lease/rental contract is signed by MAIL MANAGEMENT SERVICES, INC.
7. Whenever possible, rental vehicles shall be two- or four-door sedans and the seating capacity of rental vehicles is not to be exceeded. Where necessary and appropriate, the rental of vans is authorized, but restricted to 12-passenger vans at most. Fifteen-passenger vans are PROHIBITED due to the inherent rollover risks with these vehicles.

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### ACKNOWLEDGEMENT

This is to acknowledge that I have received my copy of the MAIL MANAGEMENT SERVICES, INC. Fleet Safety Program. I have read them or had them read to me, and understand my employment will be governed by the rules and policies contained therein.

Copies of this manual are available within 48 hours upon request at MAIL MANAGEMENT SERVICES, INC. office(s).

Signed \_\_\_\_\_  
Employee's Signature

Signed \_\_\_\_\_  
Company Representative's Signature

Date \_\_\_\_\_

#### **Disclaimer**

This handbook does not constitute a contract for employment with MAIL MANAGEMENT SERVICES, INC., either expressed or implied, and MAIL MANAGEMENT SERVICES, INC. reserves the right at any time to change, delete or add to any of the provisions at its sole discretion. Furthermore, the provisions of this handbook are designed by MAIL MANAGEMENT SERVICES, INC. to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.



# Fleet Safety Policy

## VEHICLE INSPECTION REPORT

Driver: \_\_\_\_\_ Date: \_\_\_\_\_  
 Vehicle : \_\_\_\_\_ Number #: \_\_\_\_\_  
 Location: \_\_\_\_\_ Speedometer Reading: \_\_\_\_\_

| General Condition |                          | Good <input type="checkbox"/> | Fair <input type="checkbox"/> | Poor <input type="checkbox"/> |                       |     |
|-------------------|--------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------------|-----|
|                   |                          | OK                            | NA                            |                               | OK                    | NA  |
| Inside:           | Apply Parking Brake      | ___                           | ___                           |                               | Mechanical Operations |     |
| Engine:           | Oil Pressure             | ___                           | ___                           |                               | Engine                | ___ |
|                   | Instrument Panel Working | ___                           | ___                           |                               | Clutch                | ___ |
|                   | Horn                     | ___                           | ___                           |                               | Transmission          | ___ |
|                   | Windshield Wiper/Washer  | ___                           | ___                           |                               | Axles Noisy           | ___ |
|                   | Heater-Defroster         | ___                           | ___                           |                               | Steering Loose        | ___ |
|                   | Mirrors                  | ___                           | ___                           |                               | Air/Oil/Fluids        | ___ |
|                   | Steering                 | ___                           | ___                           |                               | Suspension            | ___ |
|                   | Turn on all lights       | ___                           | ___                           |                               | Brakes                | ___ |
|                   | Starts Properly          | ___                           | ___                           |                               | Instruments           | ___ |
| Front:            | Headlights               | ___                           | ___                           |                               | Body                  | ___ |
|                   | Turn Signals             | ___                           | ___                           |                               | Doors/Locks           | ___ |
|                   | Tires & Wheel Lugs       | ___                           | ___                           |                               | Other _____           |     |
| Side:             | Fuel Tanks & Cap         | ___                           | ___                           |                               | _____                 |     |
|                   | Side Marker Lights       | ___                           | ___                           |                               | _____                 |     |
|                   | Reflectors               | ___                           | ___                           |                               |                       |     |
| Rear:             | Tail Lights              | ___                           | ___                           |                               | Emergency Equipment   |     |
|                   | Stop Lights              | ___                           | ___                           |                               | Fire Extinguisher     | ___ |
|                   | Turn Signals & Flasher   | ___                           | ___                           |                               | Warning Devices       | ___ |
|                   | Reflectors               | ___                           | ___                           |                               | Fuses                 | ___ |
|                   | Tires & Wheel Lugs       | ___                           | ___                           |                               | Reflectors            | ___ |
|                   | Bumper                   | ___                           | ___                           |                               | First Aid Kit         | ___ |
|                   | Spare Tire & Jack        | ___                           | ___                           |                               |                       |     |

REMARKS, COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

CORRECTIVE ACTION TAKEN: \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Fleet Safety Policy**

**Vehicle Accident Review**  
**ALL ACCIDENTS/BODY DAMAGE MUST BE REPORTED**

**To be completed by the driver involved in the accident.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Description of accident: \_\_\_\_\_  
\_\_\_\_\_

What was the cause of the accident? \_\_\_\_\_  
\_\_\_\_\_

Road Conditions: \_\_\_\_\_

Weather: \_\_\_\_\_ Type of Road: \_\_\_\_\_

Time of Day: \_\_\_\_\_ AM PM

Type of Vehicle: \_\_\_\_\_ # Passengers: \_\_\_\_\_

Other Vehicle Involved: \_\_\_\_\_ License #: \_\_\_\_\_ #  
Passengers: \_\_\_\_\_

Visible Damage to Other Vehicle: \_\_\_\_\_  
\_\_\_\_\_

What could you have reasonably done to prevent this accident? Consider all aspects of defensive driving, i.e. did you make any errors, did you make adequate allowance for the road, weather and traffic conditions, and errors of other drivers?  
\_\_\_\_\_  
\_\_\_\_\_

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Fleet Safety Policy

### **EMPLOYEE AUTHORIZATION FOR MVR REVIEW**

I acknowledge that the information contained in the Company's Vehicle Fleet Safety Policy has been reviewed with me, and a copy of the policy and driver rules have been furnished to me. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a Motor Vehicle Record report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

\_\_\_\_\_  
PRINT - EMPLOYEE'S NAME

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

DATE

\_\_\_\_\_  
REVIEWER'S SIGNATURE

DATE

(Sign and retain the original copy in the employee's file)

**Fleet Safety Policy**

**MAIL MANAGEMENT SERVICES, INC.**

**Date:**

**Subject: Personal Use of Company Vehicles**

**Purpose/Rational:**

A number of employees are provided with company owned or leased vehicles for business needs. In many cases, these vehicles are in your control around the clock. All employees driving on behalf of the company are required to operate their vehicles safely and legally at all times. This includes any personal use as well as business use activity.

The following “Rules of Personal Use” are effective immediately and are to be adhered to whenever operating a company supplied vehicle for personal purposes.

Supervisory personnel are to discuss and review these rules with all authorized drivers currently employed.

In addition, all newly hired personnel, authorized to drive as part of their duties must acknowledge receipt of this directive prior to being assigned a vehicle on behalf of MAIL MANAGEMENT SERVICES, INC. and its affiliates.

**Directive compliance will assist you in understanding permissible personal use of Company vehicles! All drivers are to receive this directive immediately with signature acknowledgment filed with Corporate Risk Management.**

**Directive: Personal Use of Company Owned Vehicles**

- 1. Only MAIL MANAGEMENT SERVICES, INC. employees who have been pre-qualified to operate vehicles for the company are authorized to drive company owned, rented or leased vehicles for personal needs. The ONLY exception to this is when injury and/or death is imminent and the vehicle must be operated by others in an emergency.**
- 2. Personal use of company vehicles should be kept to a minimum. Company vehicles will not be used for vacation trips or other extended, non-business trips unless specific, written approval has been granted by corporate management.**
- 3. A company vehicle being used for personal activity shall be operated in accordance with our established rules of operation for business activity.**
- 4. All fines, defense costs and other legal penalties arising out of ticketed offenses are the responsibility of the driver.**

**Acknowledgment**

**I have received, read and understand these rules. For the safety and well being of myself, company clients and the general public, I agree to adhere to these rules at all times. I also understand that failure to follow these practices will result in disciplinary measures up to and including dismissal.**

**Employee Signature:** \_\_\_\_\_

**Date:**     /     /