**Company Vehicle Safety Policy**

**I. Purpose**

This policy covers safe operation and maintenance of all company vehicles with exception to vehicles regulated by the US Department of Transportation (DOT). Examples of vehicles covered are company owned or leased passenger vehicles, pickup trucks, light trucks and vans that do not require a commercial driver’s license (CDL) to operate.

**II. Policy**

1. All company vehicles will be operated by employees that are authorized by company management for specific company purposes.
2. Vehicles shall be maintained in a safe condition at all times.
3. In the event of an unsafe mechanical condition the vehicle will immediately be placed out of service and management will be notified.
4. Only qualified vehicle mechanics or approved service facilities will be allowed to perform maintenance or repairs on company vehicles.
5. All vehicles will be operated, licensed, and insured in accordance with applicable local, state, and federal laws.
6. Authorized employees must possess a valid state driver’s license.
7. Authorized employees must submit to a Motor Vehicle Report check prior to being allowed to operate a company vehicle.

**III. Motor Vehicle Report**

Annually employees authorized to operate company vehicles shall submit to a Motor Vehicle Report check and a copy will be kept on file.

**Acceptable driving records include the following expectations:**

* No major violations within the past three years (i.e. DWI/DUI, evading arrest, vehicle use in connection of a felony).
* No more than two at-fault accidents or moving violations within the last three years.

**IV. Responsibilities**

**Management**

* Allow only authorized employees to operate company vehicles.
* Ensure company vehicles are maintained in safe condition.
* Maintain active insurance policies on company vehicles.
* Ensure authorized employees are trained on safe operation, vehicle inspection, and accident procedures.
* Maintain a list of authorized employees.
* Ensure vehicles with any identified unsafe conditions are immediately removed from service.
* Establish a key control program for all company vehicles.

**Authorized Operators**

* Operate company vehicles in a safe, responsible manner and obey all traffic laws.
* Conduct a documented pre-use inspection prior to first daily use.
* Immediately report any unsafe condition or vehicle problem to management.
* Ensure all vehicle occupants use seatbelts prior to moving the vehicle.
* Do not permit any unauthorized passengers in any company vehicle.
* Participate in driver training programs.
* Never operate a company vehicle while under the influence of any illegal drugs, alcohol, or other intoxicants.
* Report use of any medications you have been prescribed.
* Participate in the company drug testing program.
* Follow safe fueling procedures.
* Do not abuse company vehicles and maintain in a clean, orderly manner.

**V. Training**

Annual Driver Safety Training shall be conducted for all employees authorized to operate company vehicles that shall include the following topics:

* Defensive driving
* Vehicle inspection and maintenance
* Operating in hazardous conditions (i.e. inclement weather)
* Accident procedures
* Procedure for notification of unsafe conditions/vehicle problems
* Safe Backing Procedures

**VI. Inspection**

Prior to first daily operation of vehicle the driver shall inspect the vehicle for the following:

* Horn
* Head, tail, and signal lights
* Windshield wipers
* Backup alarm (if applicable)
* Tire tread (visual check)
* Tire inflation (pressure gauge)
* Mirrors
* Brakes
* Steering
* Broken glass (windshield, mirrors, windows, and lights)
* Fluid system levels
* Belts and hoses (visual check)
* Battery (visual check)
* Body Condition
* Fire extinguisher/First Aid Kit
* Accident Kit (if applicable)

Vehicle inspections and maintenance records should be turned into the appropriate manager or safety representative and filed as a record of compliance.

**VII. Operation**

**Starting**

* Conduct documented pre-use inspection.
* Use seatbelts at all times that vehicle is in operation.
* Adjust seat and mirrors before starting vehicle.
* Check for any warning lights.

**Driving**

* Operate at a safe speed in compliance with posted speed limits.
* Do not tailgate. Stay at least two seconds behind the vehicle ahead.
* Drive slower in hazardous conditions/areas.
* Do not read, write, eat, or perform any other activity that could cause you to lose your focus.
* Do not talk or text on a mobile phone while driving.
* No loose articles on floor.
* Do not drive if drowsy.
* Do not stop for hitchhikers. Unauthorized passengers are prohibited.

**Backing**

* Back slowly and be ready to stop
* Use a spotter or physically get out and check if you cannot see from the driver’s seat.
* Check clearances
* Do not back up if anyone is in the travel path

**Stopping**

* Stop vehicle only when it is safe to do so
* Park only in proper areas. Avoid parking on roadside if you are able.
* Use warning flashers and raise hood if vehicle becomes disabled.

**VIII. Accident Procedures**

1. Do not admit responsibility
2. Notify company and law enforcement officers as soon as possible.
3. Cooperate with any law enforcement officers.
4. Do not sign any forms unless required by a law enforcement officer.
5. Move the vehicle only at the direction of a law enforcement officer.
6. Write down as many details or facts on the company accident report (if one is available) or any piece of paper on hand.

**At the scene get the following information:**

* Name of investigating officer and law enforcement agency
* Name, address, and contact information of other drivers
* Vehicle insurance information of other drivers
* Make, model, and license plate number of other vehicles
* Name, address, and contact information of all witnesses to the accident

**Recommended Vehicle Accident Kit**

* Disposable camera
* Company Accident Report
* Pen or pencil and notepad

**Photo of accident using camera should include:**

* All four (4) sides of all vehicles involved in the accident
* Roads and intersections at the scene
* Interior of all vehicles involved in the accident