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Executive Summary

Our motor carrier safety program has been implemented to promote safe driving on and off the job. When properly implemented, this program can help reduce the frequency and severity of crashes and violations in our vehicle operations. Our focus is on reducing the financial burden of crashes and the accompanying human suffering. It is equally important that we present a strong public image of a company that puts safe drivers on the road. We will properly select and train employees who drive on company business and we will keep well-maintained vehicles.

Employees authorized to operate company commercial vehicles are required to immediately report all crashes and moving violations that occur during work-related and non-work-related activities to their immediate supervisor.

We will provide safe and reliable transportation to authorized drivers, and the resources for properly maintaining company commercial vehicles. It is each driver's responsibility to ensure proper vehicle maintenance, exercise defensive driving habits, maintain a good driving record, and adhere to the company safe driving expectations and objectives in this program.

In addition, it is the policy of the Branscome Companies that all individuals employed to operate commercial motor vehicles refrain from secondary employment as this impedes our compliance with USDOT Hours of Service regulations.

All occupants of company vehicles must wear seat belts/restraints at all times and to refrain from use of cell phones or mobile texting devices at all times while operating a commercial motor vehicle.



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1.0 Purpose

The purpose of this procedure is to ensure that the operation of commercial motor vehicles by company employees meets or exceeds the requirements of Virginia, North Carolina, Maryland, and Federal Motor Carrier Safety Regulations (FMCSR).

2.0 Scope

2.1 This program applies to employees who operate commercial motor vehicles on company business and will be reviewed by managers and supervisors to ensure full implementation and compliance.

2.2 This program applies to the inspection, maintenance, and operation of commercial motor vehicles having a gross vehicle weight rating (GVWR) of 10,001 or more pounds and which are or may be operated on public highways.

3.0 Roles and Responsibilities

3.1 Management is responsible for successful implementation and on-going execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.

3.2 Authorized Drivers will

- Operate his vehicle in accordance with the appropriate Federal and State Motor Carrier Safety Regulations.
- Obtain, maintain, and have in possession a current CDL (Commercial Driver’s License) with appropriate endorsements.
- Obtain, maintain, and have in possession a current DOT medical exam certificate.
- Conduct vehicle inspections and submit written report at the completion of each workday.
- Immediately report to his supervisor any accident covered in section 6.3.
- Notify his supervisor within one working day of any traffic violation after conviction or forfeiture of collateral (i.e. failed to appear in court) for a traffic control violation and when there is the loss of his license, driving privileges, or disqualification by government agencies.
- Provide a list of traffic violations (on and off the job) which he received during the preceding year.



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- Report to his supervisor the use of any “legal” drug which affects his ability to work in a safe and efficient manner.

3.3 Departments with Assigned Commercial Vehicles/Drivers

- Ensure that only properly licensed and certified drivers are assigned to operate department commercial vehicles.
- Ensure that training required by D.O.T. Hazardous Materials Transportation Regulations is provided affected drivers.
- Ensure that their assigned commercial vehicles are inspected annually in accordance with paragraph 396.17 of the FMCSR. Maintain files for these records for 14 months.
- Ensure that daily inspections of assigned commercial vehicles are conducted in accordance with section 6.2 of this procedure and paragraph 396.11 of the MCSR. Maintain files for these records for 3 months.
- Notify the Safety Department immediately of any accidents involving commercial vehicles.
- Conduct investigations of accidents covered in section 6.3.
- Schedule employees for random drug and alcohol testing when notified by the Safety Department or Human Resources.
- Supervisors designated to determine whether “reasonable suspicion” exists for a driver to undergo testing under paragraph 382.307 shall receive one hour of training on alcohol misuse and one hour of training on controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

3.4 CDL Program Manager

- Coordinate semi-annual review of the driving record of each authorized CDL driver in accordance with paragraph 391.25 of the FMCSR.
- Maintain accurate list of CDL drivers.
- Participate in incident investigations involving commercial vehicles.
- Issue quarterly reports of CSA scores.
- Coordinate the semi-annual review the driving record of each driver to determine whether the driver meets the minimum requirements for safe driving. See Appendix A for guidelines. Maintain record of these reviews in the driver’s qualification file.



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3.5 Human Resources Department

- Ensure that the application of employment for a person assigned to a position requiring a CDL meets the requirements of paragraph 391.21 of the FMCSR.
- Conduct a background investigation of prospective drivers in accordance with paragraph 391.23 of the FMCSR.
- Ensure that applicable employee transfer requests include information required by the 391.21 and 391.23, as stated above.
- Ensure that employee personnel files contain the information required by paragraph 391.51 of the FMCSR.
- Provide prospective drivers with the CDL study guide.
- Administer the Drug and Alcohol Testing Program required of CDL drivers.

4.0 Definitions

- 4.1** Authorized Driver: an employee assigned the responsibility of operating a commercial motor vehicle for company business. He shall possess a valid CDL, a valid medical exam certificate, and the proper CDL endorsement(s).
- 4.2** Commercial Driver’s License (CDL): a license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CRF part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicles.
- 4.3** Commercial Motor Vehicle: a motor vehicle or combination of motor vehicles used in commerce to transport property if the motor vehicle: (a) has a gross vehicle weight rating of 26,001 or more pounds, or (b) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).
- 4.4** Gross Vehicle Weight Rating (GVWR): the value specified by the manufacturer as the loaded weight of a single vehicle.
- 4.5** Hazardous Materials: has the meaning such term has under section 103 of the Hazardous Materials Transportation Act.



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5.0 References

5.1 Federal Motor Carrier Safety Regulations, Parts 382, 383, 390-397, 399

5.2 D.O.T. 49 CFR, Parts 171-180 - D.O.T. Hazardous Materials Regulations

6.0 Procedure

6.1 Driver Qualification

- The Human Resources Employment Department will ensure that all required background information is acquired for applicants which require a CDL. This information will be documented in the driver’s qualification file.
- Each department/location authorizing drivers to operate commercial vehicles must designate authorized employees in writing. A copy of this designation must be sent to the Director of Safety. Drivers must possess a valid CDL and current medical exam certificate (medical card).
- Drivers must be medically examined at least every 24 months, and while operating a vehicle, have in their possession a copy of their medical card.
- DOT physicals must be conducted by an approved medical provider.
- Annually, each driver must provide a list of traffic moving violations (on and off-the-job) which he received during the preceding year. Non-moving violations are excluded. Departments will forward the lists to the Director of Safety.
- Each driver must notify his supervisor of:
 1. Loss of his license, driving privileges, or disqualification by government agencies.
 2. Conviction for traffic violations within one working day after conviction or forfeiture of collateral (i.e. failed to appear in court). Convictions for parking violation, vehicle defect, or other non-driving violation are exempted.
- Drivers using “legal” drugs as defined by the Company Substance Abuse Policy must follow the requirements of the policy. It is the employee’s responsibility to verify with his personal doctor that any prescription drug will not interfere with the safe performance of his or her job.
- Drivers are not permitted to operate a vehicle while the driver’s ability or alertness is so impaired or so likely to become impaired through fatigue,



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illness, or any other cause, as to make it unsafe for him to begin or continue to operate the vehicle.

- Drivers will follow the rules for maximum driving time as stated in paragraph 395.3 of the FMCSR.
- Drivers will follow the 60 hours in 7 days rule unless instructed otherwise by their immediate supervisor and will use a logbook to record their duty status as required in Part 395 of the FMCSR. The supervisor must, by the end of the shift, document such instruction via email to the Director of Safety
- The Human Resources Department shall ensure that all required driver qualification information is included in the employee's personnel file.

6.2 Inspection, Repair, and Maintenance

- A driver will not operate any vehicle until he is satisfied that the vehicle is in safe operating condition and all parts and accessories are in good working order.
- Before operating a vehicle, each driver will review and sign the last vehicle inspection report. If defects or deficiencies requiring repairs were noted on the report, the driver must verify that the repairs were completed before signing the report.
- At the end of the workday, each driver will turn in to his supervisor a written vehicle inspection report on each vehicle he has operated. The report will cover at least the following items:
 - 1) service brakes
 - 2) hand brakes
 - 3) steering mechanism
 - 4) lighting devices & reflectors
 - 5) tires
 - 6) horn
 - 7) windshield equipment on the vehicle
 - 8) windshield wipers
 - 9) rear vision mirrors



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10) coupling devices (if so equipped)

11) wheels and rims

12) emergency equipment

13) any attachments or pieces of operating equipment on the vehicle

- If repairs are necessary for the safe operation of the vehicle, the supervisor responsible for the vehicle, or an alternate designated in writing, must certify by signing the report that the repairs were satisfactorily completed. A legible copy of the last daily vehicle inspection report must be kept on the vehicle whenever it is operated.
- The supervisor responsible for each commercial vehicle shall ensure that the vehicle is inspected at least annually per paragraph 396.17 of the FMCSR. Any defects or deficiencies that affect the safe operation of the vehicle noted in the annual inspection will be repaired before the vehicle is returned to service. The Virginia State Inspection decal program will satisfy this requirement. A North Carolina inspection will not.
- Vehicle inspection and maintenance records shall be retained as follows:
 - 14 months for the annual inspection
 - 12 months for maintenance and repair records
 - 3 months for daily inspections

6.3 Accident Reporting and Investigation

- Drivers will immediately report to their supervisor any accident in which they are involved.
- If possible, drivers will remain at the accident scene with the vehicle until released by law enforcement personnel at the accident scene and they have notified their supervisor that they are either continuing their travel or returning to their home terminal.
- Department supervision must then notify the Safety Specialist to initiate a preliminary investigation, including photographs, if necessary. The Safety Specialist will notify the Director of Safety and Claims
- An accident review board shall be convened after each accident which causes injury to any person or damage to any property in excess of \$1,000.



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- The review board will determine the type of accident - avoidable or unavoidable. An avoidable accident is one in which the company driver failed to take every reasonable precaution to avoid the accident. An unavoidable accident is one which our driver did everything reasonable to avoid the accident.
- SH-8 Incident Investigation shall be followed for all accidents. A copy shall also be placed in the driver's personnel file.
- Disciplinary Action - any driver involved in an avoidable accident while operating a Company vehicle may be subjected to discipline up to and including discharge depending upon the circumstances of the accident including, but not limited to, the nature of the accident.

6.4 Drug and Alcohol Testing Program

- The Human Resources Department will administer the Drug and Alcohol Testing Program in accordance with the FMCSR procedures for random drug and alcohol testing.
- Drug and alcohol testing will be conducted in the following circumstances:
 1. Periodic (as part of the DOT physical)
 2. Random
 3. Immediately following an accident
 4. Reasonable suspicion
- Refusal to undergo drug and alcohol testing in any of the above circumstances will be treated as a confirmed positive test result.
- Post-accident tests require the driver be removed from safety sensitive positions until results are received.
- Positive tests will result in the individual being terminated.

6.5 Vehicle Marking

- All commercial vehicles must be marked with a Department of Transportation identification number. The marking must include the following information on both sides of the vehicle:
 1. Branscome
 2. USDOT **777895**
- The requirements for size, shape, location, and color of markings are found in paragraph 390.21 of the FMCSR.



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6.6 Transporting Hazardous Materials

- Drivers transporting hazardous materials in commercial vehicles for Company use shall also comply with the DOT Hazardous Materials Regulations (DOT 49 CFR parts 171-180) and any appropriate Division regulations. Drivers shall ensure that the hazardous material is properly classified, packaged, marked, labeled, placarded, loaded and unloaded, and prepared with shipping papers including emergency response information.
- Company vehicles transporting hazardous materials for Company use must have the following in the vehicle:
 1. Shipping papers or bills of lading filled out with the proper name, identification number, and amount of the materials being transported.
 2. Emergency response information, including the CHEMTREC 24-hour emergency telephone number.
 3. The above information must be accessible to the driver while in a belted position.
- Initial training on HAZMAT transportation must occur prior to operating the vehicle. Refresher training shall be provided at least once every two years.

7.0 General Safety Rules

7.1 Seat Belts - anyone driving or riding in a Branscome Companies or leased commercial vehicle is required to wear a seat belt when the vehicle is in motion. The driver is responsible for ensuring that every passenger has access to and wears a seat belt.

7.2 Cell Phones – use of cell phones and other mobile devices while the vehicle is in operation is prohibited.

- No driver shall engage in texting while driving.
- Drivers are prohibited from using a Walkman or similar device while at work
- Drivers are to refrain from placing outgoing calls or receiving incoming calls while operating the vehicle or whenever doing so interferes with job performance.



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7.3 Distracted Driving – driving is a full-time job that requires our complete attention. Besides phones, other causes of distracted driving to be avoided are:

- Eating and drinking
- Reading, including maps
- Grooming
- Using a navigation system
- Adjusting the radio, CD or MP3 player
- Watching a video

8.0 Training

8.1 All employees and supervisors involved with commercial vehicles will be trained in the requirements of this program.

8.2 As part of the CDL Program, prospective drivers shall successfully complete the written examination for the CDL operators prior to operating the vehicle. They will then operate the vehicle with a CDL driver in the cab until they successfully complete the road test.

8.3 Refresher training on the requirements of this program will be conducted annually.

8.4 All training required by this program must be documented in writing, kept on file by the department, and entered into the appropriate computer database.

9.0 Documentation

Number	Effective Date	Reason	Author
Original	November, 2013		Michael Harbin

Appendix A
Guidelines for CDL Driver MVR Reviews



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Applicants for driver positions are required to be 21 years of age and have a minimum of 1 year of CDL experience. Applicants with less than 0 points will be declined in Virginia. Acceptable point range for North Carolina will be determined, as the NC point system varies from VA.

The following criterion was established to identify high-risk drivers. A driver is unacceptable if the driver's accident/violation history in the past five years includes one or more of the following moving violation convictions:

- Driving under the influence of alcohol or drugs (DWI)
- Failure to report an accident
- Hit and run
- Eluding a police officer
- Manslaughter
- Operating during a period of suspension or revocation.
- Operating a motor vehicle without the owner's authority.
- Reckless driving.
- Speeding (three or more in a 3-year period).
- Two preventable accidents in a 12-month period.

In reviewing a driving record, the Safety Specialist shall consider any evidence that the driver has violated company, state, or federal motor carrier safety or hazardous material regulations or laws governing the operation of motor vehicles. Great weight must be given to violations, such as speeding, reckless driving, and operating while under the influence of drugs or alcohol, which indicate the driver has exhibited a disregard for the safety of the public.

The semi-annual MVR review is designed to identify drivers who are marginal or have moving violations in the recent past. Branscome wants its CDL drivers to have a zero or plus points.

CDL drivers will be sent to a DMV-approved CDL driver improvement school at their own expense under the following circumstances:

- When the MVR review shows negative points.
- When involved in an at-fault motor vehicle accident while operating a company vehicle.
- When cited for any of the following violations while operating a company vehicle:
 - Speeding
 - Improper Lane Change
 - Failure to Yield
 - Running Red Lights
 - Running Stop Signs
 - Following too close