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1.0 Purpose

Many employees operate company owned, leased, rental, or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents that may result in injuries and property loss. It is the policy of The Branscome Companies to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. The company considers the use of automobiles part of the working environment. The company is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

- Assigning responsibilities at all levels of employment.
- Vehicle use and insurance requirements.
- Employee driver's license checks and identification of high-risk drivers.
- Accident reporting and investigation.
- Company Accident Review Board.
- Vehicle selection and maintenance.
- Training standards.
- Safety regulations.

2.0 Scope

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

3.0 Roles & Responsibilities

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.

3.1 Company President - The company president is responsible for directing an aggressive vehicle safety program.

3.2 Management will:



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- Implement the Motor Vehicle Safety Program in their areas of responsibility.
- Establish measurement objectives to ensure compliance with the program.
- Provide assistance and the resources necessary to implement and maintain the program.

3.3 Supervisors will:

- Investigate and report all accidents involving a motor vehicle used in performing company business. Forward all accident reports to the Vehicle Safety Coordinator.
- Be responsible for taking appropriate action to manage high-risk drivers as defined by this program.
- Provide driver training either internally or through external means for high-risk drivers.

3.4 Vehicle Safety Coordinator:

- Issue periodic reports of losses for the president's review.
- Review motor vehicle accident reports as part of the Company Accident Review Board.
- Revise and distribute changes to the Motor Vehicle Safety Program to managers, supervisors and drivers as necessary.
- Maintain appropriate records.

3.5 Drivers will:

- Always operate a motor vehicle in a safe manner as explained under the section titled, "Driver Safety Regulations."
- Maintain a valid driver's license and minimum insurance requirements on personal vehicles used in company business.
- Maintain assigned vehicles according to established maintenance standards.

4.0 Definitions

5.0 References



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6.0 Program

6.1 Driver Selection

6.1.1 Driver Evaluation:

Employees will be evaluated and selected based on their driving ability. To evaluate employees as drivers, management will:

- Review past driving performance and work experience through previous employer's reference checks. All new employees and current employees recently assigned to driving duties will be required to complete the "Application Addendum For Employment Requiring Driving";
- Review the employee's Motor Vehicle Record (MVR) annually (more frequently if reasons warrant);
- Ensure the employee has valid driver's license; and
- Ensure the employee is qualified to operate the type of vehicle he/she will drive.

6.1.2 Driver Qualification:

Effective driver qualification controls are important elements of a successful motor vehicle safety program. Management developed and incorporated standards into this program, which reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal and state regulations.

1. Any employee who will be required during normal working hours to drive a company motor vehicle as a major part of the employee's work duties (including runners and flatbed truck drivers) must:
 - Be at least 18 years old;
 - Maintain a valid driver's license; and
 - Have a safe driving record with minimal convictions for driving offenses.



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2. Prior to an employee being assigned to duties involving significant driving time, the individual shall turn in a DMV report of their MVR.
3. The Safety Director will check the employee's state motor vehicle record (MVR) and recommend to the supervisor whether the record is acceptable (i.e. having lost no more than 5 points).
4. The final decision whether the employee is to operate a company vehicle is the responsibility of the senior Branscome site supervisor.
5. Every six months thereafter, Branscome will verify the operator's continued employment and reconfirm the acceptability of Motor Vehicle Record.

The company has implemented three levels of driver qualification criteria. Use of any or all of these criteria is dependent upon the nature and scope of the driving requirements.

1. State-regulated driver qualification parameters must be met. Regulatory information will be obtained from applicable state departments of transportation and motor vehicle services.
2. Where applicable, drivers will comply with DOT Commercial Driver License (CDL) regulations.
3. Drivers involved in interstate or foreign commerce in vehicles with Gross Motor Vehicle Weight Rating (GMVR) of 10,001 pounds or more, designed to transport 16 or more passengers, including the driver, or used in the transportation of hazardous materials in a quantity requiring placarding under the DOT Hazardous Materials Regulations, are subject to the requirements of the DOT Federal Highway Administration's Federal Motor Carrier Safety Regulations.
4. Drivers involved in intra or interstate operations with GMVR of 26,001 pounds or more must have a CDL license and be enrolled in a DOT Drug and Alcohol Testing Program.

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



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- Driving under the influence of alcohol or drugs (DWI).
- Hit and run.
- Failure to report an accident.
- Negligent homicide arising out of the use of a motor vehicle.
- Operating during a period of suspension or revocation.
- Using a motor vehicle for the commission of a felony.
- Operating a motor vehicle without the owner's authority.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Speeding (three or more in a 3-year period).
- Two preventable accidents in a 12-month period.

Drivers who are identified as high risk or in violation may be subject to several actions from management including, but not limited to:

- Driver may be required to attend a Defensive or Safety Driving course on his or her own time & expense.
- Drivers may be required to operate their own personal vehicle on company business.
- Driver may have their driving privileges suspended or revoked.

6.2 Driver Training

6.2.1 Drivers hired by this company to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.

- New employees, contractor, and temporary hires will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the company policy, understand their responsibilities, and are familiarized



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with their vehicle. Areas that must be addressed, with the driver, include:

- Understand, review and given a copy of the Fleet Safety Program.
- Understand and sign the Vehicle Assignment Agreement.
- Review individual Motor Vehicle Report (MVR).
- Understand accident reporting & emergency procedures.
- Review operation and controls of vehicle being assigned.
- Inspect vehicle using Vehicle Inspection Form.

A copy of this program will be kept in the vehicle.

6.2.2 License Suspension:

- Drivers must notify the Vehicle Safety Coordinator if their license is suspended or revoked.

6.2.3 Remedial Training:

Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course or equivalent) or an alcohol/drug abuse program on their own time and at their own expense if a review of the driver's MVR indicates:

- One or more violation convictions within any one-year period, or
- A conviction for driving while under the influence of alcohol or drugs.

In addition, depending on the severity of the conviction, the employee's driving privileges may be revoked and/or may result in employment termination.

6.3 Driver Safety Regulations

6.3.1 Safety Belts:

The driver and all occupants are required to wear safety belts when the vehicle is in operation. The driver is responsible for ensuring passengers



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wear their safety belts. Children under four years of age or under 40-pounds in weight must be secured in a DOT approved child safety seat.

6.3.2 Impaired Driving:

The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, or influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.

6.3.3 Traffic Laws:

Drivers must abide by the federal, state, and local motor vehicle regulations, laws, and ordinances.

6.3.4 Vehicle Condition:

Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.

6.3.5 Cellular Telephones, Walkmans, and Pagers:

The following procedures apply to employees driving on company business who wish to use cellular telephones in the vehicle.

- External speaker and microphone must be included to allow hands-free operation.
- Phone number memory and programming capabilities are to be included.
- Drivers are to refrain from placing outgoing calls or responding to pagers while the vehicle is in motion.
- Incoming calls should be limited.



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- For vehicles equipped with cellular telephone, e.g., Onstar, Sync, etc., use of the telephone is authorized as hands do not have to leave the steering wheel or attention from the road.
- Employees are prohibited from using a Walkman or similar device while operating a motor vehicle.
- Motorcycles: Employees are prohibited from using motorcycles when traveling on company business.

6.4 General Safety Rules:

6.4.1 Employees are not permitted to:

- A. Pick up hitchhikers.
- B. Accept payment for carrying passengers or materials.
- C. Use any radar detector, laser detector, or similar devices.
- D. Push or pull another vehicle or tow a trailer.
- E. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
- F. Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.
- G. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well-being is to be protected at all times.

6.4.2 Company and Personal Property:

Employees are responsible for company property such as computers, work papers, and equipment under their control. The company will not reimburse the employee for stolen personal property.

6.4.3 Motor Vehicle Reports

Any employee who will be required to drive a company motor vehicle as a major part of the employee's work duties (including runners and flatbed truck drivers) must:



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- 6.4.3.1 Be at least 18 years old.
- 6.4.3.2 Maintain a valid driver's license
- 6.4.3.3 Have a safe driving record with minimal convictions for driving offenses.
- 6.4.3.4 Prior to an employee being assigned to duties involving significant driving time, the individual shall turn in a DMV report of their MVR.
- 6.4.3.5 The Safety Director will check the employee's state motor vehicle record (MVR) and recommend to the supervisor whether the record is acceptable (i.e. having lost no more than 5 points).
- 6.4.3.6 The final decision whether the employee is to operate a company vehicle is the responsibility of the senior Branscome site supervisor.
- 6.4.3.6 Every six months thereafter, Branscome will verify the operator's continued employment and reconfirm the acceptability of Motor Vehicle Record.

7.0 Training

All affected employees shall receive training in Fleet Safety Program during the New Employee Safety Orientation Program. Specific training shall be provided the employee by his department. Training must be completed prior to the assignment of any work requiring the operation of a motor vehicle as part of a job assignment.

8.0 Documentation

- 8.1 To ensure that this Fleet Safety Program is thoroughly understood and properly used, its application shall be regularly reviewed during normal departmental self-auditing activities. These audits shall be documented and copies sent to the Safety Specialist.
- 8.2 If a violation of this program occurs, the supervisor of the work activity being performed shall initiate and document an investigation in accordance with the Incident Investigation Procedure.



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9.0 Document History

Number	Effective Date	Reason	Author
Original	May, 2006		
Revision 1	January, 2012		Alvin Trotman
Revision 2	July, 2012		Alvin Trotman
Revision 3	October, 2014	Incorporate Appendix A - Authorized Driver Approval Protocol	Alvin Trotman



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Appendix A

Authorized Driver Approval Protocol (NON-CDL Drivers)

The safe operation of our motor fleet is of prime importance to Branscome and significantly impacts our ability to conduct business. To that end, the following Authorized Driver Protocol is established for granting employees permission to operate Branscome vehicles and personal vehicles on Branscome business.

1. All applicants shall complete
 - Consent to pull Motor Vehicle Record; and
 - An Approved Driver Request Form.

2. Motor Vehicle Records will be pulled for all new employees that hold a valid driver’s license. Employee’s MVR shall be reviewed by the Director of Safety prior to the employee being scheduled for the New Employee Safety Orientation Program (NESOP) to determine if the applicant has an acceptable driving record.

3. All new employees with a valid driver’s license shall complete the Liberty Mutual Decision Driving Program.

4. Upon completion of the NESOP, the new employee shall report to his supervisor with the Request for Driver Approval form. If the foreman opts to utilize the employee to operate a vehicle, then he/she shall complete the Approved Driver Request Form and return it to Human Resources.

5. Upon receipt of the Approved Driver Request Form, Human Resources shall enter the employee into the DriveSafe system and issue the Branscome ID Card to the Operations Manager for determination of vehicle qualifications and signature.
 - For NON-CDL Commercial Vehicles, a ***Driver Demonstrated Skills Training Checklist*** shall be completed prior to permitting the employee to operate the vehicle without direct supervision. Upon completion the checklist shall be forwarded to the Director of Safety.



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- If the MVR and/or the Decision Driving review are unsatisfactory, Human Resources shall note such in the employee's file.
- The Director of Safety shall be periodically reviewed Employee ID card status, but no less frequently than annually.

6. Branscome ID Cards

- The ID Cards shall contain
 - Employee Name;
 - License Info
 - Category of Vehicles authorized to operate
 - Issue Date
 - Expiration Date
 - Signature of Operations Manager
- The employee must have the card on his person when operating any vehicle while conducting Branscome business.