

KBIG Driver Safety Policy

Location: [Insert location]
Effective Date: [Insert date]
Revision Number: [Insert number]

Purpose

[insert company name] recognizes that our employees are our most valuable assets and the most important contributors to our continued growth and success. Our company is committed to preventing workplace accidents and providing a safe working environment for all employees. We value our workers not only as employees but also as human beings who are crucial to the success of their families, the local community and our company.

Motor vehicle accidents are a leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of [insert company name]'s Driver Safety Policy is to provide the means to reduce injuries and fatal circumstances.

To further this goal, we have developed a Driver Safety Policy effective [insert effective date]. This policy applies to all employees operating noncommercial motor vehicles (non-CMVs), whether they are driving a company vehicle, a rental vehicle for company business or a personal vehicle for company business.

POLICY GUIDELINES

Driver Eligibility:

[Note: The employer should customize this section to include additional driver eligibility requirements that are specific to their policies and procedures.]

Drivers must possess 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.

Drug/Alcohol Testing:

[Note: Some states do not allow certain types of drug testing for employees (outside of the Department of Transportation requirements), so this policy must be reviewed and written to reflect the laws of the state in which the organization is domiciled. If the employer does not participate in drug testing, please remove this section. If the employer does participate in testing, customize this section to reflect the company's policies and procedures.]

In an effort to reduce occupational injuries, [insert company name] has adopted a drug-free workplace policy. Under the drug-free workplace policy, our company will require drug testing for preemployment, random, post-accident and reasonable suspicion purposes. All employees are required to participate in the drug-free workplace policy.

Preemployment drug testing is required for all new hires. Drug testing will be performed, but alcohol testing is not required.

Random drug testing will be conducted on a quarterly basis. Employees will be selected for testing by a computer-generated random list. Drug testing must be completed on the same day the selection is made. For more information, please refer to our company's drug-free workplace policy.

Post-accident drug testing will be completed if an employee is driving a company vehicle, leased company vehicle or personal vehicle for company business and is involved in an accident, regardless of fault.

Reasonable suspicion drug testing will be initiated if a supervisor has reason to believe or evidence that there is drug use. This evidence will be based on direct observation by an employee or supervisor. Please refer to our company's reasonable suspicion policy for more information.

Testing will be conducted by a licensed medical facility that our company designates. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substance will be grounds for termination.

Insurance Requirements:

[Note: The employer should fill in the insurance amounts required of its employees, as it may vary by their own requirements or broker and state requirements]

Employees who use their personal vehicles for company business are required to carry adequate limits of liability. [Insert company name] requires [insert liability limits]. A copy of the declaration page of the employee's personal automobile insurance policy must be provided to their supervisor/human resources department annually at the employee's renewal date.

Basic Vehicle Operation Guidelines:

Employees are required to adhere to the following basic vehicle operation principles:

- Always use seat belts.
- Drive defensively. Employee's should anticipate what other drivers on the road might do wrong and plan their mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
- When possible, avoid driving after midnight.
- Avoid driving in dangerous conditions, including when drowsy or during inclement weather.

Traffic Violations

[Insert company name] is not responsible for any traffic violations or parking tickets the employee acquires by violating local, state or federal laws through their driving habits and operation of their motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for our company. Employees should notify their supervisor of any violations that they receive or accidents they are involved in with company vehicles or personal vehicles.

Refueling Guidelines

For the employee's safety when operating a vehicle, they should follow these guidelines:

- Turn off the vehicle's engine while refueling.
- Never smoke, light matches or use lighters while refueling.
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

Distracted Driving:

We are committed to employee safety, and, for this reason, we firmly prohibit all behavior that distracts employees while they are operating a vehicle to conduct company business. General guidelines for behavior while driving are as follows:

- Use of hand-held cellphones without a hands-free option while driving is strictly prohibited. This applies to all functions of the cellphone including, but not limited to, phone calls, text messaging/SMS, emails, MMS, internet use and camera use.
- Use of electronic devices—including laptops and cameras—while driving is strictly prohibited.
- All calls must go to voicemail while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.

- Regular callers must be informed that the employee is unavailable while driving and be notified of the best times to call based on their driving schedule.
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

Headset/Hands-free Use

[Note: Some employers may not allow the use of hands-free phones or headsets due to increased risk and liability. The employer should change the following information to reflect its policies and state laws.]

[Insert company name] prohibits the use of hand-held mobile devices while driving. Using a hand-held mobile device means using at least one hand to hold the mobile device, dialing a mobile device by pressing more than a single button or reaching for a mobile device in a manner that requires the driver to maneuver so they are no longer in a seated driving position, restrained by a seat belt. However, the use of headsets or hands-free devices while driving is permissible if:

- The device is preapproved by the company for use.
- Use of the device does not cause distraction (for example, fiddling with the device or taking eyes off the road to get it to function properly).
- Any dialing or use of the handset requires a single button.
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
- Conversations do not interfere with the driver's ability to drive safely.
- Road conditions are generally good and do not threaten the driver's safety.

Emergency Calls

The only exception to the cellphone use guideline is a call placed to 911. If placing or accepting an emergency call, it should be kept short, with a hands-free option if available. The vehicle should be pulled over if possible.

GPS Systems

[Insert company name] understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way.
- GPS systems must be voice-narrated and must not require that the driver look away from the road to follow instructions.
- Employees may not program the system while in motion.
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio or audio streaming devices may be just as dangerous as cellphone use. It takes eyes and concentration off the road, which is not permissible under this policy. Our company allows employee use of personal, portable audio devices, because we do not want to eliminate employees' ability to enjoy music while behind the wheel. However, employees must follow these guidelines:

- Employees may not take their eyes off the road to adjust music settings.
- Programming music settings while stopped or pulled off the road or before departing is permissible behavior.
- Employees may not, under any circumstances, use hand-held audio streaming devices with headphones—not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals or sirens.

Accident Investigation Procedures:

[Insert company name] realizes some accidents are not preventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and

document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third-party insurance schemes.

All drivers will be supplied with an accident claims kit, a pen and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents immediately to their supervisor.

Prohibited Behavior:

Behaviors that may result in suspension and/or termination include:

- Driving while under the influence of drugs or alcohol
- Operating a vehicle with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Reckless driving
- Hit and run
- Three moving violations in the last three years found on the motor vehicle report
- More than two preventable accidents involving personal injury or property damage within the last three years

Seat Belt Usage

_____ (Company name) recognizes that seat belts are extremely effective in preventing injuries and loss of life. It is a simple fact that wearing your seat belt can reduce your risk of dying in a traffic crash by 45 percent in a car and as much as 60 percent in a truck or SUV. We care about our employees and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts. Therefore, all employees of _____ (Company name) must wear seat belts when operating a company-owned vehicle, on company premises or on company business. All occupants are to wear seat belts or, where appropriate, child restraints when riding in a company-owned vehicle or in a personal vehicle being used for company business. All employees and their families are strongly encouraged to always use seat belts and the proper child restraints whenever they are driving or riding in any vehicle, in any seating position.

Employee Acknowledgement

Motor vehicle accidents are a leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of [insert company name]'s Driver Safety Policy is to provide the means to reduce such factors, eliminate unnecessary injuries and prevent fatal circumstances. We value our workers not only as employees but also as human beings who are crucial to the success of their families, the local community and [insert company name].

[Insert company name] encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisors.

A motor vehicle report (MVR) will be requested at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, [insert number] violations in the past three years will be grounds for an unsatisfactory MVR and may be cause for termination and/or disciplinary actions.

[Insert company name] conducts mandatory random controlled substances and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

Drivers are required to document details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved. **EMPLOYEES MUST REPORT ACCIDENTS IMMEDIATELY TO THEIR DISPATCHER OR SUPERVISOR.**

Personal use of company vehicles is prohibited without prior permission from management.

Failure to abide by this policy could result in disciplinary action or, in the event of an injury, denial in workers compensation benefits.

I have read and understand [insert company name]'s Driver Safety Policy and its requirements and expectations of me as an employee.

Employee Name (please print)

Employee Signature

Date