

FLEET SAFETY PROGRAM

I. POLICY STATEMENT

The Fleet Safety Program establishes guidelines and procedures to be followed to protect the safety of individuals operating any motor vehicle on company business. Protecting our employee drivers, their passengers, and the general public is of the highest priority to the Company.

The commitment of management and employees is critical to the success of this program. Clear communication of and strict adherence to the program's guidelines and procedures are essential.

DEFINITIONS: (See Appendix A for additional definitions.)

COMPANY VEHICLE: A motor vehicle owned by or leased to the company, including temporary replacement vehicle.

MOTOR VEHICLE: "Company Vehicle" or any other motor vehicle while being operated on company business.

DRIVER: Any employee assigned a "Company Vehicle" or who operates a "Company Motor Vehicle" on a permanent or temporary basis.

II. PROGRAM GOALS

The primary goal of the Fleet Safety Program (FSP) is to maintain a high level of safety awareness and foster responsible driving behavior.

"Driver" safety awareness and responsible driving behavior will significantly decrease the frequency of "Motor Vehicle" accidents and reduce the severity of personal injuries and property damage.

"Drivers as defined in this program must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or dismissal.

III. PROGRAM RESPONSIBILITIES

Everyone shares in the responsibility to make the FSP a success. To avoid confusion or misunderstanding, specific program responsibilities are outlined as follows:

A. Drivers

"Drivers" are required to:

1. Read, understand and follow the requirements contained in this program;
2. Participate in company-sponsored activities or programs designed to improve driver safety;
3. Maintain a valid driver's license and adhere to license restrictions;
4. Complete the *Driver History Form*, and thereby provide signed permission for the company or its designated representative to obtain "Motor Vehicle Records", and
5. Sign the *Fleet Safety Program Acknowledgment Form*.

B. Human Resource Manager

Human Resource Manager will:

1. Ensure the *Driver History Forms* are completed by each "Driver" and forwarded to the Safety Manager;
2. Ensure that the *Fleet Safety Program Acknowledgment Form* is signed by each driver and kept in employee's file;

C. Safety Committee

The Safety Committee will:

1. Be responsible for taking appropriate action to manage "High Risk Drivers" as defined by this program;
 2. Ensure that all "Drivers" participate in company safe driving training programs;
 3. Secure and retain training documentation for all safe driving training;
 4. Investigate all "Accidents" and ensure that Accident Reports are completed as described in Section IX - Accident Reporting.
 5. Implement the FSP and ensure accountability for program requirements;
 6. Serve as a technical resource, ensuring the continuous development and maintenance of the FSP;
 7. Help evaluate "High Risk Drivers" and advise management on instituting any additional driving restrictions/limitations;
 8. Evaluate and approve driver training curriculum;
 9. Provide driver training resources;
 10. Revise and disseminate changes to the FSP;
 11. Issue periodic reports for management review and action;
 12. Obtain and review "Motor Vehicle Reports" (MVR) and accident information to ensure that "High Risk Drivers" are identified and brought to the attention of management;
 13. Forward MVR reports to the VP & General Manager;
 14. Provide comprehensive and cost effective risk management measures to protect the company's assets;
 15. Assist in the evaluation of program effectiveness through detailed loss analysis.
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