

7. At fault in a fatal accident
8. Felony committed involving a vehicle
9. Three or more "Company Vehicle" physical damage claims in any twelve month period.
10. Multiple Speeding tickets.

VIII. MANAGEMENT CONTROLS FOR HIGH RISK DRIVERS

If an employee is identified as a "High Risk Driver", the VP & General Manager must choose either Option 1 or Option 2:

A. Option 1: Probation

The VP & Owner must do all of the following:

1. Place the "High Risk Driver" on probation (ending two years from the date of the most recent violation);
2. Obtain a MVR from the Safety Manager every six months for the duration of the probationary period;
3. The Fleet Manager will notify the VP & Owner of any additional violations while the employee is on probation;
4. Immediately suspend driving privileges if any single repeat violation or an additional violation occurs while on probation as described in Section VII - OR if any terms of probation are violated.
5. Confer with the Safety Committee on any stipulations, operating limitations, or other conditions (for consistency between Districts), such as:
 - a. Loss of all "Company Vehicle" driving privileges;
 - b. Loss of "Company Vehicle" driving privileges between work and home;
 - c. Transfer of the "Driver" to a non-driving position; or
 - d. Additional driver training.
6. The terms of the probation are to be made to the employee in writing. The employee will be required by signature to signify that he/she has been informed of the probation terms and duration. The signed terms of probation should be kept in the employee's file.
7. If the probationary period has been served and if reinstatement of driving privileges is warranted, the VP & Owner should notify the Safety Committee.

B. Option Two: Suspension of Driving Privileges

If the VP & Owner must suspend all company driving privileges. The "High Risk Driver" will NOT be authorized to drive a motor vehicle at any time on company business.

This action may result in the VP & Owner either transferring the employee to a non-driving position, if such a position exists, or the employee may be subject to dismissal procedures.

The employee may re-apply for company driving privileges after one year of suspension. Application should be made to the VP & Owner . If approved, the employee's driving status will change from suspension to probation. However, reinstatement of driving privileges by the VP & General Manager does not constitute an offer by the company for any "Driver" position. Normal job posting procedures will still have to be followed.

IX. ACCIDENT REPORTING

1. Post Accident:

a) Regardless of the severity of the vehicular accident, **CALL THE POLICE**. Even if there are no serious injuries, a police report is required to file a claim. The vehicles involved in the accident should remain where they are, unless they interfere with traffic. When the police arrive, make sure you tell the investigating officer(s) exactly what happened, to the best of your ability. If you do not know certain facts, tell that to the officer. Do not speculate, guess or misstate any of the facts. Make sure statements made by other persons involved in the accident are accurate as well.

b) **Call Owner. Call Project Manager. Leave Voice-mail and/or discuss.**

c) **Take pictures of the vehicles if there is visible damage.**

However, you should in no way interfere with the on-going police investigation. If you cannot take pictures at the scene of the accident, take them as soon as possible after the accident. Email the pictures as soon as possible to the Owner AND Project Manager.

d) An employee involved in a work-related accident resulting in a lost time injury, or injury requiring medical attention to themselves, or another employee will be required to provide a Drug and Alcohol Test. In the event an employee is so seriously injured that he/she cannot provide a specimen at the time of the accident, the employee must provide necessary authorization to the Company to obtain medical records or other documents that may be necessary in an attempt to determine whether controlled substances or alcohol were present in the employee's system at the time of the accident that would indicate that he/she was in violation of the provisions of this policy.

e) Any employee operating a Company owned and insured vehicle, a Company Vehicle that requires a CDL Class A or Class B license to operate, whether during business hours or after business hours, who is involved in a vehicular accident that requires any of the following:

- Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
- Who receives a citation within 8 hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.