

FLEET SAFETY POLICY

FLEET ADMINISTRATOR: Brandt Cook

Contents

SCOPE OF APPLICATION.....	1
AUTHORIZATION & EXPECTATION	1
USE OF COMPANY-OWNED VEHICLES & TRAILERS.....	1
PERSONAL VEHICLES USED FOR COMPANY BUSINESS	1
RENTAL VEHICLES & TRAILERS	2
DRIVER QUALIFICATION & REVIEW	2
REPORTING CHANGES IN DRIVER'S LICENSE OR STATUS.....	3
REPORTING OF VIOLATIONS	3
REVOCAION OF DRIVING PRIVILEGES.....	4
CIRCUMSTANCES RESULTING IN NEED FOR ACTION	4
DRIVER RULES & RESPONSIBILITIES.....	5
INSPECTION & MAINTENANCE.....	7
MOTOR VEHICLE ACCIDENTS	7
TRAINING & CONTINUED EDUCATION	8
RECORDKEEPING.....	9
Appendix A - Commercial Motor Vehicle (CMV) Operations...	10
Appendix B - Motor Vehicle Record (MVR) Grading Criteria ...	14
Appendix C - In The Event of an Accident.....	15

**REMEMBER... When operating a fleet vehicle,
you are representing our company.**

SCOPE OF APPLICATION

The provisions of this policy apply to all fleet vehicles and trailers owned by or used on behalf of Clinton Industries. This may include company-owned/leased vehicles, rental vehicles, or even personal vehicles if being used for Clinton Industries business. ***Clinton Industries does not operate vehicles requiring a Commercial Driver's License (CDL).*** We do, however, operate commercial motor vehicles.

This policy shall apply regardless of operator license type or classification, size or weight of fleet vehicle (including trailers), driving duration or frequency, day of week, location, or even purpose for fleet vehicle operation.

AUTHORIZATION & EXPECTATION

Only individuals age 21 or older and committed to safe vehicle operation shall be authorized to drive on behalf of Clinton Industries. Individuals who have not been specifically authorized to operate fleet vehicles, or whose authorization has been revoked, may not operate a fleet vehicle. No fleet vehicle operation is authorized beyond the borders of the United States.

We will trust the privilege of fleet vehicle operation only to those individuals who consistently demonstrate safe, courteous and responsible driving habits. We expect each fleet vehicle operator to respect the provisions of this policy and follow all applicable federal, state, & local laws. Those who fail to approach their driving responsibilities in this manner may be subject to disciplinary action, up to and including loss of driving privileges or termination.

USE OF COMPANY-OWNED VEHICLES & TRAILERS

All company-owned vehicles and trailers are provided strictly for official company business. Only Clinton Industries employees and company-authorized representatives may be transported in these vehicles.

While some fleet vehicles may be driven home at the end of the workday, none are authorized for personal use unless prior permission has been granted by executive management.

When personal use is authorized, the following provisions apply:

1. Authorization is restricted to that employee only. This person must be an authorized fleet vehicle operator for the specific class of vehicle/trailer and must be properly licensed. Authorization does not extend to spouse, children, family, friends, etc.
2. All rules & requirements contained in this policy continue to apply. These same rules extend to any passengers, including mandatory seatbelt use.
3. No children under the age of 14 are permitted in the vehicle.
4. Towing of anything but a company-owned trailer is prohibited. Towing of personal recreational equipment (boats, campers, non-company trailers, etc.) is not permitted.
5. Do not modify or customize the vehicle.
6. Employee shall sign a written personal use agreement before authorization is granted.

PERSONAL VEHICLES USED FOR COMPANY BUSINESS

The use of an employee's own vehicle during or after work hours – such as driving to/from

work, lunch, etc. – does not constitute “use of personal vehicle for company business” unless otherwise specified & authorized by executive management.

Employees who are directed to use personal vehicles for company business will be reimbursed on a per mile basis. The employee is responsible for vehicle maintenance, insurance, general upkeep, liability arising from an accident/damage, and for abiding by all provisions of this policy while using the vehicle for business purposes.

In the event of a vehicle accident, the employee’s personal insurance will apply. For this reason, Clinton Industries reserves the right to verify personal auto insurance coverage is adequate and is currently in-force.

RENTAL VEHICLES & TRAILERS

Rental vehicles used for company business shall be subject to the provisions of this policy. They shall be treated the same as company-owned vehicles & trailers. Any conditions making the vehicle/trailer unsafe for use shall be immediately reported to the office and rental company so that repairs or a replacement can be provided before it is used.

DRIVER QUALIFICATION & REVIEW

1. Initial authorization to operate a fleet vehicle is contingent upon satisfactory review of:
 - *Job application & experience (must have at least 1 yr. experience in class of vehicle for which authorized)*
 - *Reference checks*
 - *Employment record (prior 3 yrs.)**
 - *Valid driver’s license of proper classification &/or endorsement*
 - *MVR history (prior 3 yrs. in each state where valid license held) – refer to Appendix B for grading criteria*

Commercial motor vehicle drivers (over 10,000# GVWR or GCWR) require the following additional reviews:

- *Request for drug & alcohol test results* in conjunction with employment record review*
- *Documentation of a valid DOT physical exam (medical eval card) within past 24 months*

** The employment record & drug/alcohol test results review must be completed within 30 days of hire.*

2. Continued authorization is subject to a successful annual review of:
 - *Annual MVR check for each state a driver’s license was held – refer to Appendix B for grading criteria*
 - *Driver’s license classification, status, &/or endorsement*
 - *Incident, complaint, and evaluation history*
 - *Participation in company continuing driver education/training programs*

Commercial motor vehicle drivers (over 10,000# GVWR or GCWR) require the following additional reviews:

- *Review of drug & alcohol test results*
- *Documentation of a valid DOT physical exam (medical card) within past 24 months*

3. Quarterly MVR checks will be conducted for any driver who incurs multiple violations or any serious violation (see box) within any 12-month period.

At its sole discretion, Clinton Industries reserves the right to check a driver's MVR and driver's license status at any time. Such a check may be initiated following report of a vehicle accident or moving violation charge.

REPORTING CHANGES IN DRIVER'S LICENSE OR STATUS

Driver must possess a valid motor vehicle driver's license with the appropriate classification needed for operating the assigned fleet vehicles &/or trailer combinations.

Fleet vehicle operators must report to the fleet administrator & HR any change in driver's licensing status, classification, or endorsement (ex: restricted, disqualified, suspended, revoked, canceled). Unless otherwise specified in section 8 below ("Reporting disqualifying, serious, & moving violations"), notification must be made by the end of the business day following the day driver receives notice.

Any fleet driver whose license has been disqualified, suspended, revoked, or canceled shall not be authorized to drive any company vehicle or personal vehicle for company business.

REPORTING OF VIOLATIONS

1. Disqualifying or serious violations – Drivers must immediately report to fleet administrator & HR any disqualifying or serious violation charges, ***regardless of whether the violation occurred in a fleet or personal vehicle.***
2. Moving violations – Within 24 hours, all fleet vehicle operators must report to fleet administrator & HR any moving violation charges, ***regardless of whether the violation occurred in a fleet or personal vehicle.***

The following reporting requirements apply to operators of commercial motor vehicles (over 10,000# GVWR or GCWR):

3. CMV reporting of violations [49 CFR 383.31] – In addition to the above, CMV drivers must inform both PennDOT (within 30 days) and Clinton Industries (within 24 hrs.) of any moving traffic convictions, regardless of the type of vehicle in which the violation occurred and regardless of whether the vehicle was a fleet vehicle.

This notification must be made in writing and contain the following information:

- *Driver's full name*
- *Driver's license number*

DISQUALIFYING VIOLATIONS

- Evading police
- Felony committed involving a MV
- Speeding in school zone
- Crossing RR tracks against signal
- Serious disregard for public safety
- Similar infractions

SERIOUS VIOLATIONS

- Reckless driving
- Alcohol/drug-related offenses
- Excessive speeding
- Similar infractions

MOVING VIOLATIONS

- Speeding
- Fail to obey traffic signs/signals
- Improper turns
- Driving wrong way
- Similar infractions

- *Date of conviction*
- *Description of the specific violation(s)*
- *Effects on licensing and/or driving privileges*
- *Indication whether the violation was in a commercial motor vehicle*
- *Location of offense*
- *Driver's signature*

Fleet vehicle operators must immediately report to the fleet administrator & HR any change in their driver's licensing status, classification, or endorsements.

REVOCAION OF DRIVING PRIVILEGES

Any of the following will result in immediate revocation of fleet vehicle driving privileges:

1. Driver's license suspension or revocation;
2. Refusal to immediately submit to drug/alcohol testing (as required per company policy);
3. Record of any disqualifying violation;
4. Any situation or pattern of conduct where executive management deems that individual's continued operation of a fleet vehicle represents an unacceptable risk to Clinton Industries operations.

Duration of driving privilege revocation and/or the need for additional disciplinary action (which could include termination) shall be at the sole discretion of Clinton Industries executive management.

CIRCUMSTANCES RESULTING IN NEED FOR ACTION

At the sole discretion of Clinton Industries executive management, any of the following shall result in the need for action, which may include refresher training, driving restrictions, disqualification of fleet vehicle driving privileges, &/or termination:

1. At-fault in a fatal accident
2. Unsafe vehicle operation (including distracted or aggressive driving) &/or pattern of serious complaints
3. Leaving the scene of an accident
4. Operation of a vehicle for which not properly licensed or classified
5. Failed or expired DOT physical exam (medical eval card)
6. Pattern of violating the provisions of this policy

Within past 36 months:

7. Conviction of a felony or a drug-related offense
8. Driving privilege suspension, revocation, or disciplinary action
9. Two (2) or more non-fatal, at-fault accidents
10. Three (3) or more moving violations
11. Three (3) or more preventable fleet vehicle damage claims (non-injury)

Within past 60 months:

12. Conviction of a drug or alcohol-related offense while driving (DUI/DWI)
13. Any serious violation (see box beside section 7 of this policy)

In addition, the following applies to commercial motor vehicle drivers (over 10,000# GVWR or GCWR):

14. Failure to adhere to DOT regulations.
15. Three (3) or more preventable accidents within past three (3) years.
 - *Accident* – An occurrence involving a commercial motor vehicle operating on a highway in interstate or intrastate commerce which results in a fatality, bodily injury to a person (requiring off-site medical treatment), or one or more motor vehicles incurring disabling damage (required to be hauled/towed away).
 - *Preventable accident* – An accident that could have been averted but for an act, or failure to act, by the motor carrier or the driver.

DRIVER RULES & RESPONSIBILITIES

1. Safe operation – All drivers are expected to operate fleet vehicles in a safe manner and comply with all applicable federal, state, and local laws. Vehicles are to be operated based on existing conditions (light, precipitation, traffic volume, etc.) rather than solely on posted speed limit. Safe following distances are to be maintained (at least 1 second for every 10 ft. of vehicle length – 2 to 3 seconds in poor weather).
2. Cleanliness – It is the driver’s responsibility to maintain his/her fleet vehicle clean and orderly, both inside and outside the cab.
3. Vehicle selection – When selecting a vehicle for a given task, the driver shall choose the proper vehicle based on its size, capacity (including towing capacity), & intended use. Under no circumstances may a vehicle or trailer be overloaded or operated by an individual who is not properly licensed.
4. Proof of insurance & vehicle registration – Valid proof of insurance and vehicle/trailer registration must be maintained in all fleet vehicles. Please check for this before using the vehicle &/or trailer.
5. Pre-trip safety check – Prior to each day’s use, the driver of a fleet vehicle is responsible for conducting a pre-trip safety check to ensure that the vehicle &/or trailer is in a safe operating condition and that the windshield, lights, and cab are reasonably clean. This quick check should focus on:
 - *Verify vehicle (& trailer) registration & proof of insurance is valid & onboard*
 - *Walk-around to spot damage or deficiencies that could affect the safe operation or reliability of vehicle/trailer*
 - *Fluid levels*
 - *Wheel & tire condition*
 - *Windshield & wiper condition*
 - *Seatbelt function*
 - *Mirror adjustment*
 - *Proper gauge readings*
 - *Lights (headlights, turn signals, 4-ways, brake)*

Vehicles &/or trailers not in a safe or reliable condition are not to be driven. Safety-related damage or defects, including missing or malfunctioning safety devices, shall be repaired before the vehicle is placed back into service.

Additional pre- & post-trip inspections requirements apply for commercial motor vehicles (over 10,000# GVWR or GCWR). Refer to Appendix A – CMV Operations.

6. Seatbelts (vehicle restraints) – All occupants (drivers & passengers) of the vehicle must properly use a seatbelt while the vehicle is being operated.

7. Headlights – All vehicles shall be driven with headlights turned on, regardless of time or lighting conditions.
8. Air bags – With the exception of conditions specified by the vehicle manufacturer, air bags must be activated when operating a fleet vehicle equipped with this safety feature.
9. Parking – All vehicles must be parked legally (or properly if in a construction work zone). Never park any vehicle in an area where it could be exposed to damage or block emergency responder access. Do not block sidewalks, roadways, or motorist view of work areas.

As conditions dictate, use cones (flares or reflective triangles for emergency situations) to call special attention to your vehicle.

Whenever possible, vehicles should be parked in such a manner that when the vehicle is next used, the first movement is forward, not reverse.

10. Smoking – Smoking is not permitted in pool fleet vehicles. Otherwise, take care to not smoke within 50 ft. of refueling areas or any other areas where flammable/combustible substances are stored, dispensed, handled, or used.
11. Alcohol, drugs, & illicit materials – Alcohol, drugs, weapons, and illicit material may not be stored, transported, or used in/from any fleet vehicle. Provisions of our corporate Drug/Alcohol policy apply.
12. Impaired driving – No driver shall operate any fleet vehicle while impaired. Impaired driving may result from drugs, medication, alcohol, fatigue, medical condition, emotional state, etc. This provision includes circumstances where the use of legally prescribed or over-the-counter (OTC) medication may cause drowsiness.
13. Distracted driving, cell phones, & texting – No driver shall operate a fleet vehicle while distracted.

Distracted driving may result from taking notes, eating/drinking, personal grooming, reading, use of technology (radios, smart phones, computers, GPS, etc.), passenger actions/behavior, etc. Pull over or wait until the vehicle is safely parked to attend to the matter.

Cell phone use causes driver distraction. Company policy on cell phone use (including texting) is as follows:

- a) Texting or use of any hand-held mobile phone while operating a fleet vehicle is prohibited. This includes any time the motor is running, even if the vehicle is stationary. Only exception is when the vehicle is safely parked off a roadway.

Note that hands-free systems do not include phones where a button must be held to talk (such as the PTT – push to talk – feature).

- b) If your job responsibilities absolutely require accepting work-related calls while driving, a hands-free device must be used.

However, do not endanger yourself or others for the sake of making or taking a work-related phone call. If in heavy traffic, merging with traffic, passing a vehicle, at an intersection, near pedestrians, in a work zone, or in any other situation requiring your full attention, let voice mail pick-up and return the call later, when safe to do so.

- c) Other than in cases of emergency, no personal calls during work hours – no matter if you have a business or personal cell phone. Only work-related calls may be made or taken during working hours.
- d) Employees who are charged with traffic violations resulting from cell phone use while driving shall be solely responsible for all liabilities resulting from the incident.

14. Aggressive driving – Drivers shall not operate any fleet vehicle in a manner that endangers or is likely to endanger people or property (aggressive driving). Reports of any such behavior may result in immediate termination. Aggressive driving may include excessive speeding, tailgating, flashing high beams, failing to yield or use turn signals, running red lights/stop signs, weaving through traffic, and threatening or abusive conduct.
15. Load securement – All materials, tools or equipment loaded onto vans, trucks, or trailers must be secured prior to transit. The vehicle driver is responsible to ensure that all loads are secured prior to transit.

Loads may not stick out more than 3 ft. past the front bumper nor more than 6 ft. past the rear bumper. Loads that stick-out between 4-6 ft. past the rear bumper must have a red flag (min. 12-in square) during daylight and a red light during darkness, attached to the end of the load.
16. Fines – Driver is responsible for all fines & fees which are a result of his/her violation of federal, state, or local law.
17. Theft – Immediately report any theft of a fleet vehicle to local police, and then to our fleet administrator.

INSPECTION & MAINTENANCE

1. Regular service – Fleet vehicle operators shall coordinate maintenance needs with executive management.

Promptly and accurately report all commercial vehicle mileage records to accounts payable for vehicle registration purposes. Forward service records to the fleet administrator for purposes of recordkeeping.

Note that a qualified automotive service technician must be used for fleet vehicle maintenance &/or repair. Contact the fleet administrator with any questions/concerns before arranging work.

2. Modifications – Company vehicles may not be modified unless such modification is authorized by the fleet administrator and it has been determined that the modification will not affect vehicle safety and/or safety devices.

This includes, but is not limited to:

- *Stereo/radio/communications equipment*
- *Hitches & tow bars*
- *Plows*
- *Window tinting*
- *Navigation or security systems*
- *Accessibility aids*
- *Cargo containment means or racks*
- *Material handling means*
- *Change of body configuration, tire, or rim size*
- *Increase in carrying/hauling capacity of vehicle or trailer*

Where modifications are authorized, they shall be within the limits specified by the vehicle manufacturer.

MOTOR VEHICLE ACCIDENTS

All fleet vehicle incidents – even those with no/minimal injuries or property damage – must be reported immediately. Unless the fleet administrator states otherwise, it is expected

that a Fleet Vehicle Incident Report, along with pictures, will be completed and submitted within 24 hours.

Refer to **Appendix C** for instructions. Keep a copy of Appendix C in the glove box of each fleet vehicle for reference.

The following applies to accidents involving our commercial motor vehicles (over 10,000# GVWR or GCWR):

1. Fatal CMV accidents – Clinton Industries management shall notify the PA Bureau of Transportation & Safety within 24 hours of any fatal accident involving a commercial motor vehicle. A copy of the police report shall be maintained on file for at least three (3) years.
2. Accident register [49 CFR 390.15] – The fleet administrator shall maintain an Accident Register that logs all FMCSA-reportable accidents for a period of three (3) years. An FMCSA-reportable accident is one involving a CMV operating on a highway/interstate which results in:
 - a) A fatality;
 - b) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - c) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

The Register shall log the following information:

- *Date of accident*
- *City or town, or most near, where the accident occurred and the State where the accident occurred*
- *Driver name*
- *Number of injuries*
- *Number of fatalities*
- *Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicle involved in the accident, were released*
- *Copies of all accident reports required by State or other governmental entities or insurers.*

TRAINING & CONTINUED EDUCATION

1. Newly-authorized drivers – All newly hired drivers (or employees whose job duties now include operation of fleet vehicles) shall receive orientation fleet safety training from the fleet administrator or a designated competent driver. The orientation will include:
 - *Review of this Fleet Safety Policy*
 - *Focus on driver responsibilities & regulatory obligations*
 - *CMV operators – Behind the wheel training/observation*

Behind the wheel training/observation will be supervised by a competent driver on a vehicle with the same general size, power, configuration & operation as the one(s) to be operated. The extent of observation and hands-on training will depend upon the new driver's experience level and skills demonstration.

For those employees occasionally using personal vehicles for company business, participation in driver education & training is voluntary provided personal vehicle use

is limited to 6x per calendar year.

2. Annually – CMV fleet drivers will attend an annual safety meeting to review:

- *The past year's incidents and incident trends*
- *Safety performance and motor vehicle incident rates*
- *Sources of vehicle safety problems/complaints*
- *Lessons learned*
- *Fleet Safety Policy refresher & updates*
- *DOT/safety regulation updates*
- *Refresher topics – ex: defensive driving, impaired & distracted driving, aggressive motorists/driving, vehicle inspection & maintenance, towing & trailer safety, proper use of emergency equipment, or incident management*

All or part of this annual training may extend to non-CMV fleet operators.

3. Refresher training – Provided to drivers who have violated the provisions of this policy. This refresher will include:

- *A review of circumstances*
- *Review of applicable federal, state, &/or local law*
- *Pertinent driver responsibilities/expectations*
- *Any needed corrective/preventive actions*
- *Disciplinary action (for a serious, willful or repeat violation of this policy)*

For commercial motor vehicle drivers (over 10,000# GVWR or GCWR):

Refresher training will also be provided if a CMV driver is involved in a preventable motor vehicle accident (see section 10.15) or if he/she violates DOT regulations.

RECORDKEEPING

The fleet administrator shall oversee maintenance of the following records:

1. Record of Authorized Drivers
2. Driver Qualification Records
 - *Request for Check of Driving Record*
 - *Request for Information from Previous Employer*
3. Annual Review (Motor Vehicle Driver's Certification of Violations/Annual Review of Driving Record)
 - *Quarterly for drivers who incur multiple violations or any serious violation within a 12-mo. period.*
4. Vehicle Maintenance
5. Motor Vehicle Incident Report
6. Training & Continuing Ed

For commercial motor vehicle drivers (over 10,000# GVWR or GCWR):

7. CMV Driver Timecards (Reference CMV-8 & 9)
8. Driver's Vehicle Inspection Report (Reference CMV-6)
9. Accident Register (Reference section 13.2)

Appendix A – Commercial Motor Vehicle (CMV) Operations

In addition to the preceding requirements of this policy, the provisions in this appendix apply to:

- *Interstate operation of motor vehicles, including trailer combo, that have a gross vehicle weight rating or gross combination weight rating (GVWR or GCWR) of 10,001 lbs. or more – a “CMV”.*
- *(PA intrastate operation = 17,001 lbs. or more.)*
- *Vehicles designed/used to transport 16 or more passengers, including driver (not for compensation).*
- *Vehicles transporting hazardous materials that require placarding.*

“Interstate operation” involves the operation of our CMVs to or through other states.

DRIVER QUALIFICATION, LICENSING, & REPORTING

- CMV-1 Medical examiner’s certificate/card [49 CFR 391.41] – All CMV drivers must maintain in their possession a valid medical examiners certificate stating they are qualified to operate a commercial motor vehicle. The driver must have been medically certified within the previous 24 months.
- CMV-2 DOT drug/alcohol testing [49 CFR 382] – All drivers are subject to the provisions of our company Drug/Alcohol policy. CDL drivers are also subject to DOT-required testing provisions.

VEHICLE MARKINGS & EQUIPMENT

- CMV-3 USDOT markings [49 CFR 391.21] – All CMVs used in interstate commerce must be registered with the FMCSA and display the following markings:

- *Name of company operating the CMV*
- *USDOT number*

Markings must appear on both sides of vehicle and be in letters that sharply contrast with background color. They must be large enough in size to be readily legible (in daylight hours) from 50 ft. while the vehicle is stationary. (In PA, markings must be at no less than 2-in. high by ½-in. width.)

- CMV-4 Emergency equipment [49 CFR 393.95] – Each CMV must be equipped with the following emergency equipment:

- Fire extinguisher – *min. 5B:C classification (10B:C if placarded), charged, mounted, & readily accessible for use.*
- Spare fuses – *At least one spare fuse for each type/size of fuse needed for parts and accessories.*
- Triangles/flares – *At least 3 bidirectional emergency reflective triangles or 3 flares.*

In addition, each CMV should be equipped with a 1st aid kit and reflective safety vest.

PRE- & POST-TRIP INSPECTIONS

- CMV-5 Pre-trip [49 CFR 396.13] – Before driving a CMV, the driver shall be satisfied that it is in safe operating condition. He/she must also review the last driver vehicle inspection report (DVIR). The driver must sign-off on the previous DVIR only after able to confirm that all necessary repairs have been performed. See CMV-12.

CMV-6 Post-trip driver vehicle inspection reports (DVIR) [49 CFR 392.7 & 396.11] – Must be completed at the end of each work day for any CMV to note any defect or deficiency discovered by or reported to the driver.

The DVIR must identify the vehicle and list any defect or deficiency which would affect the safe operation of the vehicle or result in its mechanical breakdown. It must include inspection of at least the following items:

- *Service brakes including trailer brake connections*
- *Parking brake*
- *Steering mechanism*
- *Lighting devices and reflectors*
- *Tires*
- *Horn*
- *Windshield wipers*
- *Rear vision mirrors*
- *Coupling devices*
- *Wheels and rims*
- *Emergency equipment*

The driver must sign the completed DVIR and submit to the fleet administrator.

CMV-7 Repair needed [49 CFR 396.11] – Any defects/deficiencies noted on a DVIR that would be likely to affect the safe operation of the vehicle must be repaired before the vehicle is placed back into service.

The fleet administrator shall certify on the original DVIR that the necessary repairs have been made or that repair is unnecessary before the vehicle is operated again.

LOGS, MAX. DRIVING TIME, & BREAKS

CMV-8 100 air mile radius logbook exemption [49 CFR 395.1(e)] – Known as a short haul operations exemption for driver's hours-of-service logbook, it may only be applied if all the following conditions are met:

- a) Driver operates within a 100 air-mile radius of the normal work reporting location.
- b) Driver returns to work reporting location and is released from work within 12 consecutive hours.
- c) At least 10 consecutive hours off-duty must separate each 12 hours on duty.
- d) Following 10 consecutive hours off-duty, cannot exceed 11 hours during a 14-hour period.
- e) Must maintain and retain (for a period of 6 months) accurate and true time records showing:
 - *The time the driver reports for duty each day;*
 - *The total number of hours the driver is on duty each day;*
 - *The time the driver is released from duty each day; and*
 - *The total time for the preceding 7 days*

(Note: Drivers used for the first time or intermittently shall provide a signed statement giving the total time on duty during the immediately preceding 7 days and the time at which the driver was last relieved from duty prior to beginning work for the motor carriers.)

- CMV-9 150 air mile radius logbook exemption [49 CFR 395.1(e)] – Also known as a short haul operations exemption for driver’s hours-of-service log book, it may only be applied if all the following conditions are met:
- a) CDL is not required to operate the CMV.
 - b) Driver operates within a 150 air-mile radius of the normal work reporting location.
 - c) Driver returns to the normal work reporting location at the end of each duty tour.
 - d) Driver does not drive:
 - *After the 14th hour after coming on duty on 5 days of any period of 7 consecutive days; and*
 - *After the 16th hour after coming on duty on 2 days of any period of 7 consecutive days*
 - e) Must maintain and retain (for a period of 6 months) accurate and true time records showing:
 - *The time the driver reports for duty each day;*
 - *The total number of hours the driver is on duty each day;*
 - *The time the driver is released from duty each day; and*
 - *The total time for the preceding 7 days*

(Note: Drivers used for the first time or intermittently shall provide a signed statement giving the total time on duty during the immediately preceding 7 days and the time at which the driver was last relieved from duty prior to beginning work for the motor carriers.)

- CMV-10 Time cards – All CMV drivers who fall under the 100 or 150 air mile exemption must maintain accurate duty status/time records each day by means of time card. These time cards must also account for any compensated time spent driving commercial vehicles for another employer during any 24-hr. period. If driving for another employer, time cards must include [49 CFR 395.8(j)]:
- a) All duty time for the entire 24-hour period;
 - b) The name of each motor carrier served by the driver during that period; and
 - c) The beginning and finishing time, including a.m. or p.m., worked for each carrier.

VEHICLE OPERATION

- CMV-11 Cargo securement checks [49 CFR 392.9] – Prior to operating a CMV, cargo must be properly distributed and adequately secured. The tailgate, tailboard, doors, tarpaulins, spare tire and other equipment used in its operation, and the means of fastening the cargo must be secured.

Also, cargo or any other object may not obscure the driver's view ahead or to the right or left sides, interfere with the free movement of his/her arms or legs, prevent his/her free and ready access to accessories required for emergencies, or prevent the free and ready exit of any person from the vehicle's cab or driver's compartment.

CMV drivers must check their loads and adjust cargo securement devices:

- *Before the trip starts; and*
- *Within the first 50 miles after beginning the trip; and*

- *Whenever the driver makes a change of duty status; and*
- *After the vehicle has been driven for 3 hours or 150 miles, whichever occurs first*

CMV-12 Weigh stations – All CMVs are subject to commercial vehicle weight enforcement programs (weigh stations) that vary by state. When indicated to do so, drivers must enter the weigh station or face possible fines.

Be prepared to show your medical cert & safety inspection documentation. You'll also need to show your logbook if not exempt from maintaining it (100- or 150- air mile radius exemptions).

Appendix B – Motor Vehicle Record (MVR) Grading Criteria

Driver MVRs will be graded based on the table below, as minimum requirements.

- New hires/drivers – No new driver will be hired with a “borderline” or “poor” MVR.
- Existing drivers – Driving records must remain “acceptable” or “clear” for continued employment in positions with driving duties.

Any exceptions to these guidelines must be referred to executive management for written approval. Our auto insurance carrier will be consulted on any / all MVRs not meeting these minimum criteria.

# MINOR VIOLATIONS	# AT-FAULT ACCIDENTS			
	0	1	2	3+
0	Clear	Acceptable	Borderline	POOR
1	Acceptable	Acceptable	Borderline	POOR
2	Acceptable	Borderline	POOR	POOR
3	Borderline	POOR	POOR	POOR
4+	POOR	POOR	POOR	POOR
ANY MAJOR VIOLATIONS	POOR	POOR	POOR	POOR

MINOR VIOLATIONS:

- *Moving/traffic violations*
- *Motor vehicle equipment, load or size requirement*
- *Improper / failure to display license plates*
- *Failure to sign or display registration*
- *Failure to have driver’s license in possession if valid license exists*
- *Other that are not major violations*

MAJOR VIOLATIONS:

- *Distracted, or otherwise careless, driving*
- *Driving while impaired or under the influence of alcohol / drugs*
- *Failure to stop / report an accident*
- *Reckless driving / speeding contest*
- *Driving while impaired*
- *Making a false accident report*
- *Homicide, manslaughter or assault arising out of the use of a vehicle*
- *Driving while license is suspended / revoked*
- *Attempting to elude a police officer*

Appendix C – In the Event of an Accident...

If you are involved in a fleet vehicle accident:

STOP

- Safely park your vehicle at/as close to the scene as possible without blocking traffic.
- Assess the scene & make sure it is safe before entering to rescue, assist, or evaluate.

Assist

- Call 911 if professional medical assistance may be needed.
- Offer 1st aid if you are currently certified & the victim wants your help.
- If safe to do so, stabilize the scene to prevent further injury/damage.

Notify

- Notify police if any personal injury or if a vehicle needs to be towed from scene.
- Notify our office (fleet administrator, if available).
- Make note to yourself of any damage, possible injuries, & witnesses.

Exchange

- Remain calm & professional - keep a distance from people who cannot return the courtesy.
- Exchange ONLY INFORMATION - not opinions, accusations, admissions, or settlement offers.
- Gather driver, passenger, injured, & witness info - name(s), address(es), contact #s
- Take pictures - veh. registration card, drivers license, insurance card, VIN, accident scene & damages.

Additionally,

- Photos – Whenever possible & safe to do so, try to obtain incident scene photos BEFORE any vehicles or objects are moved.
- Reporting – Follow-up with an Incident Report (picture included) **within 24 hours of occurrence.**
- Serious incident review – All serious incidents (injuries, significant property damage) shall be immediately reported to – and will be reviewed by – fleet administrator. The report will be analyzed to determine contributing factors and any appropriate corrective measures. Results shall be reviewed with the driver involved, as well as other drivers if necessary.
- External communications & statements – Only authorized company personnel are permitted to make statements to the media or public. Please refer all questions to these persons.
- Witness to an accident (but not otherwise involved in it) – If you witness a serious accident, but are not otherwise involved in it, pull safely to the side of the road and away from the accident scene. Call “911”.
- Unless your immediate assistance is needed, stay away from the immediate scene and leave response activities to emergency personnel. NEVER enter any site where dangers exist that could threaten your safety (downed power lines, leaking fuel, high speed/volume traffic, etc.).