



FLEET SAFETY PROGRAM

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Statement of Safety Policy

We, the undersigned, do hereby declare our full and unqualified commitment to safety in every facet of our business. The safety of all personnel, our customers, and other highway users is our highest priority. Therefore, safety will be an integral part of our operations and the policies, procedures, and programs governing our corporation's business.

We further recognize that it is the responsibility of every level of management, from the Chief Executive Officer to the first-level supervisor, to:

- Provide a safe working environment
- Abide by all applicable safety rules and regulations
- Insist upon an unqualified commitment to safety from all personnel

In furtherance of this policy, it is our goal to:

- Maintain our vehicle accident frequency at or below 3.0 accidents per million miles
- Maintain our vehicle maintenance cost per mile below 3 cents per vehicle per mile

Adopting and following this safety policy will improve the efficiency of our operations, enhance profitability, and benefit our customers, personnel, and community.

In witness whereof, we, the undersigned members of management, do hereby commit ourselves to safety according to this policy.

Witness 1

Witness 2

Witness 3

Witness 4

Responsibilities for Safety

The Safety Officer/Fleet Coordinator, [REDACTED], is solely responsible for facilitating the company's fleet loss control program and its objectives and has full authority to make the necessary decisions to ensure its success.

The Safety Officer/Fleet Coordinator's responsibilities include, but are not limited to, the following:

- Plan, implement, monitor, revise, and maintain the fleet safety program
- Develop a procedure for vehicle safety inspections to ensure that vehicles are in a safe operational condition
- Select vehicles and equipment
- Stay current on applicable laws and regulations
- Coordinate the selection and training of newly hired drivers, as well as retrain accident repeaters and problem drivers
- Ensure that drivers are trained in safe driving techniques and proper safety behavior
- Perform accident investigations
- Report and analyze loss data

Safety is also the responsibility of every employee of [REDACTED]. All employees must carry out proper safety behaviors on a daily basis, consistent with company policy.

Federal Motor Carrier Safety Regulations

Our corporate objective is to maintain compliance with the Federal Motor Carrier Safety Regulations (FMCSRs) on all vehicles where required. In keeping with this objective, the Safety Officer/Fleet Coordinator or other assigned safety coordinator is responsible for monitoring compliance and disseminating information to drivers in the event of changes in these Federal regulations.

Management and drivers are responsible for maintaining a working understanding of these regulations. We are expected to comply with the FMCSRs, which are detailed in the DOT handbook provided to you. Violations of these regulations will subject the employee to disciplinary action up to and including discharge.

If you need assistance with compliance, please get in touch with the Safety Officer/Fleet Coordinator, [REDACTED].

Operating Rules

Drivers must comply with the following rules and policies regarding the use of company vehicles:

- Only drivers approved by management may operate a company vehicle
- Company-owned vehicles are to be used for company business only
- No passengers other than company employees, unless approved by an authorized company official
- Drivers must follow all federal, state, and local traffic laws
- No alcoholic beverages may be transported or consumed while on duty or within eight hours prior to going on duty
- No illegal substances may be transported, and drivers may not be under the influence of any illegal substances while on duty or driving
- Drivers must conduct pre- and post-trip inspections using the supplied inspection forms
- Drivers must report any problems with the vehicle as soon as possible
- Seat belts must be worn at all times
- Radar detectors are forbidden in any DOT-regulated vehicle
- All drivers are expected to operate their vehicles safely and prudently, and not exceed posted speed limits
- Drivers may only use a "hands-free" phone system while the vehicle is in use
- Drivers are prohibited from texting, using mobile apps, browsing, emailing, or engaging in any other hand-held phone use while operating a vehicle.

Driver Hiring Standards

Driver Selection

The selection process for drivers of vehicles subject to FMCSRs includes several steps to determine which applicant is most qualified for the position. These steps include, but are not limited to, the following:

1. Application for Employment
2. Interview
3. Driver's License Verification
4. Reference Check
5. Motor Vehicle Record (MVR)
6. Physical Examination
7. Road Test
8. Written Test (optional)

For drivers of company vehicles not subject to FMCSRs, steps 1 through 5 apply.

MVRs will be obtained and reviewed after a conditional job offer has been made to the applicant, in accordance with federal, state, and local law, and annually thereafter.

A Driver Qualification File will be maintained for all drivers of vehicles subject to FMCSRs.

Driver Hiring Criteria

Employees whose responsibilities include driving must maintain a record that meets the requirements of our company's insurance carrier. In the absence of such criteria, (company name) will use the following standards as applicable:

- Minimum age of 21 years
- Valid current state license without restrictions
- Valid CDL with necessary endorsements for the commodities transported
- No more than 3 moving violations in the previous three years
- No DUI in the previous five years
- No more than 2 at-fault accidents in the past three years, the most recent being within the past 12 months
- No accident involving a lawsuit that has not been settled
- No license suspension or restrictions in the previous three years
- Must pass a DOT substance abuse and/or alcohol screen as applicable
- Must complete all forms and documents required for a driver qualification file

Driver Training

is committed to a driver skills training program and development of responsible drivers. To this end, the following elements are incorporated into this program:

- **Initial training:** new employee orientation, including company rules and policies, equipment, routes, and cargo
- **Refresher training:** defensive driving skills, regulations, and equipment
- **Remedial training:** as needed when performance issues arise

The driver training program will address the following topics as applicable:

- Company rules and policies
- Equipment familiarization
- Routes and schedules
- Defensive driving techniques
- Government regulations
- Cargo handling
- Emergency procedures and warning devices

Training may be conducted by internal trainers, a vehicle leasing company, the insurance company, or outside training classes, as applicable.

Vehicle Maintenance & Inspection Practices

Vehicle Maintenance

The maintenance of company-owned vehicles is the responsibility of [REDACTED]. All vehicle maintenance and repair work will be completed by [REDACTED].

Employees who drive company vehicles must ensure that the interior is clean at the end of each shift or upon completion of a trip. "Clean" includes the removal of all tools and equipment not standard to the vehicle, trash, and personal items, unless the vehicle will be subsequently used by the same individual.

Vehicle Inspections

Drivers of company vehicles are responsible for performing the following inspections daily:


- **Pre-trip inspection:** Use the Pre-Trip Inspection Checklist to ensure that tires, lights, brakes, horn, windshield wipers, and other essential components are in safe operating condition. The driver must be satisfied that the vehicle is safe, review the last DVIR to confirm that any defects were corrected, and sign the previous report acknowledging completion of repairs if applicable.
- **Post-trip inspection:** At the completion of each workday, use the Driver Vehicle Inspection Report (DVIR) to record any deficiencies or problems needing attention or repair. The previous day's DVIR should be kept in the vehicle.

Drivers of company vehicles not subject to FMCSRs should still conduct a daily pre-trip inspection using a vehicle condition report.

Substance Abuse Policy

For details on the Substance Abuse Program, refer to FMCSRs Title 49, Part 382. Part 382 may serve as an outline for the program.

Professional Driver Recognition

 wishes to recognize drivers for their outstanding efforts and professionalism. We aim to reward driver safety performance through our Safety Awards Program and demonstrate that we are proud of our drivers and support their commitment to safety as a top priority.

Awards may be based on goals such as accident or injury-free miles driven, zero DOT citations, or fuel economy over a specified period. Recognition may include cash, caps, jackets, t-shirts, framed certificates for accident-free driving, or "award points" redeemable for merchandise.

Note: Reword as applicable. Choose one or more goals or awards.

Disciplinary Action & Terminations

Disciplinary Action

Upon receiving any accident report, whether from a vehicle monitoring service such as Driver Check, a motorist, customer, or claimant, it will be the responsibility of the Fleet Coordinator and a member of management to review the report.

The review will focus on:

- Determining what steps can be taken to prevent similar incidents. These may include employee meetings for education and discussion, or additional training for the drivers involved.
- Conducting a preliminary investigation to determine whether the accident was preventable by the driver. If the accident is found to be non-preventable or beyond the driver's control, no further action will be taken.
- If the preliminary review indicates that the accident may have been preventable, the Fleet Coordinator or other assigned person will issue appropriate documentation within the disciplinary system.
- If a driver disagrees with the preventability ruling, an accident review board will be scheduled. The review board will consist of [REDACTED].

Terminations

Automatic termination of employment with our company will occur for the following reasons:

- Possession or use of a controlled substance while in or around company equipment, on company property, or on a customer's property, unless prescribed by a physician
- Possession or use of alcohol while in or around company equipment, on company property, or on a customer's property
- Driver complaints, depending on the situation and the seriousness of the infraction
- Failure to report an accident
- Transportation of unauthorized passengers
- Transportation of hazardous materials without permission and compliance with CFR 49

Accident Reporting Procedures

Our top priority is the health and safety of our employees. Employees involved in a work-related vehicular accident must do the following, to the extent their physical condition allows:

1. Stop immediately, shut off the engine, and set the brakes
2. Protect the area by properly placing emergency warning devices
3. Notify the police, even if the incident is minor
4. Do not discuss the accident with others involved. Share your observations only with the police, your employer, and your company's insurance representative
5. Complete the accident report form provided in the glove box of the vehicle
6. Take photos of the accident scene using a camera or phone, if allowed by company policy.
7. Report the accident to the Fleet Coordinator as soon as possible

The information and suggestions contained in this material have been developed from sources believed to be reliable. However, Gilbert Insurance accepts no legal responsibility for the correctness or completeness of this material or its application to specific factual situations.