**Motor Vehicle Rules**

All authorized employees with a valid driver’s license who operate a company car or delivery vehicle must abide by the following Safety Rules:

1. Any defects in the company vehicle should be reported promptly.
2. Employees are required to obey all state, local, and company traffic regulations.
3. Engines are to be stopped and ignition keys removed when parking,

 refueling, or leaving the company vehicles.

1. Employees are not permitted to use personal cars or motorcycles for

 company business, unless specifically authorized by the Supervisor.

1. Passengers not employed by the company are not permitted unless

 authorized by the Supervisor.

1. Employees should drive safely. Defensive driving must be practiced by all

 employees.

1. Seat belts and shoulder harnesses are to be worn at all times.
2. Vehicles must be locked when unattended to avoid criminal misconduct.
3. Vehicles must be parked in legal spaces and must not obstruct traffic.

10. Employees should park their vehicles in well-lit areas at or near

 entrances to avoid criminal misconduct.

11. Employees should keep their headlights on at all times when driving a

 vehicle.

12. A vehicle, when loaded with any material extending 4 feet or more

 beyond its rear, shall have a red flag or cloth 12 inches square attached by

 day, or a red light visible for 300 feet by night, on the extreme end of the

 load and be secured within the manufactures limits.

13. Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or

 stored in such a manner as not to impair vision or in any way interfere with

 proper operation of the vehicle.

14. When you cannot see behind your vehicle (truck), the driver shall walk

 behind the truck prior to backing.

15. Personal use of vehicles is not permitted without approval of Management.

 Children are prohibited from using company vehicles.

16. Operating a company vehicle, while under the influence of alcohol and other

 drugs, is prohibited. Violators are subject to termination of employment.

17. Every accident should be reported to the Safety Director via the attached

 Vehicle Accident Report Form. The Safety Director should investigate all

 accidents and review them with the Safety Committee.

**Commercial Drivers License (CDL) or Drivers of DOT Trucks**

Drivers who operate a commercial vehicle, as defined below, are required to obtain a commercial drivers license.

1. A vehicle with a gross vehicle weight rating of 26,001 or greater pounds, or
2. A vehicle designed to transport 15 or more passengers (including the driver) or
3. A vehicle of any size transporting hazardous material in sufficient quantities meeting the hazardous materials transportation regulations posting requirements.

Drivers operating a truck that has a gross vehicle weight rating of 10,001 or greater ponds must meet the following requirements:

1. All commercial and D.O.T. drivers must be in good health and pass a DOT physical. The

doctor will provide the driver a medical examiner’s certificate that must be carried at all times when driving. The certificate must be renewed every two (2) years.

1. All commercial and D.O.T drivers must comply with the Company’s Drug and Alcohol-

 Free Workplace Policy and consent to testing as defined by DOT and the

 Company.

1. Be at least 21 years of age.
2. Speak and read English well enough to do his/her job and respond to official

 questions.

1. Have a valid driver’s license and pass a commercial driver’s road test.
2. Take a DOT written exam for drivers.
3. Not be disqualified to drive a commercial D.O.T. motor vehicle.
4. Be able to determine whether the vehicle is safely loaded and know how to

 block, brace, and tie down cargo.

9. Operate an Electronic Logging Device.

**Motor Vehicles Records (MVR)**

1. All prospective and current employees will undergo annual motor vehicle

 record checks.

1. Violations (gathered from MVRs) are categorized as follows:

 **TYPE A VIOLATION:** Includes, but is not limited to, DWI/DUI/OWI/OUR,

refusing a drug/alcohol test, reckless driving, manslaughter, hit & run, eluding a police officer, any felony, drag racing, license suspension, and driving while under license suspension. Any driver with these types of violations is a major concern and could be subject to removal of driving privileges and/or termination of employment.

 **TYPE B VIOLATION:** Includes all vehicle accidents, regardless of fault.

 **TYPE C VIOLATION:** Includes all moving violations not classified as Type A

or B (i.e. speeding, improper lane change, failure to lead, running red lights or stop signs, etc.)

 **TYPE D VIOLATION:** Includes all non-moving violations (i.e. parking, vehicle

 defects, etc.)

 3. The following disciplinary action may apply:

 **Termination of Employment, Refusal to hire, or Reassignment to a non-**

 **driving position (if available):**

* > 1 Type A violation in preceding 36 months
* > 2 Type B violations in preceding 36 months
* > 3 Type C violations in preceding 36 months
* 1 Type B violation and 2 Type C violations in preceding 36 months

 **Probation (6 months):**

* 1 Type B violation in preceding 36 months
* 2 Type C violations in preceding 36 months
* 1 Type C violation and 2 Type D violations in preceding 36 months
* 3 Type D violations in preceding 36 months

**Driver Qualification File**

The company will maintain the appropriate qualification files for each regularly employed operators.

**Accident Reporting**

**Driver Conduct at the Scene of the Accident**

1. Take immediate action to prevent further damage or injury.
	* Pull onto the shoulder or side of the road.
	* Activate hazard lights (flashers) and place warming signs promptly.
	* Assist any injured person, but don’t move them unless they are in danger of further injury.
2. Call the Police.
	* If someone is injured, request medical assistance.
	* If you are near a phone, write a note giving the location and seriousness of the accident and give it to a “reliable-appearing” motorist and ask him/her to contact the police.
3. The vehicle should not be left unattended, except in an extreme emergency.
4. Exchange identifying information with the other driver. **Make no comments about assuming responsibility.**
5. Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene, if no one witnessed the accident.
6. Call the company immediately and report the accident to the Safety Director.

**Complete the Vehicle Accident Report Form (Appendix 23A)**

1. Complete the following Vehicle Accident Report Forms and provide them to the Safety Director. Write legibly. Answer all questions completely. Use additional sheets of paper as needed to provide pertinent information.

**Inspection Records & Preventative Maintenance**

All drivers must regularly inspect, repair, and maintain their company vehicle. All vehicle parts and accessories must be in a safe and proper working order at all times. The following rules apply:

1. Company cars are inspected annually by a certified automotive service center. The certified service will notify the Wagner-Meinert of any unsafe conditions or defective parts immediately.
2. Before the vehicle is driven again, any safety defects must be repaired.
3. Preventative maintenance is conducted per the certified service center recommendations.
4. Trucks must be kept clean inside and out - washing vehicles a minimum of once per month.
5. Bumper stickers or plates that are not company issue will not be tolerated.

**ASSOCIATED DOCUMENTS:**

 **Section 23A Supervisors Motor Vehicle Accident Report**

 **Section 23B Vehicle Accident Summary Report**

**CHANGE CONTROL:**

All management system changes are reviewed, approved or disapproved by the Safety Committee.

**PERSONNEL:**

The Owners of Wagner-Meinert, LLC have the ultimate responsibility for the Fleet Safety Program. They have designated the Safety Director and the designated person to manage the Fleet Safety Program.

| **Revision / Review History** |
| --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 9/22/2004 | Safety Director | Annual review |
| 2 | 10/27/2004 | Safety Director | Format Update |
| 2 | 1/3/2006 | Safety Director | Annual review |
| 3 | 6/26/2006 | Safety Director | Minor Update |
| 3 | 10/7/2011 | Safety Director | Annual review |
| 3 | 11/12/2013 | Safety Director | Annual review |
| 3 | 7/18/2016 | Safety Director | Annual review |
| 3 | 6/30/2017 | Safety Director | Annual review |
| 4 | 11/16/17 | Safety Director | Added D.O.T. drivers and ELD’s |
| 4 | 7/3/2018 | Safety Director | Annual review |
| 4 | 6/10/2019 | Safety Director | Annual review |
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