

Sheet Piling Services, LLC



FLEET SAFETY PROGRAM



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SHEET PILING SERVICES, LLC

FLEET SAFETY PROGRAM

I. POLICY STATEMENT

This fleet safety program establishes guidelines and procedures to be followed to protect the safety of employees operating any motor vehicle on company business. Protecting our employee drivers, their passengers and the general public is one 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.

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

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

DRIVER: Any employee that may operate a "Company Vehicle" for any reason at any time.

II. PROGRAM GOALS

The primary goal of our fleet safety program 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 Fleet Safety Program 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. Sign the *Fleet Safety Program Acknowledgment Form*

B. Safety Coordinator

The Safety Coordinator will:

1. Serve as a technical resource ensuring the continuous development and maintenance of the fleet safety program;
2. Help evaluate “High Risk Drivers: and advise management on instituting any additional driving restrictions/limitations;
3. Evaluate and approve driver training curriculum;
4. Provide driver training resources;
5. Revise and disseminate changes to the Fleet Safety Program;
6. Issue periodic reports for management review and action;
7. 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;
8. Assist in the evaluation of program effectiveness through detailed loss analysis.

IV. AUTHORIZATION OF DRIVING PRIVILEGES

The Company will not assign or allow the use of a “Motor Vehicle”, if:

- A. The “Driver” does not have a valid operator’s license issued by their state of residence; or if
- B. The “Driver” possesses licenses from more than one state, or if
- C. The “Driver’s” license is suspended or revoked for any reason.

In addition, a “Driver” will be subject to termination if his/her license is revoked, unless a suitable replacement non-driving job in the company is available; or the employee may be subject to other disciplinary action if his/her license is only temporarily suspended.

V. AUTHORIZED VEHICLE USE

A. Personal use of “Company Vehicle”

Personal use of a “Company Vehicle” is not permitted under this agreement.

B. Unauthorized use of “Company Vehicles”

If a “Driver” allows an unauthorized individual to drive a “Company Vehicle”, disciplinary action may be taken, up to and including suspension of driving privileges or dismissal of the “Driver”.

If the unauthorized use results in an accident, in addition to whatever disciplinary action may be taken, the responsible employee may be required to make restitution for the physical damages to the “Company Vehicle”.

VI. DRIVER MVR CHECKS

Initial MVR Checks – Employee Applicants:

If an employee applicant is to be a “Driver”. The Safety Coordinator will obtain an MVR for evaluation.

Also, each employee-applicant should be informed in writing by the Safety Coordinator that employment requiring driving activities is conditional upon receipt of a satisfactory MVR; that is, an MVR not meeting the definition of a “HIGH RISK DRIVER”.

MVR’S MUST BE SECURED AND REVIEWED ON EACH NEW “DRIVER” BEFORE DRIVING PRIVILEGES ARE GRANTED

If an existing employee is changing from a non-driving position to a position requiring driving on company business, an MVR will be obtained and evaluated prior to granting a change in job status.

Periodic MVR Checks

MVR's will be monitored monthly for all "Drivers".

In addition, the Company maintains the right to conduct periodic and random review of MVR's at its discretion.

VII. DRIVING RECORD CLASSIFICATION SYSTEM
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The following rating system will be used to classify all drivers.

Violation	Demerit Points
<ul style="list-style-type: none"> No violations 	0
<ul style="list-style-type: none"> One moving violation in a one-year period or physical damage claim 	1
<ul style="list-style-type: none"> Two moving violations in a one-year period or two physical damage claims 	2
<ul style="list-style-type: none"> Any combination of three or more moving violations, "At Fault Accidents," or "Preventable Accidents" within the most recent three years Following to close 	3
<ul style="list-style-type: none"> Any combination of four or more moving violations, "At Fault Accidents," or "Preventable Accidents" within the most recent three years 	4
<ul style="list-style-type: none"> Conviction for an alcohol and/or drug related offense. Refusal to submit to a Blood Alcohol Content (BAC) test. Suspension, revocation or administrative restriction within the last three years. Leaving the scene of an accident as defined by state law At fault in a fatal accident Felony committed involving a vehicle 	5

VIII. MANAGEMENT CONTROLS FOR HIGH RISK DRIVERS

A. Probation

1. Any driver with a point value of 4 will be placed on probation.
2. Probation will end one year from the date of the most recent violation.
3. Any driver receiving any additional violation while on probation will have their company driving privileges revoked.
4. Any employee on probation will be required to attend a mandatory defensive driver training class at their own expense.
5. 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.

B. Suspension of Driving Privileges

1. Any employee with a point value of 5 must have all company driving privileges suspended. The "High Risk Driver" will NOT be authorized to drive a motor vehicle at any time on company business.
2. This action may result in either transferring the employee to a non-driving position, if such a position exists, or the employee may be subject to dismissal procedures.
3. The employee may reapply for company driving privileges after one year of suspension. Application should be made to the safety manager. If approved, the employee's driving status will change from suspension to probation. However, reinstatement of driving privileges 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

A. Accident Reporting

1. A “Driver” is required to notify his/her immediate supervisor of any “Accident” as soon as is practical.
2. In addition, supervisors are responsible for reporting “Serious Accidents” to the Safety Coordinator.
3. Company Vehicles – The “Driver” should call the safety manager who will notify the insurance carrier as outlined in the Accident Reporting Kit supplied with the vehicle.
4. Non-Company Vehicles – The “Driver” should call his/her personal automobile insurance carrier.

B. Accident Reporting Kits

Every “Company Vehicle” is required to have an *Accident Reporting Kit* in the vehicle. This kit should be used by the driver to record accident facts as soon after the accident as is reasonably feasible.

The “Driver” should give the completed *Accident Reporting Kit* to their immediate supervisor.

The supervisor should make a copy of the completed kit (for use by the supervisor during his/her accident investigation) and then mail the original to the company’s insurance carrier per the instructions in the kit.

C. Accident Investigation

1. Driver will report for a post-accident drug and alcohol test as soon after the accident as reasonably practicable.
2. Completing the Accident Investigation Report Form

The safety manager is responsible for completing the *Accident Investigation Report* for all “Accidents”

This report should be completed as soon after the accident as is reasonably feasible.

To complete the report, the safety manager should:

- a) Obtain a copy of the police report, if available;
- b) Review the completed Accident Reporting Kit obtained from the “Driver” and
- c) Interview the “Driver”

X. TRAINING

- A.** Periodic safe driver training will be held by company.
- B.** All employees on probation are required to attend a defensive driver training class at their own expense.

XI. SAFETY REGULATIONS

A. Vehicle Safety Belts

The “Driver” and ALL Occupants are required to wear safety belts when operating or riding in a Motor Vehicle”. The “Driver” is responsible to ensure all passengers are wearing their safety belts.

B. Impaired Driving

A “Driver” may not operate a “Motor Vehicle” at any time, when his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

C. Traffic Laws

All “Drivers” are required to abide by all federal, state and local motor vehicle regulations, laws and ordinances.

D. Vehicle Condition

Each “Driver” is responsible for ensuring that the “Motor Vehicle” is maintained in safe driving condition. At least daily, a walk-around safety inspection by the “Driver” is required.

E. Headlights on Requirement

“Drivers” are required to drive with vehicle headlights on at all times.

F. Backing Procedures

Back in upon arrival – Pull out forward upon departure. When this is not possible, you must walk around your vehicle prior to backing.

Prior to backing, turn down radio and open window and signal horn 2 times.

Whenever possible get someone to guide you in (assistant, bystander, etc.)

Whenever possible back in on driver's side NOT passenger side.

LOOK to the rear, sides and front – in addition to using your mirrors.

Begin backing immediately after looking to ensure that nothing changes around you.

Back SLOWLY!!!

G. Cellular Phone Use

No texting while driving and only hands-free operation of a cell phone is permitted, unless prohibited by state laws.

H. Additional Safety Rules

“Drivers” may not:

1. Pick up hitchhikers
2. Accept payment for carrying passengers or materials
3. Use any radar detector, laser detector or similar devices
4. Push or pull another vehicle or tow a trailer without authorization
5. Transport flammable liquids and gases unless a DPT or UL approved container is utilized and only then in limited quantities and only when necessary
6. Use ignition or burning flares. The preferred method is the use of reflective triangles
7. Assist disable motorist or accident victims beyond the level of their medical training; EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.