

# Driver Safety Rules

The safety of our employees, whether they are driving a company vehicle or their own vehicle, is our utmost priority.

All employees should adhere to the following safety rules.

Each employee must have a valid state driver's license. The company employee is responsible for knowing and complying with all federal, state, county and local driving laws.

The use of a company vehicle while under the influence of intoxicants and other drugs that could impair driving ability is forbidden. This behavior is sufficient cause for discipline, up to and including termination of employment.

No driver shall operate a company vehicle when the ability to do so safely has been impaired by illness, fatigue, injury, consumption of alcohol or prescription medication.

Passengers are limited to the number of seat belts available. Seatbelts must be worn by all occupants of the vehicle.

No hitchhikers are allowed to ride in company vehicles.

Employees must perform a thorough "walk-around" inspection of the vehicle before starting or moving the vehicle. If the vehicle is not in a safe operating condition, it is the employee's responsibility to report the condition to the supervisor.

Employees must ensure all safety items are in place which includes safety reflectors (flares), flashlight, tire gauge, jumper cables, fix-a-flat container, accident report form and the required legal documents such as proof of insurance and registration.

Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed and vehicle doors locked whenever the vehicle is left unattended.

Headlights shall be used one hour before sunset and one hour after sunrise, during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.

Employees must report any accident in accordance with the "Accident Reporting Procedures" section.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_