

## Great Western Painting

### Driving Safety

#### COMPANY VEHICLES

##### Vehicle Driving Policy:

Only authorized employees may operate, in the course of their work, any company-owned motor vehicle.

Prior to authorization to operate a company vehicle, the new employee must possess a valid and current license to operate the vehicle. The employee's current license and driving record will be **verified** by contacting our insurance carrier and providing the employee's name and license number. As a matter of policy, the Safety Director will conduct a driver's record check for our drivers **annually** by submitting our employees' names and licenses to our insurance carrier for verification.

The Safety Director, or authorized representative, will ensure that the employee has demonstrated his/her ability to operate the motor vehicle in a safe and competent manner.

Under no circumstances may any motor vehicle be operated under the influence of alcohol, illegal drugs, or prescription or over-the-counter drugs medications that may impair their driving skills.

When driving over the road vehicles, employees will ensure that the vehicle registration and proof of insurance is within the vehicle. In the event of an accident, the Safety Director will be notified **immediately** after all potential injuries are addressed and a police report is filled out. Employees must report all traffic violations to the Safety Director and they are responsible for paying all penalties imposed by law.

Loads in vans and trucks will be properly secured [strapped or blocked] to preclude any shift or movement and care will be taken to not exceed the vehicles weight limits.

Vehicles used will be selected that of the correct size and design for the intended use. This will prevent damage to the load, damage to the vehicle, reduce the possibility of an accident, and save money. Items to consider are:

1. The weight of the load. Vehicles must never be overloaded.
2. The size of the load and the design of the vehicle to contain the load without shifting utilizing hooks, bars and straps.
3. The operating costs of the vehicle. For example, an automobile would be more suitable for carrying documents than a truck.
4. The terrain on which the vehicle will be operated. A four-wheel drive vehicle may be more suitable for inclement weather or job site use.

All company motor vehicles will be maintained in safe operating condition and in accordance with the manufacturer's recommended maintenance schedule. A log book will be maintained for each vehicle and receipts will be kept for all maintenance and repairs performed.

Before use, a walk around inspection will be performed by the operator checking tires (tread depth and pressure), glass (chips and cracks), horn and lights, and general vehicle condition. Discrepancies will be noted in the log book. No vehicle will be operated that is not in safe mechanical condition.

### **Safe Driving Practices:**

It is required that the below safe vehicle operation/driving procedures be followed at all times:

1. Seat belts will be worn by all occupants at all times while the vehicle is in motion.
2. Safe distance [one vehicle length per 10 MPH] will be maintained.
3. Posted speed limits will not be exceeded.
4. During fuel stops, all fluids will be checked and the windows, headlights and taillights will be cleaned.
5. Constant attention will be maintained by always being aware of road conditions and surrounding vehicles. Unnecessary distractions will not be permitted such as using hands to dial or receive cell phone calls or changing radio stations while the vehicle is in motion. Hands free cell phone use is allowed.
6. During inclement weather conditions, appropriate adjustments to driving will be made such as slowing down, leaving more space between vehicles, using flashers, or getting off the road completely.
7. Before backing up any vehicle, check behind and blow horn for the safety of others.
8. In the event of an accident/incident, the driver will follow the procedures on the insurance card as well as contact the Safety Director and verbally provide an initial update. This will be followed by a more formal accident/incident report.

### **Disciplinary Action:**

Failure to comply with our vehicle driving policy will result in disciplinary action up to and including termination.

# Great Western Painting

## Training Roster

### Driving Safety

The below listed employees have received **Driving Safety** training, taught by a competent person that includes: our vehicle driving policy, safe driving practices, and our disciplinary action procedures contained on the preceding two (2) pages.

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(Signature)

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(Instructor's Name)

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(Signature)

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(Date of Training)