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# MOTOR VEHICLE OPERATION/FLEET SAFETY PROGRAM

## Dowdy Corporation

### TABLE OF CONTENTS

#### Tab 1 – Motor Vehicle Operation/Fleet Safety Program

1.1	Purpose
1.2	Management Leadership
1.3	Motor Vehicle Operation Rules
1.4	Defensive Driving Techniques
1.5	Inspections
1.6	Incident Reporting and Investigation
1.7	Required Reporting of Accidents and Violations
1.8	Driver Eligibility
1.9	Use of Personal Vehicles on Company Business or Activities
1.10	Insurance
1.11	Driver Licenses
1.12	Driver Education and Training
1.13	Vehicle & Equipment Operation
1.14	Parking Safety – First Move Forward
1.15	Motor Vehicle Records
1.16	Cell Phone or Other Hand-Held Device While Driving

#### Tab 2 – Attachment A – Vehicle Maintenance Guidelines & Checklist

#### Tab 3 – Attachment B – Employee Driver Acknowledgement Form & Motor Vehicle Reporting Disclosure

#### Tab 4 – Attachment C – Motor Vehicle Accident Checklist & Vehicle Accident Report

#### Tab 5 – Attachment D – Training Documentation

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# MOTOR VEHICLE OPERATION/FLEET SAFETY PROGRAM

## Dowdy Corporation

### 1.1 PURPOSE

The purpose of this Vehicle Fleet Safety Manual is to provide our employees and project supervisors with tools and materials to ensure the safety of all employees who drive company vehicles. Vehicle accidents are costly to the company but more importantly, they may result in injury to our employees, volunteers and occupants of other vehicles or pedestrians. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, Dowdy endorses all applicable state motor vehicle regulations relating to driver responsibility. The company expects each driver to drive in a safe and courteous manner. The behavior our drivers take when behind the wheel is the single most important factor in driving safely.

Adherence to this written program can improve traffic safety performance, minimize the risk of motor vehicle incidents, and help to keep our employees safe and our costs as low as possible.

### 1.2 MANAGEMENT LEADERSHIP

#### PROGRAM ADMINISTRATORS – THE GENERAL MANAGER

- Administer and implement this program
- Review this program annually or whenever processes change
- Set up and manage the program so that project supervisors and employees know what is expected of them
- Carry out duties in a timely manner so that progress is made in meeting program goals
- Communicate the elements of this program with all employees via training, employee handbook, company intranet safety page and safety manuals
- Supply employees with the necessary information to protect themselves and have effective input into the program's operation

### 1.3 MOTOR VEHICLE OPERATION RULES

The following rules must be followed when operating a company motor vehicle:

- Obey all traffic laws, including speed limits
- Maintain a current, valid driver's license that is submitted upon initial employment and may be subject to subsequent annual review. Such employees have an affirmative obligation to promptly notify their project supervisor of any moving violation, or other violations of motor vehicle law which may affect their driver's license, insurability or restriction or suspension of their driver's license.

- All drivers and passengers operating or riding in any vehicle must wear seat belts/shoulder harnesses, even if air bags are available.
- The use of a company vehicle or a personal vehicle driving on Company business while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, prescription medication or any alcohol consumption whatsoever.
- No unauthorized personnel are allowed to ride in company vehicles.
- 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. This is especially important with radio remote broadcast vehicles – these vehicles are highly visible, perceived as targets by thieves, and contain valuable, portable equipment. Be aware of remote broadcast vehicle heights and clearances.
- Drivers of Dowdy vehicles are expected to promptly report mechanical difficulties or repair needs to management.
- Record remote broadcast vehicle check-out and check-in information on proper forms as specified by your Service project supervisor.
- Always stow all loose items and equipment BEFORE moving vehicle.
- Head lights shall be used 2 hour before sunset and until 2 hour after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
- All State and Local laws must be obeyed.

#### **1.4 DEFENSIVE DRIVING TECHNIQUES**

Following the rules of the road can help you concentrate on what you should be doing...driving. Stay out of the other vehicle's blind spot and avoid tailgating. Instead, keep a safe distance from other drivers by maintaining a safety cushion of driving space between your vehicle and those around you. As an extra precaution, know the condition of the weather and road and drive only as fast as those conditions allow.

Be cautious by staying alert and expecting the unexpected. Watch out for and anticipate other drivers, pedestrians or children on or near the road. Safe drivers scan constantly for hazards, predicting how they may be affected by a hazard and pre-determining how to avoid or reduce them.

The ever-changing variable of the road and other vehicles can make drivers instantly vulnerable to accidents. Be aware of the following items while driving:

- Know and observe all traffic rules and regulations
- Constantly be alert for the illegal acts and driving errors of other drivers. Make timely adjustments in your own driving so that these illegal acts and errors will not involve you in an accident.
- Know your vehicle and be aware of special hazards presented by abnormal, unusual, or changing conditions.
- Be aware of the rules of right of way and be willing to yield to the right of way to the other driver whenever necessary

The following outlines general principles of defensive driving:

- **See the hazard**—when driving, think about what is going to happen or what might happen as far ahead of encountering a situation as possible. You should never assume everything will be "all right."
- **Understand the defense**—specific situations require specific ways of handling. Become familiar with the unusual conditions which you may face and learn them well so that you can apply them when the need arises.
- **Act in time**—once you've noted a hazard and understand the defense against it, act! Never take a "wait and see" attitude.

Taking these three steps and keeping good driving techniques in mind, you'll learn to "give in" a little; to tailor your driving behavior to the unexpected actions of other drivers and pedestrians; the unpredictable and ever changing factors of light, weather, road, and traffic conditions; and the mechanical condition of your vehicle.

#### ADDITIONAL SAFE OPERATING PROCEDURES:

- **Intersections** - It is the responsibility of all drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the other driver to conform to law or traffic control devices will not automatically discharge an accident as "non-preventable".
  - Intersection accidents are preventable even though the driver has not violated traffic regulations. His /Her failures to take precautionary measures prior to entering the Intersections are factors to be studied in making a decision. When a driver crosses an Intersection and the obvious actions of the other driver indicate possible involvement either by reason of excess speed, crossing a lane in turning, or coming from behind a blind spot, such entrapment could be preventable.
- **Backing** - Practically all backing accidents are preventable. A driver is not relieved of the responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances personally.
- **Front End Collisions** - Regardless of the abrupt or unexpected stop of the vehicle ahead, a driver can prevent accidents by maintaining a safe following at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of front end collisions. Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.
- **Rear End Collisions** - Investigation will often disclose that a driver risked being struck from behind by failing to maintain a margin of safety in his/her own following distances. Rear end collisions preceded by a roll back, an abrupt stop at a grade crossing, when a traffic signal changes, or when the driver fails to signal a turn at an intersection is considered preventable. Accidents caused by failure to signal intentions or to slow down gradually are generally preventable.

- **Passing** - Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and could potentially be the driver's responsibility.
- **Being Passed** - Sideswipes and cut-offs involving a driver while being passed could be preventable when the driver fails to yield to the passing vehicle by slowing down or moving to the right where possible.
- **Lane Encroachment** - A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic could be an indication of unwillingness to yield to other vehicles or to wait for a break in traffic. Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances. Squeeze plays causing involvement with parked cars, pillars, and other road structures can be prevented by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.
- **Grade Crossings** - Collisions with fixed rail vehicles, such as trains, rail maintenance vehicles, etc., occurring at grade crossings, in traffic, in a rail yard, switch area or on private property are the responsibility of the driver to prevent. When a vehicle is parked across a rail siding, the driver must first determine if it is safe and permissible and, furthermore, must stand by in case conditions change by the movement of rail cars during the parking interval.
- **Opposing Vehicles** - When an opposing vehicle enters a driver's traffic lane, it may be possible for a driver to avoid a collision. For example, when an opposing vehicle is in a passing maneuver the driver should slow down, stop or move to the right to allow the vehicle to re-enter its own lane. Signaling the opposing driver by flicking the head-lights or sounding the horn might aid in the avoidance of an accident.
- **Turning** - Turning movements, like passing maneuvers, require the most exacting care by a driver. Squeeze plays at left or right turns involving other vehicles, scooters, bicycles or pedestrians are the responsibility of the driver making the turn. The driver should signal, properly position the vehicle for the turn, check the rearview mirrors, check pedestrian lanes and take any other defensive action. Be aware of sudden turns by other drivers. Drivers should take precautionary action from tip-offs from the other vehicles to avoid sudden turns by other drivers. U-turns by the driver that result in a collision are generally preventable.
- **Passenger Accidents** - Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it should be considered preventable when a driver stops, turns or accelerates abruptly.
- **Pedestrians** - Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. Drivers need to watch for unusual routes of pedestrians at mid-block or from between parked vehicles. Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, residential streets and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular

situation. Bicycles, motor scooters and similar equipment are generally operated by young and inexperienced operators. The driver, who fails to reduce speed when this type of equipment is operated within sight distance, has failed to take the necessary precaution to prevent an accident. Keeping within posted speed limits is not taking the proper precaution when unusual conditions call for voluntary reduction of speed.

- **Weather** - Adverse weather conditions are generally not a valid excuse for being involved in an accident. Rain, snow, fog, sleet or icy pavements have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions, or to “call it a day” when necessary, may result in a preventable accident. Safety devices such as skid chains, sanders, etc., need to be used when weather conditions require it.
- **Alley, Driveways and Plant Entrances** - Drivers need to slow down, sound a warning or yield to the other driver when vision is blocked in an alley, driveway or plant entrances in order to avoid a potential accident.
- **Fixed Objects** - Collisions with fixed objects are generally preventable. They usually involve failure to check or properly judge clearances. Use extra caution when entering new routes, strange delivery points, resurfaced pavements, under viaducts, inclined entrances to docks, marquees projecting over a traveled section of road and similar situations. The driver must be constantly on the lookout for such conditions to avoid accidents.
- **Private Property** - When a driver is expected to enter private property, make sure as a driver you have the appropriate permission to enter the area.
- **Parking** - When drivers are in unconventional parking locations, including double parking, they need to use warning devices. Roll-away accidents from a parked position normally are preventable. Generally, roll-always occur when driver fails to properly block wheels or to turn wheels toward the curb to prevent vehicle movement.

## 1.5 INSPECTIONS

Management ensures that a qualified mechanic or service station performs a thorough inspection of each vehicle at least according to the manufacturer's recommendations and legal requirements.

Vehicle operators must perform a visual inspection of any vehicle before operating to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use. Please utilize Dowdy’s inspection checklist.

All defects shall be corrected before the vehicle is placed in service. These requirements also apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc., where such equipment is necessary. If a vehicle defect is found, management is notified and the vehicle is removed from service until all defects are corrected.

## **1.6 INCIDENT REPORTING AND INVESTIGATION**

A motor vehicle incident is a negative occurrence that involves a "covered" motor vehicle and that caused or could have caused injury, illness, or property damage. Motor vehicle incidents include, but are not limited to:

- Single-/Multiple-vehicle crashes resulting in injury, illness, or property damage
- Vehicle fires
- Loose vehicle cargo
- Objects impacting the vehicle
- Disaster-related damage/injury
- Near misses
- Impaired driving
- Aggressive driving
- Fatigued driving
- Distracted driving
- Failure to wear a seat belt
- Any traffic violation for which law enforcement provides a warning or ticket
- Carbon monoxide-related illness caused by a motor vehicle
- Suspicious activity or security threats related to a covered motor vehicle(s)
- On-the-road vehicle breakdown

Incidents should be reported as soon as feasible to your direct project supervisor. All motor vehicle incidents will be investigated to determine their causes and whether or not the incidents were preventable. Understanding the root causes of incidents and why they are happening, regardless of fault, forms the basis for eliminating them in the future. The General Manager will conduct an incident investigation and recommendations will be acted upon to prevent future incidents of the same nature.

## **1.7 REQUIRED REPORTING OF ACCIDENTS AND VIOLATIONS**

As a Dowdy employee, you are obligated to report an accident to your local police department or highway patrol, and to document from your immediate memory the details of the accident in writing.

Since breach of this policy could place employees and other motorists in danger, any employee in violation of these procedures shall be subject to disciplinary action which could result in temporary or permanent loss of driving privileges, suspension, or termination of employment.

In the event of an accident while driving a Company owned or rented vehicle, you must notify your project supervisor as soon as possible so they can advise the corporate office for insurance purposes. Evidence of improper driving or repeated accidents with Company owned or rented vehicle may result in disciplinary action, up to and including termination.

No employee shall admit liability following an accident but should inform the other party that the accident will be reported to our insurance carrier through appropriate channels. In the event damage is discovered

to the vehicle, or if there has been an accident, you are required to obtain the following information: date, day of week and time of accident; location; road surface; weather conditions; the investigating officer's name; the other driver's name, address, phone number, insurance information; and witness information, if applicable.

All accidents involving Company vehicles, regardless of severity, must be reported to the police and to your project supervisor - the driver of our vehicle and the project supervisor should jointly complete a Vehicle Accident Report.

All accidents that involve our insurance should be reported by the project supervisor to our insurance company. If an employee is involved in an accident, the police report will be used to determine who was at fault. As an employee you are responsible for obtaining a copy of the police report. If the police report is not obtained you may be considered at fault by an insurance company. Hence you have an affirmative duty to obtain all accident reports by all the proper authorities, i.e., highway patrol, sheriff's office, or police department.

Dowdy reserves the right to review an employee's motor vehicle record. After that review, Dowdy further reserves the right to place an employee on non-driving status for one year pending the next annual review. And likewise, an employee may be required to attend specific classes or counseling in order to have driving privileges reinstated. All the classes must be completed during the employee's off-duty time and at the employee's expense.

Failure to comply with the Company driving policy regulations may result in immediate termination of employment, even for the first offense.

The project supervisor will have the Company automobile insurance policy number on hand when calling in the accident/claim. A representative from the company's automobile insurance carrier will discuss the accident/claim with the project supervisor and/or owner, gather the necessary information, and communicate accident/claim particulars to an adjuster for handling. The insurance carrier representative is responsible for adjusting claims and issuing claims payments. Please refer to Attachment C for the Vehicle Accident Report.



## 1.8 DRIVER ELIGIBILITY

Drivers must be no less than 23 years old OR (no less than 25 if CDL) or under 70 years of age - exceptions will be considered on MERIT of driving record and or driving responsibilities. Dowdy is expected to clear these drivers with their insurance underwriter for eligibility. Dowdy has established criteria to minimize at-risk behavior, which causes accidents, injuries and property damage. Each current and prospective driver must meet these standards to qualify for and maintain his/her Company vehicle driving privileges.

- ALL NEW DRIVERS are to be reported to Dowdy to confirm acceptability.
- MVR's will be run and reviewed by Dowdy periodically for acceptability. Drivers may be excluded if they do not meet our minimum driver record standards stated below based on the past 36 months MVR record.
  - No more than 3 minor moving violations in the last 36 months.
  - No more than 1 at-fault accident within the last 36 months. All accidents are considered at-fault unless there is written documentation provided to the contrary.
  - No more than 4 "incidents" (accidents and minor violations combined). If there is an accident and a violation is also given because of that accident, then consider only the accident for eligibility purposes.
  - Status of license is expired, revoked OR invalid. Must submit proof of renewal/reinstatement or be subject to exclusion.
  - No MAJOR violations in past 36 months. MAJOR VIOLATIONS defined as follows (others are MINOR):
    - Driving while intoxicated (DWI).
    - Driving under the influence of drugs.
    - Negligent homicide arising out of the use of a motor vehicle.
    - Using a motor vehicle in the commission of a felony.
    - Aggravated assault with a motor vehicle.
    - Operating a motor vehicle without the owner's authority.
    - Speed contest (drag racing) or Joyriding.
    - Hit and run driving.
    - Reckless driving.
    - Leaving the scene of an accident; Fleeing and eluding.
    - Failure to report or making a false report of an accident.
    - Passing a school bus illegally.
    - Excessive speed, >25 miles over the posted limit.
    - Altering or forging a vehicle document.

Motor vehicles enable Dowdy to accomplish its mission. Accordingly, for us to accomplish our mission at the least cost, only qualified and reliable employees with safe driving records are permitted to drive company vehicles. If adverse driving behavior, such as a collision, repeated violations of traffic laws or poor vehicle condition and maintenance is experienced, drivers will be subject to a progressive disciplinary procedure.

Dowdy's auto insurance coverage follows our vehicles. The trigger to coverage is use with permission. The vehicle and driver are insured only when driving with permission by the Company. That said, one of the best ways to safely manage our fleet is to restrict use of Company vehicles to authorized employees ONLY, except in emergencies, or in case of repair testing by a mechanic. Other employees and/or family members are not permitted to drive Company vehicles. No unauthorized persons are allowed to ride in Company vehicles.

Unauthorized drivers and passengers may not be covered by our insurance carrier.

Except in rare instances, no one under the age of 23 may drive Company vehicles or personal vehicles while on Company business or activities.

No company vehicle may be taken home. All Company vehicles are to be returned to its designated garaged location as soon as feasibly possible. No company vehicle may be used for personal use. Any deviation to this policy requires advanced corporate approval.

## **1.9 USE OF PERSONAL VEHICLES ON COMPANY BUSINESS OR ACTIVITIES**

Employees of the Company and/or volunteers may use their personal vehicles in connection with Company activities, such as an office assistant going to the post office to pick up the mail. In the event that an employee or volunteer is involved in an accident while driving his/her personal vehicle on Company business or activities, the Company may be held liable.

## **1.10 INSURANCE**

Company drivers who use their personal vehicles on company business are required to maintain certain limits of Automobile Liability Insurance. Proof of this insurance is required annually and must be provided to the Human Resources Department.

Dowdy requires all employees using their personal vehicle for business use to maintain the following limits of liability: \$100,000/\$300,000 bodily injury and \$50,000 property damage OR \$300,000 combined single limit.

## **1.11 DRIVER LICENSES**

You are responsible for ensuring that you are in possession of a valid driver's license. If your license is suspended or revoked for any reason, you must immediately inform your project supervisor and you will not be permitted to drive a company owned or rented vehicle. Driving a company owned or rented vehicle with a suspended or revoked license may result in disciplinary action, up to and including termination. The Company reserves the right to obtain an updated motor vehicle report for any employee designated to drive a Company vehicle as necessary to determine the validity of that employee's eligibility to drive.

Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. Vehicles with a gross vehicle weight in excess of 10,001 pounds or which are designed to transport more than fifteen passengers, including the driver, are classified by the

Department of Transportation (DOT) as commercial vehicles. Such vehicles may be operated only by individuals with Commercial Drivers Licenses (CDL). Driver qualification and review criteria for CDL drivers is inherently more extensive than for non-CDL drivers due to the heightened degree of risk and heightened degree of responsibility. CDL drivers must comply with all applicable DOT regulations, including successful completion on medical, drug, and alcohol evaluations. Driver Qualification files containing the following documents will be maintained for all CDL drivers:

- Application for employment (if applicable)
- Prior employer information (if applicable)
- Road test from and certificate or license or certificate accepted in lieu of road test
- Motor Vehicle Record from state for which current record should be secured annually
- Any letter granting a waiver of a physical disqualification
- Any other material relating to a driver's qualification or ability to drive a vehicle safely

## **1.12 DRIVER EDUCATION AND TRAINING**

**New Hires** – Read and acknowledge the policy and complete Dowdy Safety Orientation

**Ongoing Training** – Periodically, employees will be required to complete a refresher driver safety course.

**Driver Meetings** – The Dowdy Safety Committee will hold periodic driver safety meetings. They are to discuss at least one safe driving topic during regularly scheduled meetings. These safety meetings are to be documented on a prescribed form as to the date of the meeting, topic(s) discussed and names of drivers who are in attendance.

It has become an increasing concern in the workplace to inform and educate employees on the dangers of distracted working and driving. All employees must review the company policies and safe work practices listed below and sign/date at the bottom. If employees have any questions or concerns regarding this policy, they can contact their project supervisor.

## **1.13 VEHICLE & EQUIPMENT OPERATION**

If vehicle safety practices are not observed, employees' risk being pinned between vehicles and walls, struck by swinging backhoes, crushed beneath overturned vehicles, or other similar accidents. In addition, work near public roadways present the risk of being struck by trucks or cars.

Provided below are suggested practices for operations involving vehicles and mobile equipment. For further details, refer to the OSHA standards covering motor vehicles and mechanized equipment.

- Only authorized employees are allowed to operate mobile equipment.
- Employees must be instructed to stay clear of backing and turning vehicles and equipment with rotating cabs.
- Back-up alarms for equipment with limited rear view must be maintained, or use someone to help guide them back.
- Conduct pre-shift inspections on the assigned equipment to verify that the equipment is in working order.
- Be sure that all vehicles have fully operational braking systems, brake lights, and a working backup alarm.
- Use seat belts when transporting workers in motor and construction vehicles.
- Maintain at least a 10-foot clearance from overhead power lines when operating equipment.
- Block up the raised bed when inspecting or repairing dump trucks.
- Know the rated capacity of the crane and use accordingly.
- Ensure the stability of the crane.
- Use a tag line to control materials moved by a crane.
- Verify experience or provide training to crane and heavy equipment operators.
- Passengers are not permitted to ride on equipment unless it is equipped to accommodate passengers.
- The equipment operator shall use access provided to get on and off equipment.
- If the mobile equipment does not have an enclosed cab, eye protection must be used when in operation.
- Vehicles and mobile equipment must only be used in the manner in which it was designed and intended for.
- Before fueling, the operator of a gasoline or diesel vehicle must shut off the engine and shall see that the nozzle of the filling hose makes contact with the filling neck of the tank. No one shall be on the vehicle during fueling operations, except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.

## **1.14 PARKING SAFETY – FIRST MOVE FORWARD**

A large amount of driving accidents occurs while vehicles are in reverse. Driving in a parking lot presents a lot of distractions, including crowded, tight areas, with plenty of vehicles moving in various directions. The National Highway Traffic Safety Administration (NHTSA) estimates that “267 people are killed and 15,000 injured each year by drivers not parking forward first, usually in driveways or parking lots.

The First Move Forward parking technique takes only a bit of planning and reduces the number of vehicles reversing into a flow of traffic, improves visibility, and improve safety of everyone in the parking area.

- When selecting a parking spot, choose one with open-ended stalls and pull through, so your vehicle is facing out and does not need to reverse to exit the space.
- If such a spot is not available, back into the spot, so your vehicle is facing out.

While forward parking is usually the safest option, there are certain situations where this may not be possible, or allowed:

- When you have to load or unload large or numerous items from the back of your vehicle
- When signage states that you cannot park forward-facing
- In Diagonal Parking spaces

When parking, use the following strategies:

1. Be alert. Scan the area all around your vehicle using mirrors or rear-view cameras.
2. Watch for pedestrians.
3. Obey posted speed limits. Drive slowly.
4. Wear your seat belt.
5. Keep distance between your vehicle and others

By keeping good driving techniques in mind, you'll learn to "give in" a little; to tailor your driving behavior to the unexpected actions of other drivers and pedestrians; the unpredictable and ever-changing factors of light, weather, road, and traffic conditions; and the mechanical condition of your vehicle.

## 1.15 MOTOR VEHICLE RECORDS

Motor Vehicle Records (MVRs) will be ordered periodically to assess driving records. In recognition of certain privacy protections provided under The Fair Credit Reporting Act, the appropriate authorization is secured from the concerned individual upon hire and prior to requesting an MVR for that person. The authorization is retained in the employee's personnel file. See Attachment B

In evaluating MVRs, the following criteria are the standards that may disqualify an individual from use of Company vehicles and/or driving any vehicle while on Company business and/or activities:

- One (1) or more type 'A' Violations in the past 3 years (as defined below)
- Three (3) or more accidents (regardless) of fault in the last 3 years.
- Three (3) or more 'B' violations in the past 3 years.
- Any combination of accidents and type 'B' violations which equal Four (4) or more in the last 3 years.

Please consult with your project supervisor for approval of driving privileges. Refer to Motor Vehicle Record Review Form

- Definition of Type "A" and Type "B" Violations Type 'A' Violations:
- Driving/Operating While Under the Influence (DUI/OUI)
- Driving/Operating While Intoxicated (DWI/OWI)
- Negligent Homicide arising out of the use of a motor vehicle (gross negligence)
- Operating during a period of Suspension or Revocation
- Using a motor vehicle for the commission of a felony
- Aggravated Assault with a motor vehicle
- Operating a motor vehicle without the owner's authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations:

- All Moving Violations not listed as type 'A' Violations.

## 1.16 CELL PHONE OR OTHER HAND-HELD DEVICE WHILE DRIVING

Employees shall not use cell phones while driving or while operating equipment where such use would direct attention from the safe use of the equipment or vehicle. For the purpose of this section only, *driving* means operating a motor vehicle on a highway, including while temporarily stationary because of traffic, traffic control device, or other momentary delays. The use of any electronic device is prohibited while refueling vehicles. Using a hand held device while driving is a serious traffic violation that could result in a driver disqualification. It has become an increasing concern in the workplace to inform and educate employees on the dangers of distracted working and driving.

Drivers need to be aware that the use of a cell phone creates a distraction from safe driving. Cell phone use including “texting” while driving is forbidden. Only usage in “hands free” mode is permitted while the vehicle is in motion; such usage should be kept to an absolute minimum. While driving, attention to the road and safety should always take precedence over conducting business by phone. Additionally, employees compelled to use cell phones while driving are required to use a “hands-free” apparatus or safely pull to the side of the road and stop, to conduct a phone call. If employees have any questions or concerns regarding this policy, they can contact their project supervisor.

Safe work practices to follow:

- All cell phones, music devices, tablets, radios, pagers, etc. are strictly prohibited from being used while operating a company vehicle.
- Before starting the vehicle, turn cell phones on vibrate, silent or off.
- Pull over to a safe place if a call must be made or received while on the road.
- Consider modifying the voicemail greeting to indicate that you are unavailable to answer calls or return text messages while driving.
- Inform clients, associates, and business partners of this policy as an explanation of why calls may not be returned immediately.
- The use of a company-issued cell phone is also prohibited from being used while operating a company or personal vehicle.
- The use of any electronic device is prohibited while refueling vehicles and unloading/loading operations.

Violations of this policy will lead to disciplinary actions that could result in an employee being terminated.

Employee Name (Print): \_\_\_\_\_

\_\_\_\_\_

Signature of Employee

\_\_\_\_\_

Date

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**ATTACHMENT A:      VEHICLE MAINTENANCE  
GUIDELINES & CHECKLIST**



## Vehicle Maintenance Guidelines & Inspection

The driver must verify the following before operating any motor vehicle:

1. The driver must ensure that the vehicle is well maintained and safe to operate.
2. The driver should be cognizant of the appearance of the vehicle, including the condition of the upholstery, body, paint, decals, windows and overall general condition.
3. The driver must ensure that the applicable state vehicle inspection, vehicle insurance card, and registration are current and valid.

Drivers should conduct routine vehicle inspections to ensure that the vehicle is in safe operating condition. Such inspections should be documented using the Vehicle Inspection Form and include such items as:

- Fluid levels and scheduled changes (Oil level, brake fluid, transmission fluid, window washer fluid and cooling system fluid)
- Oil or grease leaks in, around or under the vehicle
- Belts and hoses (Cracks, swells, wear and tear)
- Tires (Inflation and tread wear)
- Wheels, rims and fasteners
- Lights, reflectors and mirrors
- Wipers and washers, A/C, heater, defroster(s)
- Brakes (service, parking, emergency)

In the event of a defect, the driver must take action to repair the noted defect. Repairs outside the scope of routine maintenance and normal wear and tear must be authorized by the fleet project supervisor and performed at facilities approved by the Company.

Drivers must also ensure that the provided Accident Reporting Kit is present in the Company vehicle.

# Dowdy's Vehicle Inspection Form



**Mandatory Information**

Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection Type     Check Out     Check in

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Asset Number: \_\_\_\_\_

Unit No.: \_\_\_\_\_ HR. Meter Reading: \_\_\_\_\_ Fuel QTY: \_\_\_\_\_

Fuel Type:     Gas     Diesel     Other

**Before Starting:** Inspection Points

	Ok	Not Ok	NA
1. Actuator Cylinders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Battery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Belts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Boarding Steps	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Body, Cab	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Boom & Stick (Backhoes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Bushing/pin/grease Fittings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Chains, Drive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Control Markings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Doors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Exhaust System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Fire Extinguisher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Fuel & Liquids	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Hoses	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Lights-head/brake/tail/work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Load chart/placard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Oil	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Operators Manual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Physical Condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Rail/U-carriage/drive train	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Safety Guards, Hands rails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Seat Belt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Tires/Tracks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Windshield: windows/wipers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**After Starting:** Inspection Points

	Ok	Not Ok	NA
1. Air System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Back-up Alarm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Operating Controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Cylinders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Gauges/instruments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Horn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Hoses, Connections	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Outriggers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Parking Brake	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Pins	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Steering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. System Brakes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Attachments:</b>			
1. Hooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Inspection Plates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Load Charts/Placard	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Operators Manuals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Outriggers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Other: Cleanliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Special:</b>			
1. Shipping Equipment is free of organic material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments(Refer to item number): \_\_\_\_\_

**Check In Final Analysis**

Equipment is "OK" to Operate     It Is "OK" to operate with the above defects     This equipment is removed from service until repairs are completed

General Manager Check Out

General Manager Check In

Repairs Completed/Date

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**ATTACHMENT B: FLEET SAFETY PROGRAM  
EMPLOYEE DRIVER  
ACKNOWLEDGEMENT FORM AND  
MOTOR VEHICLE REPORTING  
DISCLOSURE & RELEASE**

## Employee Driver Acknowledgement Form

I, \_\_\_\_\_, a driver/operator of a Dowdy vehicle, agree to  
(Print Name) comply with all requirements which include, but not limited to the  
following:

1. Agree to operate the company vehicle in accordance with local, state, and federal laws, as well as common standards of safe driving and courtesy.
2. I agree to wear a seat belt while operating the vehicle.
3. Acknowledge that Dowdy vehicles are equipped with GPS tracking devices and that the device must not be disconnected. I am aware that removal of the device will subject me to disciplinary action which may include withdrawal of the use of the vehicle either temporarily or permanently.
4. Acknowledge that I am prohibited from transporting opened alcoholic beverages, illegal drugs, or driving the vehicle while under the influence of any alcoholic beverage, medication, or chemical substance. I am aware that should I violate this requirement, I will be subject to disciplinary action and, in appropriate cases, to criminal prosecution.
5. Agree to maintain a valid driver's license and ensure that I will always carry it.
6. Am aware that smoking cigarettes or cigars in the company vehicle is "highly discouraged". If I have smoked in the vehicle or allowed others to smoke in the vehicle, I will assume responsibility and agree to have the vehicle professionally detailed to include shampooing interior upholstery, changing the air filter and having odor-eliminating solvents applied.
7. I acknowledge and understand that Dowdy vehicles are the property of the company and are to be used for work-related purposes only. I understand that if I desire to use the vehicle for personal use, I will obtain permission by a supervisor in writing (text, email, or handwritten note) and will pay out-of-pocket for any fuel expenses.
8. I agree not to transport family members, guests, or pets/animals in any company vehicle.
9. I agree not to allow any unauthorized individual to drive the Dowdy vehicle and that should I violate this directive and allow a non-authorized driver to use/drive the vehicle, I may be subject to disciplinary action up to and including termination.
10. I acknowledge that should I receive a traffic citation or violation (whether operating a company, rental, or personal vehicle), that I must report the citation or violation within 24 hours, to Dowdy, by submitting an incident report and providing a copy of the violation or citation. I agree to pay any/all fines out-of-pocket.
11. I acknowledge that if the vehicle incurs any damage outside the scope of normal daily work duties, I will be held financially responsible for any/all out-of-pocket expenses and may be subject to disciplinary action.
12. I acknowledge that I am responsible for ensuring the vehicle receives required maintenance and is serviced according to manufacturer's guidelines and established company standards. Questions regarding maintenance should be directed to the Dowdy fleet maintenance coordinator.
13. I acknowledge that I am responsible for any mechanical damage incurred to the vehicle as a result of my negligence (i.e. operating the vehicle with insufficient oil or coolants,

failing to report known malfunctions, defects or damage affecting the mechanical condition and safe operation, and driving at an excessive speed).

14. I understand that driving a Dowdy vehicle to/from work is a privilege which may be revoked at any time (i.e. misuse, change of company practice, or for failing to comply with Dowdy company vehicle procedure).
15. I agree that I will ensure that the vehicle is secured at all times; being parked in a secure location, locked, and the keys removed.
16. I acknowledge that Dowdy is not liable for any of my personal tools/equipment should they be stolen from the vehicle or jobsite.
17. I acknowledge that I will not alter any Dowdy vehicle or equipment (including trailers, tool boxes, gang boxes) in any way to include "wrapping", or attaching items such as vanity (personalized) license plates, bumper stickers, and/or banners or signs (including magnetic).
18. Violation of these terms may result in loss of driving privileges or disciplinary action, up to and including termination of employment.

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

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Motor Vehicle Reporting Disclosure & Release

Employee Name: \_\_\_\_\_

In connection with my continued employment, and because driving a Dowdy owned or rented vehicle is an essential function of my job responsibilities, I understand that consumer reports, which may contain public record information, may be requested and obtained. These reports may include information related to my previous driving record including court actions, citations, license suspensions, and revocations.

I hereby give permission to Dowdy to obtain my state driving record (also known as my motor vehicle record or MVR) in accordance with the Fair Credit Reporting Act (FCRA) and the Federal Driver's Privacy Protection Act (DPPA).

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to obtain information as to the name, address and phone number of any agency providing such information and further, may request of that agency, upon proper identification, the nature and substance of all information in its files on me at the time of my request, including all sources of information as well as the recipients of any reports on me which that agency has previously furnished within the two (2) year period preceding my request.

This authorization shall remain on file and shall serve as ongoing authorization for Dowdy to monitor and procure Motor Vehicle Reports at any time during my employment.

Employee Name (Print): \_\_\_\_\_

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

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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ATTACHMENT C:      VEHICLE ACCIDENT/COLLISION  
REVIEW FORM

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## Motor Vehicle Accident Checklist

Being in a motor vehicle accident can leave you feeling confused, shaken, angry or scared. Using the following checklist at the accident scene may help you get a claim processed properly. Keep this list in the glove compartment of your vehicle(s).

- Stop your motor vehicle immediately once it is safe.
- Turn off the ignition.
- Check for bodily injuries, and administer first aid if necessary.
- Do not** try to move any injured person(s).
- Telephone the authorities. Inform them of any injuries.
- Take reasonable steps to protect your damaged property from further loss.
- Obtain the name, mailing address, telephone number and driver's license number of the driver of the other vehicle(s). If the other driver(s) is/are not the owner(s), obtain the owner's name and mailing address, tag or registration number and insurance information.
- Note the date, time, location, road conditions, make and year of the vehicle(s) involved, and any apparent damage and injuries. Write down what happened, and draw a diagram of the accident.
- If possible, take photos of the scene with personal cell phone or disposable camera provided.
- Secure the name, mailing address and telephone number of eyewitnesses. Also, write down the names and badge numbers of the investigating authorities and/or police and other emergency personnel at the accident scene.
- Ask the investigating officer how to obtain a copy of the accident report to provide to your insurance company.
- If you believe the other party is responsible in causing the accident, notify that person's insurance company or agent/agency to file a claim.
- Notify your insurance agent/agency or company as soon as is practical.



## Vehicle Accident Report

Driver's name driving company vehicle \_\_\_\_\_

Driver's License number and state of insurance \_\_\_\_\_

Driver's date of birth \_\_\_\_\_

Year, make, model & VIN of company vehicle \_\_\_\_\_

Date/time of accident \_\_\_\_\_

Site of accident (please include cross streets) \_\_\_\_\_

Description of accident and driving conditions (snow, rain, fog, day/night, etc.) \_\_\_\_\_

Were the police/highway patrol notified? (Please circle one) **Yes No**

Was anyone cited with a ticket? If so, who? \_\_\_\_\_

Was anyone injured? (Circle one) **Yes No**

If so, who?

Driver(s) name of other vehicle(s) \_\_\_\_\_

Driver(s) date of birth of other vehicle(s) \_\_\_\_\_

Tag number and state of other vehicle(s) \_\_\_\_\_

Year, make, model and VIN of other vehicle(s) \_\_\_\_\_

Insurance information of other driver(s) \_\_\_\_\_

Description of damage to our vehicle \_\_\_\_\_

Description of damage to other vehicle(s) \_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

## Vehicle Accident/Collision Review Form

<b>Employee Name:</b>		<b>Job Title:</b>	
<b>Address:</b>			
<b>Phone:</b>		<b>project supervisor:</b>	
<b>Employee Classification:</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary			
<b>Hours on duty:</b>		<b>Driver's License No.:</b>	
<b>Insurance Company Name &amp; Address:</b>			
<b>Insurance Phone:</b>		<b>Policy Number:</b>	
<b>Vehicle Make/Model:</b>		<b>Year of Vehicle:</b>	
<b>Vehicle is:</b> <input type="checkbox"/> Company Owned <input type="checkbox"/> Privately Owned <input type="checkbox"/> Co-Owned <input type="checkbox"/> Rented			
<b>Description of Accident:</b>			
<b>Date/Time of Accident:</b>		<b>Location:</b>	
<b>Vehicle Movement (Check all that apply):</b>			
<input type="checkbox"/> Parked <input type="checkbox"/> Left turn <input type="checkbox"/> Right turn <input type="checkbox"/> Sideswipe <input type="checkbox"/> Rear end <input type="checkbox"/> Intersection <input type="checkbox"/> Changing lanes <input type="checkbox"/> Loss of control <input type="checkbox"/> Backing up <input type="checkbox"/> Merging <input type="checkbox"/> Other (describe): _____			
<b>Weather Conditions:</b>			
<input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow/Sleet <input type="checkbox"/> Fog <input type="checkbox"/> Other (describe): _____			
<b>Road Conditions:</b>			
<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Snow <input type="checkbox"/> Ice <input type="checkbox"/> Muddy <input type="checkbox"/> Other (describe): _____			
<b>Outcome of Accident:</b> <input type="checkbox"/> Personnel Injury <input type="checkbox"/> Vehicle Damage <input type="checkbox"/> Cargo Damage	<b>Number of previous PREVENTABLE accidents:</b>		
	<b>Number of previous NON-PREVENTABLE accidents:</b>		
Vehicle Accident/Collision Review Form			Page 1 of 3

**Description of Accident/Collision:**

**What was the employee doing just before the accident occurred?**

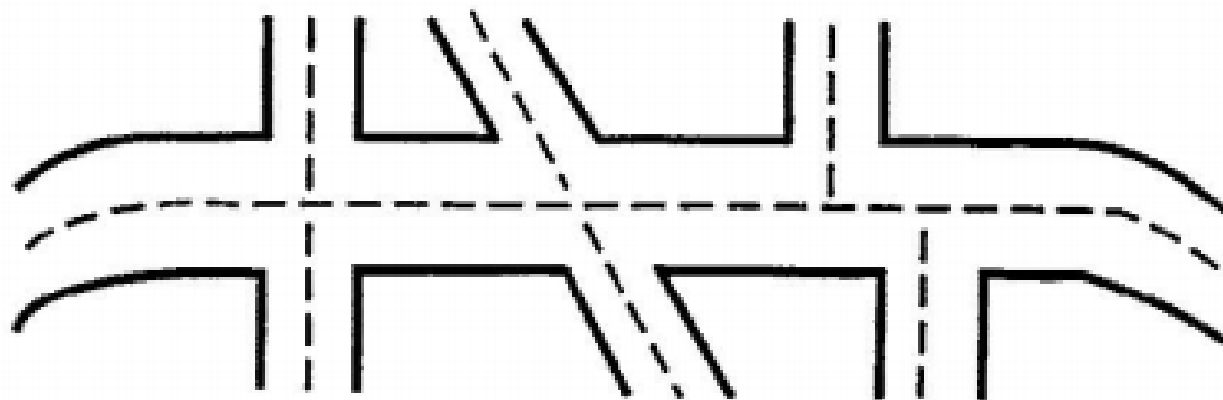
**What happened?** Tell how the accident occurred.

**What was the outcome?** Include explanation of injuries, vehicle damage and/or cargo damage.

**Other Relevant Information** (additional accident details, photos of damage, etc.):

### Accident Diagram

Use this area to sketch the scene of the accident. Include all vehicles/items involved, path taken prior to the accident occurring, street or highway names and numbers, etc. Indicate North direction with "N".



#### Initial Form Completed by:

Printed Name:

Date:

Signature:

Job Title:

#### Management Review:

Printed Name:

Date:

Signature:

Job Title:

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## ATTACHMENT D: TRAINING LOGS

## OSHA's Employee Responsibilities

- Read the OSHA Poster at the workplace.
- Comply with all applicable OSHA standards.
- Follow all lawful employer safety and health rules and regulations and wear or use prescribed protective equipment while working.
- Report hazardous conditions to the project supervisor.
- Report any work-related injury or illness to the employer, and seek treatment promptly.
- Exercise rights under the Act in a responsible manner.

