

# XYZ Corporation—Safe Driving Program

## 1. PURPOSE

To provide motor vehicles that meet company and government standards and to define the minimum requirements for their use by XYZ employees and its subsidiaries.

## 2. SCOPE

This procedure applies to XYZ Corporation and its subsidiaries.

## 3. DEFINITIONS

### 3.1 Commercial Driver's License ("CDL")

License required in different states to drive a commercial (e.g., non-passenger) vehicle that may impose specific requirements and limitation regarding:

- Driver proficiency
- Type of vehicle
- Number of passengers
- Permissible cargo, and/or
- Weight of vehicle

### 3.2 Passenger Vehicle

A vehicle designed for transporting personnel; e.g., cars, sport utility vehicles, mini-vans, pick-up trucks.

### 3.3 Truck

A vehicle designed for transporting materials (e.g., flatbeds and dump trucks), not including tractor-trailers or semi-trucks.

## 4. PROCEDURE

### 4.1 General Requirements

#### 4.1.1 Minimum Equipment

All XYZ contracts for purchase or lease of motor vehicles should require, at a minimum, basic safety equipment (e.g., seat belts, passenger and driver side air bags, spare tire and jack).

#### 4.1.2 Additional Equipment

Additional specifications are listed below for purchased/leased vehicles that are acquired after the date of this procedure:

- First-aid kits
- Anti-lock brakes
- Three-point restraint type seat belts
- Rear window wipers and rear defrosters on all vans and station wagons (as technically feasible for the vehicle)
- Outer side view mirrors on both sides
- A barrier or safety net in cargo vans to stop materials from moving forward in case of accidents or sudden stops, and
- Whiplash head restraints on all seats unless technically infeasible.

#### 4.1.3 Other Requirements

- Individual states or countries may require additional items of safety equipment.
- Leased vehicles must have the safety equipment specified by the manager of the contract.

#### 4.1.4 Prohibited Equipment and Cargo

Nothing is to be installed or used in XYZ vehicles:

- That violates any applicable laws,
- Is designed to thwart law enforcement activities (e.g., radar detectors), or
- Creates a hazard.

Nothing is to be transported in XYZ passenger vehicles or personal vehicles used in XYZ business that violates laws or creates a hazard (e.g., improperly packaged chemicals).

#### 4.1.5 Seat Belts

Seat belts must be worn at all times by all occupants in XYZ owned, leased or rented vehicles.

#### 4.1.6 Cell Phones

The use of cellular phones is **prohibited** while operating an XYZ owned, leased or rented vehicle. This includes text messaging.

#### 4.2 Communication

Each XYZ terminal must have a means to inform common carrier drivers and leased drivers of terminal requirements for traffic safety and emergencies on site.

#### 4.3 Driver Education and Training

##### 4.3.1 Program Development

Each terminal, operation or department should, based on an assessment of needs, develop and implement a driver education and training program.

- Candidates for training may include employees who will be assigned a company vehicle or who will drive extensively in their work.
- Initial and refresher training should be included if deemed necessary based on observation of accident/incident reporting and observed competencies.

##### 4.3.2 Driving Record

- Employees who will be assigned a company vehicle or who will drive extensively in their work must:
  - Have their driving record checked as a part of their pre-employment screening, and
  - Maintain a valid driver's license.
- Driving record checks may be done periodically at the discretion of XYZ.

##### 4.3.3 Commercial Driver's License (CDL)

- A CDL license must be obtained in accordance with individual state or country laws.
- A thorough knowledge of state or country laws applicable to the operation of commercial vehicles is required for XYZ employees who drive with a CDL.

#### 4.4 Accident Investigation

All vehicular accidents must be investigated and documented using the appropriate insurance company, leasing company and XYZ Incident Investigation forms and will be reported to the appropriate functions within XYZ (e.g., EHS Group, business function [sales, etc.] Insurance Department).

#### 4.5 Vehicle Breakdowns

##### 4.5.1 Assistance

Assisting non-XYZ personnel who have vehicle breakdowns along the road should be limited to calling for aid.

##### 4.5.2 Good Samaritan

Assisting a person who is in distress due to an illness or accident is left to the reasonable good faith judgment of the employee. The "Good Samaritan" may incur personal liability if his or her actions are determined to have been grossly negligent or willful.

#### 4.6 Authorized Use

Authorized drivers of company assigned vehicles are limited to properly designated employees and their legal spouses and contractors.

#### 4.7 Passengers

##### 4.7.1 Transportation of Passengers

Transportation of passengers in company vehicles is discouraged unless such passengers are on XYZ business.

##### 4.7.2 Hitchhikers

Hitchhikers should not be permitted to ride in company-owned, -leased or -rented vehicles.

#### 4.8 Personal Cars on Extended Business

Use of personal cars on extended business is discouraged. The immediate supervisor must be notified in the event that employees wish to drive their own cars on XYZ business.

#### 4.9 Trailers

Personally owned or rented trailers, boats, etc. should not be attached to or drawn by company vehicles unless properly authorized by immediate supervision.

#### 4.10 Motor Vehicle Maintenance

All XYZ owned or leased vehicles should be maintained and serviced according to the manufacturer's recommendations.