Vehicle Safety Procedures
Promoting Safe Vehicle Operation
Vehicle Safety Procedures

The Company X Vehicle Safety Procedures are established to provide for the safe operation of vehicles while on company business. They promote safety for drivers, passengers, and the general public – while building a positive image for Company X. Driving is a high-risk activity; therefore compliance with these procedures is a condition of employment. If any of the following procedures are violated, it may be cause for corrective action.

General

You are expected to drive carefully, safely, and courteously. All applicable traffic laws, rules, and regulations must be followed. Company X is committed to maintaining a safe and healthy workplace that is free from the influence of alcohol and drugs. Consistent with this philosophy, we also prohibit employees from operating vehicles under the influence of drugs or alcohol (including prescription drugs that impair your ability to safely operate a vehicle).

Drivers of company vehicles must be authorized by a leadership team member, and must have completed a vehicle operation safety course (with retraining every 3 years). Possession of a valid Drivers License, and Proof of Insurance, while operating a motor vehicle is state law. If you operate a company vehicle, or your own vehicle on company business, your driving record will be checked and monitored.

Drivers must perform a safety inspection before operating their vehicle for the first time each day (proper operation of signals, headlights, tire inflation and other critical operation items, etc.).

Smoking is not allowed in company vehicles. Radar detectors are not allowed in company vehicles and are not to be used when operating a personal vehicle on company business.
Electronic devices such as cell phones, GPS units, laptops, etc. are distractions while driving. As such, Company X strongly advises good judgment and safe choices if they are used when driving:

• Company X does not condone any activity, or use of any device that causes the driver’s attention to be distracted from the road while driving.
• It is strongly advised that calls or messages not be made or taken while driving.
• Laptops should be closed, secured, and out of airbag deployment range while driving.
• Weather, traffic conditions, and other factors that complicate the driving task must be considered when determining whether it is safe to utilize any electronic device.

When there are two employees present in a vehicle, the driver should not take or make calls on a cell phone – the passenger can do this.

**Citations and Vehicle Accidents**

Citations for all traffic violations are the personal responsibility of the driver. Citations incurred while performing duties for Company X must be reported immediately to your supervisor. Loss of license must also be reported immediately.

If involved in a traffic accident, report the accident immediately to your supervisor or Loss Control – after hour accidents should be reported to System Operations.

Any driver (of a company vehicle or a private vehicle on company business) who is involved in a collision or property damage accident should expect to take a drug and/or alcohol test.