



## Driving Safety

### **PURPOSE**

---

This program covers safe operation and maintenance of all **Fisher Systems Inc.** vehicles except those company vehicles regulated by the Interstate Commerce Commission or US Department of Transportation. Examples of vehicles covered include company-owned-or-leased passenger vehicles, pickup trucks, light trucks and vans.

### **RESPONSIBILITIES**

---

#### **Management**

- Provide annual defensive-driver training for all employees authorized to operate company vehicles.
- Train authorized employees on vehicle inspection and accident procedures.
- Maintain company vehicles in a safe condition.
- Maintain active insurance policies on all company vehicles.

#### **Authorized Drivers**

- Authorized drivers shall follow the safe driving guidelines set forth in this policy at all times.
- Operate company vehicles in a safe, responsible manner and obey all traffic laws.
- Participate in driver-training programs.
- Participate in the **Fisher Systems Inc.** drug-testing program.
- Ensure all vehicle occupants use seatbelts before moving the vehicle.
- Follow safe fueling procedures.
- Conduct a pre-use inspection before any first daily use.
- Conduct a post-use inspection after any use.
- Immediately report any safety defects or vehicle problems.
- Report use of all prescription medication.

#### **Training**

All employees authorized to operate company-owned-or-leased vehicles will participate in initial and annual driver-safety training that will include:

- |  |   |
|--|---|
| • Defensive driving                            | • Backing procedures (light truck and van operators)    |
| • Vehicle inspection                           | • Cargo area storage (light truck and van operators)    |
| • Accident procedures                          | • Loading and unloading (light truck and van operators) |
| • Hazardous weather driving                    |   |
| • Procedure for notification of unsafe vehicle |   |



## **POLICY**

---

- Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company-owned vehicle.
- Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate manager notified.
- Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.
- All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.
- All employees authorized to operate any company owned or leased vehicle will be included in the **Fisher Systems Inc.** random drug-testing program.
- All authorized employees must possess a valid state driver's license for the class vehicle authorized.
- Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license.
- Drivers shall be appropriately assessed, licensed and trained to operate the vehicle.
- All personal use of vehicles by employees shall be restricted. Also the policy should include restricting non-employees operating company vehicles.

## **DRIVER QUALIFICATION**

---

**Fisher Systems Inc.** will have methods in place to:

- Ensure that background checks and MVR's (Motor Vehicle Record) checks are conducted when applicable, Ideally, five to seven years of driving history is obtained. However, some states will only provide three years of data on an MVR.
- Ensure when a driver receives a violation(s) they communicate it to **Fisher Systems Inc.**
- Ensure that all drivers will have a current medical assessment on file.

## **DRIVING SAFELY**

---

- Drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the-counter medications that might impair their driving skills.
- Loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.
- The vehicle shall be used for its purpose.
- Only hands-free cell phones may be used by drivers while the vehicle is in motion.
- Drivers shall not manipulate radios or other equipment which may cause distraction while driving.



- Drivers shall not exceed the posted speed limit and shall maintain a safe distance between other vehicles at all times.

## **CELL PHONES AND 2 WAY RADIOS**

---

The Company shall communicate with drivers through cellphones and two-way radios when necessary and shall follow the requirements for use as listed below.

The two fundamentals for using two-way radios (walkie-talkies) and cell phones safely while driving:

- One touch
- No reach

Federal regulations forbid the use of cellphones and sending text messages while driving commercial vehicles. However, these statutes do not prohibit the use of two-way radios, but they do offer guidelines for keeping radio users safe while driving on company business.

According to federal regulators, the two greatest risks of using a cell phone while driving are reaching to grab one and using more than one button to operate it. Commercial drivers are allowed to use hands-free phones, provided they can operate the phone without reaching and by touching a single button.

These same concepts apply to the safe use of two-way radios while driving.

## **STARTING**

---

- Conduct pre-use inspection.
- Seatbelts shall be worn by all occupants, at all times when the vehicle is in motion.
- Adjust seat and mirrors before starting vehicle.
- Allow a 15 second warm up time.
- Check for warning lights.

## **DRIVING**

---

- Do not drive if drowsy.
- Think ahead - anticipate hazards.
- Don't trust the other driver to drive properly.
- Don't speed or tailgate.
- Drive slower in hazardous conditions or hazardous areas.
- Pass only in safe areas and when excessive speed is not required.
- No loose articles on floor.
- Do not read, write, apply make-up, drink, eat or use a handheld cell phone while driving.



- Stay at least four seconds behind the vehicle ahead.
- Do not stop for hitchhikers or to provide roadside assistance.
- All employees are expected to follow all traffic laws and rules of the road while on company business
- Employees are strictly prohibited from operating a motor vehicle while under the influence of drugs or alcohol. This includes:
  - a) blood alcohol level at or above the local legal limit;
  - b) illegal drugs; and
  - c) prescription medications that cause drowsiness or other conditions that may cause impairment.
- Drivers must perform pull-through parking (pulling through a space, so the vehicle is facing outwards in the next space) when available, or backing into a parking space if necessary. This provides the operator an easier exit from the parking area as well as a quick exit in case of an emergency. When backing, it is recommended that a spotter be stationed outside the vehicle to ensure the driver backs safely, whenever practicable.

## **BACKING**

---

- Back slowly and be ready to stop.
- Do not back up if anyone is in path of vehicle travel.
- Check clearances.
- Don't assume people see you.
- Getting out and check if you cannot see from the driver's seat.

## **STOPPING**

---

- Park only in proper areas, not roadsides.
- Use warning flashers and raise hood if vehicle becomes disabled.

## **CARGO**

---

The company and any employees operating company vehicles will secure any cargo on or in motor vehicles to ensure that it is adequately stored and secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle, or injury to the operator.

### **Applicable/Placards**

OSHA is hereby issuing a final rule that requires employers who receive a package, transport vehicle, freight container, motor vehicle or rail freight car which contains a hazardous material and which is required to be marked, placarded, or labeled in accordance with jurisdictional requirements and the U.S. Department of Transportation's (DOT) Hazardous Materials

**FISHER****C****Fisher Systems Inc.****Safety Coordinator:**  
**Jim Aarstad****Page: 5 of 11**

Regulations, to retain the markings, placards, and labels on the package, transport vehicle, freight container, motor vehicle or rail freight car.

This rule is issued pursuant to section 6(b) of the Occupational Safety and Health Act of 1970 (the Act) and in accordance with section [29 of Public Law 101-615](#), the Hazardous Materials Transportation Uniform Safety Act of 1990 (HMTUSA).

### **Hazardous Material Record Handling**

A consignor must be able to produce a copy of any shipping document for two years after the date the shipping document or an electronic copy of it was prepared or given to a carrier by the consignor, for hazardous materials imported into the US, for two years after the date the consignor ensured that the carrier, on entry into the US, had a shipping document or was given an electronic copy of one, and within 15 days after the day on which the consignor receives a written request from an inspector.

### **Hazardous Material Training**

The Hazardous Materials Transportation Officer shall provide access to an approved training program for employees, who during the course of employment, directly affect hazardous materials transportation, to include:

- Loads, unloads, or handles hazardous materials onto or from vehicles that enter highway commerce;
- Tests, reconditions, repairs, modifies, marks, or otherwise represents containers, drums, or packaging as qualified for use in the transportation of hazardous materials;
- Prepares hazardous materials for transportation offsite;
- Prepares shipping documents for hazardous material shipments; or
- Operates a vehicle used to transport hazardous materials off site.

### **CRASH REPORTING AND INVESTIGATION**

Establish and enforce a crash reporting and investigation process. All crashes, regardless of severity, should be reported to the employee's supervisor as soon as feasible after the incident. Company traffic safety policies and procedures should clearly guide drivers through their responsibilities in a crash situation. All crashes should be reviewed to determine their cause and whether or not the incidents were preventable. Understanding the root causes of crashes and why they are happening, regardless of fault, forms the basis for eliminating them in the future.

Authorized drivers will report any collision or traffic violation while driving on company duties to the appropriate personnel.

- **Do not admit responsibility.**
- **Notify your company and law enforcement as soon as possible.**
- **Cooperate with any law enforcement officers.**
- **Move the vehicle only at the direction of a law enforcement officer.**



- **Fill out all sections of the accident report in the glove box.**
- **Do not sign any forms** unless required by a law enforcement officer.
- At the scene get the following information:
  - Investigating officer name and law enforcement agency;
  - Make, Model and License Plate number of other vehicles;
  - Names, addresses, and phone numbers of all witnesses;
  - Name, address, and license of other driver(s);
  - Photos of accident using camera in glove box of:
    - All 4 sides of all vehicles,
    - Roads and intersection at the scene,
    - Interior of all vehicles - seating and floor areas.

## **COMMERCIAL DRIVER LICENSE (CDL) REGULATIONS**

---

### **CDL Medical Card**

All commercial drivers of vehicles in interstate commerce with a maximum gross vehicle weight rating of over 10,000 pounds (4,536 kilograms) are required to obtain and maintain a valid Medical Examiner's Certificate (ME Certificate) Commercial drivers who drive vehicles requiring a CDL have two additional requirements.

All CDL holders must declare to their State Driver Licensing Agency (SDLA) that they only operate or expect to operate commercially in 1 of 4 possible categories with their CDL. This process is called self-certification.

### **Endorsements**

Individuals may apply for an endorsement to be placed on their driver license.

Depending on the type of endorsement, an individual may be required to provide additional information, complete a separate application, or pass a knowledge test specific to the type of endorsement the individual is seeking.

The types of endorsements an individual can apply for are listed below:

- H – Authorizes the transportation of hazardous materials (CDL only)
- N – Authorizes the operation of a tank vehicle (CDL or CLP only)
- P – Authorizes the operation of a vehicle transporting passengers (CDL or CLP only)
- S – Authorizes the operation of a school bus (CDL or CLP only)
- T – Authorizes towing two (double) or three (triple) trailers over a specific weight
- X – Authorizes the operation of a combination of hazardous material and tank vehicle (CDL only)

## **VEHICLE INSPECTIONS**

---

### **Driver Inspections**



Prior to each first daily use and at the end of each use, the driver shall inspect the vehicle for proper operation of the following safety features, as applicable:

- ✓ Horn
- ✓ Backup warning
- ✓ Head, tail and signal lights
- ✓ Windshield wipers
- ✓ Tire inflation (visual check)
- ✓ Brakes
- ✓ Steering control
- ✓ Mirrors
- ✓ No operational warning lights
- ✓ Accident kit in glove compartment
- ✓ Fire extinguisher (light trucks and vans)
- ✓ Broken glass

### **Mechanical Inspections**

Every company vehicle will be inspected by a qualified vehicle mechanics at least every 3 months. Vehicles shall be maintained in safe working order. Inspection and maintenance points include:

- ✓ Road test
- ✓ Visual inspection of brake system - wheel removal required
- ✓ Fluid system levels and visual inspection
- ✓ Brake pad wear
- ✓ Belts and hoses
- ✓ Battery condition
- ✓ Filter replacement
- ✓ Lubrication
- ✓ Oil change
- ✓ Emissions systems visual inspection
- ✓ Tire tread

Maintenance records of company owned vehicles shall be maintained by The Company.

### **PROGRESSIVE DISCIPLINARY ACTIONS**

Disciplinary action is typically taken in stages. A first offense may constitute a verbal warning, the second offense may be a written warning, and a third offense may result in suspension or termination. Some violations may be considered grounds for immediate suspension or termination. Examples of infractions that may result in immediate suspension or termination include acts of violence and/or harassment against a coworker, failure to follow critical life safety procedures (such as completion of a safe work permit or failure to use fall protection), possession of weapons, use of drugs or alcohol, etc.



Each violation shall be investigated by management to ensure that an accurate and factual assessment of the infraction is documented. Corrective actions taken are meant to be corrective rather than punitive and shall be appropriate to each offense.

In the case of an infraction or when unacceptable behavior is witnessed or reported, the following shall occur:

**Step 1 (1<sup>st</sup> Offense):** The immediate supervisor shall **meet in person with the employee to** bring attention to the violation, conduct or performance/attendance issue.

The supervisor shall discuss the nature of the violation with the employee. The supervisor shall clearly describe expectations and steps the employee must take in order to improve or correct the problem.

**Step 2 (2<sup>nd</sup> Offense):** The second offense, violation or unacceptable behavior will result in a **written warning**. The process of step 2 includes a formal documentation of the offense, and shall include a description of the offense, the consequences of the current violation as well as the consequences that the employee may incur if a third offense occurs. The immediate supervisor and one witness, of equal or higher authority within The Company, shall be present for the presentation of this incident form, meeting and documentations process.

A performance improvement plan may be set forth at the sole discretion of The Company.

**Step 3 (3<sup>rd</sup> Offense):** Final written warning, suspension or termination may occur at this step, based upon the nature of the offense and the details of the performance improvement plan described in Step 3.

**Step 4 (4<sup>th</sup> Offense): Termination.**

## **FATIGUE MANAGEMENT**

---

When driving long distances, sufficient breaks should be taken to prevent fatigue. When driving alone and having trouble staying awake, pull off the road and get out of the vehicle for fresh air, or take a power nap. If driving late at night, consider getting a hotel room and starting fresh the next day. If two licensed drivers are in the vehicle, take turns driving. Get plenty of rest before beginning your journey.

### **Drowsy Driving**

As a driver, your number one responsibility is to get yourself and your passengers to your destination safely. When behind the wheel, you always need to be alert and focused. At 55 mph, a vehicle travels the length of a football field in 3.7 seconds. This is no time for a "mini" snooze. Being an attentive driver, and looking out for the driver who isn't, is increasingly important. Drive focused. Stay safe.



### **Safety Facts for the Road**

Drowsy driving causes more than 100,000 crashes each year, resulting in 40,000 injuries and 1,550 deaths. Crashes caused by drowsy driving are often serious crashes and occur most often on high-speed rural highways when the driver is alone.

Drowsy driving can happen to anyone. A recent National Sleep Foundation study revealed that one half (51%) of adults have driven while drowsy and 17% report having fallen asleep while driving within the past year.

### **Drive Focused, Stay Safe and Avoid Aggressive Driving:**

- Be aware of your behavior and the behavior of others on the road during the late night, early morning and mid-afternoon hours when drowsy driving crashes are most likely to occur. Plan a rest stop during these hours.
- Get a full night of rest before driving. If you become tired while driving, stop. A short nap (15 to 45 minutes) and consuming caffeine can help temporarily.
- Stop at regular intervals when driving long distances. Get out of the car every 2 hours to stretch and walk briskly.
- Set a realistic goal for the number of miles you can safely drive each day.
- Avoid taking medications that cause drowsiness.

### **CO<sub>2</sub> EMISSION REDUCTION**

**Listed below are just some of the steps The Company is taking to trying to reduce CO<sub>2</sub> emission output:**

#### **Carpooling**

Employees carpooling to worksites drastically reduces CO<sub>2</sub> emissions. Less Company vehicles unnecessarily being used, less fuel consumption, less emissions, less pollution to the environment.

#### **Driving Efficiently**

Speeding, rapid acceleration and unnecessary breaking can increase the carbon output. Company drivers can reduce emission by going easy on the gas pedal and breaks.

#### **Reducing Idle Time**

When leaving Company vehicles idling, the vehicle is emitting carbon dioxide for no reason. Unnecessary idling of Company vehicles pollutes the air, wastes fuel and causes excess engine wear.

#### **Maintenance**

Getting regular tune-ups, follow the manufacturer's maintenance schedule, and using the recommended motor oil for Company vehicles can increase fuel efficiency.



Hours of Service Regulations	
Property Carrying Drivers	Passenger Carrying Drivers
<b>11-Hour Driving Limit</b> May drive a maximum of 11 hours after 10 consecutive hours off duty.	<b>10-Hour Driving Limit</b> May drive a maximum of 10 hours after 8 consecutive hours off duty.
<b>14-Hour Limit</b> May not drive beyond the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty. Off-duty time does not extend the 14-hour period.	<b>15-Hour Limit</b> May not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off-duty time is not included in the 15-hour period.
<b>30-Minute Driving Break</b> Drivers must take a 30-minute break when they have driven for a period of 8 cumulative hours without at least a 30-minute interruption. The break may be satisfied by any non-driving period of 30 consecutive minutes (i.e., on-duty not driving, off-duty, sleeper berth, or any combination of these taken consecutively).	
<b>60/70-Hour Limit</b> May not drive after 60/70 hours on duty in 7/8 consecutive days. A driver may restart a 7/8 consecutive day period after taking 34 or more consecutive hours off duty.	<b>60/70-Hour Limit</b> May not drive after 60/70 hours on duty in 7/8 consecutive days.
<b>Sleeper Berth Provision</b> Drivers may split their required 10-hour off-duty period, as long as one off-duty period (whether in or out of the sleeper berth) is at least 2 hours long and the other involves at least 7 consecutive hours spent in the sleeper berth. All sleeper berth pairings MUST add up to at least 10 hours. When used together, neither time period counts against the maximum 14-hour driving window.	<b>Sleeper Berth Provision</b> Drivers using a sleeper berth must take at least 8 hours in the sleeper berth, and may split the sleeper berth time into two periods provided neither is less than 2 hours. All sleeper berth pairings MUST add up to at least 10 hours.
<b>Adverse Driving Conditions</b> Drivers are allowed to extend the 11-hour maximum driving limit and 14-hour driving window by up to 2 hours when adverse driving conditions are encountered.	<b>Adverse Driving Conditions</b> Drivers are allowed to extend the 10-hour maximum driving time and 15-hour on-duty limit by up to 2 hours when adverse driving conditions are encountered.



**Short-Haul Exception**

A driver is exempt from the requirements of §395.8 and §395.11 if: the driver operates within a 150 air-mile radius of the normal work reporting location, and the driver does not exceed a maximum duty period of 14 hours. Drivers using the short-haul exception in §395.1(e)(1) must report and return to the normal work reporting location within 14 consecutive hours, and stay within a 150 air-mile radius of the work reporting location.

**Short-Haul Exception**

A driver is exempt from the requirements of §395.8 and §395.11 if: the driver operates within a 150 air-mile radius of the normal work reporting location, and the driver does not exceed a maximum duty period of 14 hours. Drivers using the short-haul exception in §395.1(e)(1) must report and return to the normal work reporting location within 14 consecutive hours, and stay within a 150 air-mile radius of the work reporting location.