

DRIVER SAFETY PROCEDURES

1. Safety Belts:

The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts. State regulations must be followed when transporting small children or infants (i.e.: use of child safety seats).

2. Impaired Driving:

The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.

3. Traffic Laws:

Drivers must abide by the federal, state and local motor vehicle regulations, laws and ordinances.

4. Vehicle Condition:

Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.

5. Cellular Telephones and Other Portable Electronic Devices:

Employees driving on company business must safely pull over and stop their vehicle if they need to use a cell phone call. Use of other electronic devices while driving is prohibited.

6. Motorcycles:

Employees are prohibited from using motorcycles when traveling on company business.

7. General Restrictions:

- A. Do not pick up hitchhikers.
- B. Do not accept payment for carrying passengers or materials.
- C. Do not use any radar detector, laser detector or similar devices.
- D. Do not push or pull another vehicle or tow a trailer.
- E. Do not transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
- F. Do not use or burn flares. The preferred method is the use of reflective triangles.
- G. Do not assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well being is to be protected at all times.

8. Company and Personal Property:

Employees are responsible for securing and protecting company property such as computers, work papers and equipment under their control. The company will not reimburse the employee for stolen personal property.