

DRIVER RESPONSIBILITIES

1. Follow defensive driving practices to help drivers protect themselves, other employees, and the public from accident/injury.
2. Check the vehicle on a regular basis. The inspection will include at least the following:
 - A. Lights - clean and operating front/rear lights, brake lights, directionals operating.
 - B. Oils and Fluids - crankcase/transmission oil, radiator level, battery level, windshield washer fluid, brake fluid level.
 - C. Windshield Wipers - worn out wipers should be replaced before the next rainy day to ensure the driver can see the road.
 - D. Windows and Windshield - cracked and broken glass should be reported and replaced, defrosters should be working properly, glass should be clean inside and out.
 - E. Tires - properly inflated with no obvious defects.
 - F. Mirrors - adjusted and clean.
 - G. Vehicle Loading - tools and equipment tied down/secured for safe hauling.
 - H. General Vehicle Condition - dents, scrapes, and any other damage should be reported to the supervisor.
 - I. Emergency Equipment - fire extinguisher at full charge with current inspection tag, reflector kit readily available, and accident report kit.
 - J. Horn - Horn is audible to alert other drivers and pedestrians.
3. Report any evidence of accident damage immediately to the supervisor, otherwise the damage may be charged to the employee.
4. Report any unsafe conditions immediately to the supervisor and request another vehicle. Vehicles with steering or braking defects shall not be driven and will be towed to an authorized garage for repairs.
5. Call appropriate law enforcement agencies to report any and all collisions and provide information for management as soon as possible.

6. If involved in an accident, complete the accident report at the scene using the accident reporting kit. Submit this report to your supervisor within 24 hours. If the accident results in injury, call your supervisor as soon as possible. (See Accident Procedures)
7. Never allow an unauthorized passenger or driver to ride in or operate a company vehicle.
8. Never allow passengers to ride other than in the passenger compartment. Violation of this rule will subject driver to termination.
9. Never operate a vehicle while under the influence of prescription or "over the counter" drugs that may impair driving skills. Use of alcohol and/or illegal drugs while operating a company vehicle will subject the driver to termination.
10. Secure the vehicle and equipment when unable to provide direct supervision of same.