

# **Risk***solutions*

**fleet safety manual**

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## **Introduction**

The information contained within this booklet is for quick reference. Only a few of the very important issues, which pertain to being a driver for our company, are summarized within.

For a better understanding of safety rules and regulations regarding the operation of a commercial motor vehicle, please refer to the Drivers' Guide to Hazardous Materials, Emergency Response Guidebook, and/or The Federal Motor Carrier Safety Regulations Pocketbook. The above stated materials have been provided to you upon employment with this company. If at any time you have questions or concerns following the review of these materials, please contact our fleet safety director.

This handbook does not constitute an expressed or implied contract of employment. The company has the right to modify, amend, or terminate this handbook at any time, with or without notice.

### **Safety policy statement**

Our company is dedicated to the safety and well being of all its employees. We will work as a team to give our customers the best of service and the genuine courtesy they deserve, thereby upholding the high standards upon which we have based our reputation. We will continue to be a credit to our community and to be a considerate driver on our nation's roads.

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President

Date

## Company rules & regulations

### Grounds for termination of employment

1. Theft of company, customer, or another employee's property
2. Reporting to work under the influence of alcohol
3. Use of narcotic drugs or being under the influence of narcotic drugs while working
4. Known sabotage of company owned or operated equipment
5. Deliberately making or using falsified records of any type
6. Carrying of unauthorized passengers in company owned or operated equipment
7. Having road repairs made or making purchases in excess of \$25.00 without authorization
8. Failing to report an accident or injury immediately
9. Unauthorized use of a company owned motor vehicle
10. Tampering with the engine, including governor and injector pump
11. Acceptance of work assignment while a driver's license is under suspension
12. Willful neglect and mishandling of company equipment
13. Eating or stopping at a bar or restaurant that serves alcoholic beverages while on duty
14. Falsification of an employment application or other data required by the company
15. Possession of weapons on company property without management consent
16. Obtaining six (6) or more points towards your driving record in any one year.

### General company/safety rules

- ❖ Be on time reporting for work so that you can make your deliveries at their scheduled times. Prompt deliveries are important to our customers and essential to our continued success. If you see that you are not going to be able to make a scheduled delivery time safely, notify the office so that we can advise the customer of the situation.
- ❖ Radar Detectors are prohibited in all trucks.
- ❖ A driver's appearance must be neat and clean. A driver must wear a full body shirt with sleeves and long pants. Tank tops and cutoffs are not allowed. Hair must be kept clean and neat.
- ❖ All vehicles must be operated within the legal weight limits, which are applicable to each particular vehicle. If compliance with this policy is not possible, the office is to be notified immediately! Drivers caught overloading their vehicles will be held responsible for any fines that may result.
- ❖ Excessive, unnecessary idling of vehicles is not permitted.
- ❖ Speeding on or off company property will not be tolerated. Motor Vehicle Records will be verified annually for monitoring this policy.
- ❖ The driver is to be in attendance during all loading or unloading operations and is responsible for any damage or loss to the vehicle or cargo.
- ❖ Trucks are to be washed weekly and kept neat inside. Remove all trash when necessary.
- ❖ Discourtesy to shippers, consignees, customers, and the general public will not be tolerated. Any problems with customers should be referred to the office for resolution. Reported complaints or rudeness will be grounds for disciplinary action.
- ❖ All drivers must follow the most practical route unless weather or road conditions deem it necessary to deviate.
- ❖ Unauthorized passengers are strictly prohibited!
- ❖ Substance Use: The use of alcohol and illegal drugs, and the carrying of such in the company vehicle, is prohibited at all times. All prescription medicine and over the counter medicines must be in their original containers. However, prescription drugs, which may affect a driver's alertness, judgment, or reaction time, are also prohibited. All drivers must comply with all Federal, State, and local laws and regulations relating to drug testing.

- ❖ All drivers are to attend a scheduled safety meeting.
- ❖ Pre-trip/post trip inspections are to be done daily.
- ❖ Follow proper accident reporting procedures if involved in an accident. (See section 4 of this manual.)
- ❖ Never jump out of vehicles. Use the 3 Point System for exiting the vehicle.
- ❖ Drivers should never drive a defective or substandard vehicle.

## Accident procedures

The following is a list of what a driver must do in case of an accident.

1. **Stop!**  
Not only is it a company policy, but it is also mandated by law. Any driver who does not stop will be subject to penalty by law and to disciplinary action by the company.
2. **Protect the scene**  
Immediately utilize all emergency devices necessary to protect the area around the scene of the accident per DOT requirements (4-way flashers, flags, etc.) to control traffic if necessary.
3. **Assist injured**  
Assist any injured persons, but never move them unless absolutely necessary for their safety. Keep them comfortable until an ambulance or doctor is available.
4. **Gather preliminary information**  
Complete the Accident Reporting Kit in its entirety (see attached). When calling either the police or a company contact, write down the name of the person you spoke to for future reference.
5. **Notify the authorities**  
Never leave the scene, your equipment, or your cargo, except in extreme emergencies. Locate a nearby phone and call the police. If a phone is not available, write a carefully worded note, giving the location and seriousness of the accident, and give the note to a reliable motorist and have the motorist contact the police for you.
6. **Notify your company as soon as possible**  
Remember all accidents must be reported to both the authorities and to your company. As in the previous instance, if you cannot make the call yourself, have a reliable motorist make it for you.
7. **Fill out a preliminary accident report**  
Get names and addresses of all witnesses to the accident, those that are for you and against you. If witnesses refuse to give their names, write down their license numbers. Should there be no witnesses, get the name and address of the first person to arrive on the scene.
8. **Do not discuss the accident with anyone except the police, company representatives, and/or the insurance company**  
Remember, anything you say can be used in the case. Be polite, give your name, the company's name, and offer your driver's license. Regardless of the circumstances, do not admit or promise anything and do not argue.
9. **Obtain pertinent information**  
Obtain the following for completion of the accident report:
  - A. Exact location, time, and date
  - B. Make, model, type, and license number of all vehicles involved
  - C. Names and addresses of all persons involved
  - D. Names of injured and the extent of their injuries
  - E. Names and addresses for insurance companies which provide coverage for the vehicles or property involved
  - F. Estimate of the damage to all vehicles and property
  - G. Names, addresses, and/or license number of witnesses
  - H. Names and badge numbers of police officers who arrive at the scene, the police organization's name, and the station location.
10. **Remain at the scene**  
Stay until instructed to do otherwise by a company representative or an insurance company official.

**Note:**

Remember, all accidents must be reported to your company regardless of how minor. Use the attached Accident Forms and give to your fleet safety director when you return to the office. Failure to report an accident immediately may be cause for disciplinary action and, depending on the seriousness of the accident, may be cause for suspension of the driver.



**Company**

**Accident report form**

**Driver's name**

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**Date of accident**

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**Time of accident**

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**Location of accident**

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**Information (details)**

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**Name of other person(s)  
involved in accident**

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**Estimated amount of  
damage to company  
vehicle**

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**Estimated amount of  
damage to other  
property(s) involved**

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**Witnesses**

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**Signature of driver  
Filing the report**

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## Driver selection qualifications

Company driver selection program is based on DOT criteria, which includes the following elements:

- ❖ Preliminary interview
- ❖ Employment application
- ❖ Previous employer check
- ❖ Driving record (MVR)
- ❖ Personal reference check
- ❖ Formal interview
- ❖ Physical examination
- ❖ Preliminary drug test
- ❖ Road test
- ❖ Written examination

### Requirements/qualifications:

- A. Driver positions to be contingent on meeting DOT requirements.
- B. An annual review of each driver's MVR will be performed to determine driving status.
- C. Drivers will be unacceptable if:
  1. Involved in two or more preventable accidents within a three year period
  2. Six (6) or more points are accrued within one year
  3. Under 21 years of age
  4. Failed drug or alcohol test
  5. Driving while under the influence of alcohol/drugs
  6. Involved in a hit and run
  7. Failure to report an accident
  8. Negligent homicide arises out of use of a motor vehicle
  9. Operating a motor vehicle during a period of suspension or revocation
  10. Using a motor vehicle to commit a felony
  11. Operating a motor vehicle without owner authority (theft)
  12. Permitting unlicensed person to drive
  13. Reckless driving is observed

## Drug testing policy

It is the policy of this company that its drivers should be free of substance abuse. Consequently the use of illegal drugs by drivers is prohibited.

Pursuant to regulations promulgated by the Department of Transportation, the company has implemented four types of drug testing:

1. pre-employment
2. random
3. reasonable cause
4. post accident

When judicially permissible, it is the intention of this company to implement random and post accident drug testing pursuant to the regulations. The overall goal of drug testing is to ensure a drug-free transportation environment and to reduce accidents, injuries, and fatalities.

Refusal to submit to the types of drug testing employed by the company will be grounds for refusal to hire driver applicants and to terminate employment of existing drivers. Any driver who has been disqualified on the basis of violation of the terms of this policy may be subject to termination of employment.

All applicants for employment must submit to a urine drug test unless the validity of tests administered elsewhere within the prior six months can be established to the satisfaction of the company. Existing drivers are subject to a urine test as part of the DOT's biennial medical examination. Reasonable cause for requiring a driver to submit to urinalysis shall be deemed to exist when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances.

Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the company and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely request.

Any applicant who tests positive for the presence of illegal drugs in his or her system is medically unqualified to drive and will not be considered for the position of driver. Furthermore, any company driver who tests positive shall be immediately medically disqualified and removed from service.

The company may, at its discretion, at the request of the driver, keep the driver's position open while such driver attempts to obtain medically qualified status.

Any employed driver who has been medically disqualified by a positive drug test result, and who subsequently becomes re-qualified, shall be subject to random drug testing. This follow-up random testing of re-qualified drivers is a requirement for continued service with the company and is separate from, and in addition to, the company's periodic and reasonable cause drug testing procedures.

The company has established an Employee Assistance Program (EAP) for drivers and supervisors. The program consists of education and training of personnel on the effects and consequences of controlled substance use and how to recognize signs of substance abuse. All drivers and supervisors are required to attend at least one hour of training under the program.

## **Route salesmen "federal hours of service"**

**Company route salesmen are considered by Part 395.2 as a "driver - salesperson."**

### **Hours of service requirements:**

1. **10 hour driving time rule**

A maximum of 10 hours of driving time. Must have 8 consecutive hours off before driving again

2. **15 Hour on-duty time rule (route salesmen)**

A maximum period on duty time of 15 hours (this includes punch-in time to punch-out time), after which a driver must have at least 8 consecutive hours of rest before he can drive again.

3. **60 or 70 hours of service rule**

A maximum of 60 hours on duty in any 7 consecutive days or, if working every day in the week, a maximum of 70 hours on duty in any 8 consecutive days. Once a driver reaches these limits, he cannot drive.

## Over-the-road drivers

### Log books - duty status reports

#### Procedures

1. All over the road drivers will report in at least once a day.
2. Logs must be turned in at the end of each trip.
3. When logging in states with speed limits over 55 miles per hour, be sure to specify this in the "Remarks" section of the Daily Log.
4. Be sure to fill out the trip sheets completely, especially the odometer readings.

#### The driver shall:

Submit or forward by mail the original Driver Record of Duty Status to the regular employing motor carrier within 13 days following completion of the form.

#### The carrier shall:

Retain the Record of Duty Status for a period of 6 months from the date of receipt. Along with the Record of Duty Status, the carrier shall retain all supporting documents that go with them.

#### Driver's copy

The second copy or duplicate must be retained by the driver for a period of 8 days, and shall be in his/her possession while on duty.

#### Recapping the driver record of duty status

The company has an appointed person to recap any and all log books on a regular basis to be sure that all drivers stay in compliance with all state and federal regulations. Any drivers found to have inaccurate records will correct them before they will be put back on duty, and must present these corrections as soon as they are completed. Drivers who are found to be out of hours will be handled by the guidelines offered by the federal laws.

#### "Out-of-service" criteria

1. No driver shall drive after being on duty in excess of the maximum periods permitted.
2. No driver required to maintain a Record of Duty Status under 395.8 or 395.15 of this part shall fail to have a Record of Duty Status current on the day of exam and for the prior seven (7) consecutive days.  
**Exception:** A driver failing only to have possession of a Record of Duty Status on the day of examination and the prior day, but has completed a Record of Duty Status up to that time (previous 6 days), will be given the opportunity to make the paper work current.
3. A motor carrier shall complete "The Motor Certification of Action Taken" portion of the Form MCS-63 (Driver Vehicle Examination Report), and, within 15 days of the examination, deliver a copy of the form, either personally or by mail, to the Regional Director, Office of Motor Carrier Safety, Federal Highway Administration, at the address specified on the form.

#### Responsibilities of the driver

1. No driver who has been declared out of service shall operate a motor vehicle until that driver may do so lawfully.
2. No driver who has been declared out of service for failing to prepare a Record of Duty Status, shall operate a motor vehicle until the driver has been off duty for 8 consecutive hours.
3. A driver to whom a form has been tendered declaring the drive out of service shall within 24 hours deliver or mail the copy to a person or place designated by the motor carrier.

## **Pre/post trip inspections**

Inspection requirements include a written Vehicle Inspection Report to be prepared and signed by the driver at the completion of each day's work on each vehicle operated. The pre/post trip inspections must cover at least the following parts and accessories:

1. Service brakes, including trailer brake connections where applicable
2. Parking (hand brake)
3. Steering mechanism
4. Lighting devices and reflectors
5. Tires
6. Horn (electric and air)
7. Windshield wipers
8. Rear vision mirrors
9. Coupling devices (where applicable)
10. Wheels and rims
11. Emergency equipment

The post-trip inspection must include the signature of the driver preparing the report, the signature of the mechanic certifying that defects or deficiencies have been corrected, and, on reports listing defects or deficiencies, the signature of the reviewing driver acknowledging the corrective action taken by the carrier.

### Driver's vehicle inspection report

The motor carrier shall require each of its drivers to submit a written report at the completion of each day's work on each vehicle operated. The report shall identify the motor vehicle and list any defect or deficiency discovered by, or reported to, the driver, which would affect safety of operation of the motor vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report(s) shall so indicate. In all instances, the driver shall sign the vehicle inspection report.

	Number(s)	Mileage out	Mileage in	Company name
Unit				
Trailer unit				
Viewing driver's signature:			Date out:	

#### Section below to be completed by driver at the completion of each day's work.

	Description	*Driver S/U	Mechanic's Initials	Date
Instruments				
Horn				
Mirrors				
Windows				
Windshield Wipers				
Turn Signals				
Lights				
Reflectors				
Safety/Emerg. Equipment				
Steering				
Brakes - Parking				
Brakes - Service				
Engine				
Transmission				
Differential				
Tires & Wheels				
Hose & Connector				
Wheel Coupling Device				
Other				

- No defects or deficiencies as would be likely to affect safety of operation or result in mechanical breakdown noted.
- Above specific defects or deficiencies were noted.

Remarks: \_\_\_\_\_

\*Satisfactory items must be marked with an "S". Unsatisfactory items marked "U" should be explained by driver in "Description" column. All items marked U by driver must be corrected (if necessary), initialed, and dated by Lessor before vehicle(s) are put back in service.

Originating Driver's Signature: \_\_\_\_\_ Date In \_\_\_\_\_

**Report Received By:**

Lessor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

- Corrective action taken on all items       Corrective action taken except items listed below

Mechanic's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Vehicle maintenance**

### **General statement:**

It is the intention of the company to provide well-maintained and safely operating equipment. The company has certified mechanics to uphold all maintenance and safety regulations. Drivers are forbidden to operate vehicles found to be defective or substandard in any way.

### **Vehicle inspection and maintenance:**

Vehicles will be maintained per Maintenance Schedule. Stickers are provided on the door of all vehicles that will allow you to know when the next P.M. is due.

### **Responsibility and accountability:**

- ❖ Accountability and responsibility is assigned to all of our employees. Our head mechanic or mechanic supervisor is assigned the overall responsibility for equipment maintenance.
- ❖ Specific responsibility is assigned to our drivers because good driving habits can prolong life and reduce maintenance costs. Our drivers will have first-hand knowledge of how a vehicles is operating and will often be the first to notice signs of equipment problems.
- ❖ To assist in our maintenance program, our drivers must provide information to the maintenance shop. This will involve driver inspection reports, which are to be filled out before and after each run. The cooperation of our drivers is what will indicate the effectiveness of our maintenance program.

## The transportation of hazardous materials

### General statement:

The company will transport hazardous materials according to the laws and regulations specified by State and Federal government. The "Driver's Guide to Hazardous Materials" has been provided to each driver and it is the driver's responsibility to become familiar with the Hazardous Materials Guide Book.

The following section has been provided as a brief overview of some of the major components of the Guide Book mentioned above.

### Hazardous materials placards:

#### Part 172, Subpart F, Hazardous Materials Guide

A carrier may not move a motor vehicle unless it is properly placarded according to the Hazardous Material Regulations. There is one exception to this prohibition which allows movement without proper placarding in an emergency provided one of the following three conditions is met

1. The vehicle is escorted by a representative of the state or local government.
2. The company has received permission from the Department of Transportation to move it.
3. The movement of the vehicle is necessary to protect life and property.

#### Part 172, Hazardous Materials Guide

Hazardous materials placards when affixed to a motor vehicle, must be displayed on each end and on each side of the vehicle. The placard must also be readily visible from the direction it faces except to the direction of another vehicle. The placard placement for the front of a motor vehicle may be on the front of the truck instead of, or in addition to, the placard on the front of the cargo-carrying body (trailer, semi-trailer, etc.).

Each placard on a transport vehicle must be located clear of any objects and devices (i.e., ladders, pipes, etc.), away from markings which might substantially reduce the effectiveness of the placard (a minimum distance of three inches is required), and be maintained by the carrier so that the effectiveness of the placard will not be reduced in any way. The placard must be placed as far as practicable, so that dirt or water is not directed to it from the wheels of the vehicle.

### Shipping paper requirements:

Each shipping paper describing hazardous materials must include the following minimum information in the specified order.

1. **Proper Shipping Name**

**Note:** If the material is a hazardous substance and the name of the hazardous substance is not identified in the proper shipping name, the constituent making it a hazardous substance must be entered in the parentheses in association with the proper shipping name.

2. **Hazard Class**

**Note:** When the proper shipping name includes the hazard class, the hazard class need not be repeated.

3. **The "UN/NA" identification number**

- ❖ 2794 - Batteries - Electric storage wet filled with acid
- ❖ 2796 - Battery fluid, acid, corrosive materials - Must be placarded

4. **The total quantity** by weight, volume, or as otherwise appropriate for the hazardous material

5. **Emergency response telephone number**

Remember that shipping papers must accompany empty packaging, including portable tanks, cargo tanks, etc., which have not been purged or refilled with a non-hazardous material. However, no quantity must be specified.

### **Shipping paper accessibility:**

#### **Section 177, Hazardous Materials Guide**

The driver of a vehicle transporting hazardous materials and the company must ensure that the shipping papers are readily available to, and recognizable by, authorities in the event of an accident or required inspection.

The following are specific requirements that affect the accessibility of the shipping papers.

- ❖ If the shipping paper is carried with any papers, it must be clearly distinguished by either distinctively tabbing it, or by having it appear first.
- ❖ When the driver is at the vehicle controls, the shipping paper for the hazardous materials must be at his immediate reach when restrained by the lap belt.
- ❖ They must be either readily visible to a person entering the drivers' compartment, or in a holder which is mounted on the inside of the door on the driver's side of the vehicle.

#### **Hazardous spill response:**

All spills must be reported to the company as soon as possible.

##### **1. Know your load:**

Prior to transporting a hazardous material load, identify the material shipped on the shipping papers. Look up the name of the material shipped in the blue pages of "Emergency Response Guidebook." Find the applicable guide number and review the guide page so that, in case of an accident, you will be familiar with the proper response.

##### **2. Spills from highway accidents:**

- A. Follow normal accident procedures.
- B. Contain the spill if possible.
- C. Call the emergency number and be prepared to provide the following information:
  - ❖ Return phone number if possible
  - ❖ Time and location of accident
  - ❖ Extent of injuries, if any
  - ❖ Classification, name, and quantity of hazardous material involved
  - ❖ Type of incident and the status of the hazardous material
  - ❖ Whether continuing danger to life exists
- D. If accident occurs after normal business hours, please use the following phone number:
 

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## **Safety meetings**

All drivers are required to participate in scheduled safety meetings. Attendance will be verified by sign-in sheets to be kept on file along with the drivers' files. All drivers are responsible for reading and signing a Fleet Newsletter that is periodically provided by the Fleet Manager.

**Company**

**Safety meeting**

A safety meeting was held at \_\_\_\_\_ on \_\_\_\_\_.

The following topics were discussed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Drivers in attendance were:**

1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	



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