



# **VEHICLE SAFETY PROGRAM**

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## **Vehicle Safety Program**

All employees who are required or requested to drive for company business (company owned vehicle or personal vehicle) are expected to do so in a safe, courteous manner and in conformance with all applicable laws.

For those individuals that have been assigned a vehicle for use in the conduct of company business, we will pay for all operating costs concerning those vehicles. We charge employees who are assigned company vehicles, or who regularly operate them during their duties, with the responsibility for seeing that the vehicles receive regular maintenance and repair. Those driving their personal vehicles are responsible for maintaining their vehicle in accordance with the manufacturer's requirements. We will pay for all reasonable maintenance and upkeep of each company vehicle and will provide reasonable insurance to cover it and its operation. If there is a question of whether we should repair a vehicle, replace, equip with new tires, etc., the matter will be referred to Brett or Diane for a decision.

All authorized drivers are responsible for notifying us about any accident. Accidents will be reported to Brett or Diane and your superintendent immediately. It is the employee's responsibility to complete the necessary reports.

### ***Driver Qualifications***

Any employee who drives a vehicle (company or personal) on company business would be qualified as follows:

- Completion of a Request for running a Motor Vehicle Report (MVR)
- Those qualified to operate their personal vehicles on company business will provide a Certificate of Insurance to meet specific coverage and limits
- Added to the Pull Program
- Meet driver guidelines for Pull Notice Review
- Receive/Sign a Company Vehicle Agreement & Policy

### ***DMV-MVR Printout Guidelines***

- ✦ Hold a valid unrestricted California Driver's License
- ✦ MVR free of major violations (i.e. DUI, Reckless Driving, etc.)
- ✦ Each MVR (motor vehicle report) received will be reviewed individually if record is questionable.

MVR's (motor vehicle reports) will be examined prior to the start of employment and at least annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon an MVR meeting the required standards; continued employment in a position with driving duties also requires an MVR.

### ***MVR/Driver Standards***

What follows is a relatively simple method of screening MVRs and assessing the acceptability of drivers.

- ✦ MVR free of major violations, (i.e. DUI) in the past five years.
- ✦ Points on Pull Notice:
  - 1 point okay
  - 2 points within two years warning notice
  - 3 points within three years cannot drive
- ✦ Each driving record will be reviewed individually if record is questionable.

- ✦ Warning letters sent when – a new point exceeds one in less than two years, multiple accidents listed on record.
- ✦ Letter revoking driving privileges if a DUI shows up on record, if three points in less than three years.

### ***Vehicles Must Have***

In the glove box, each driver is required to carry the following at a minimum:

- Current Proof of Insurance
- Current Registration Form
- Accident Report Form
- Disposable Camera

### **Car Allowance, Errands, Certificate of Insurance for Non-Owned Autos**

For those employees who drive their own vehicle, the following will apply:

*Superintendents/Supervisors and Applicable Employees-*

- Receive a car allowance as determined by the management
- Current Certificate of Insurance required
- Are required to follow Vehicle Program

*Office Employees Running Errands-*

- Reimbursement of business mileage (i.e. post office, bank, errands)
- Current Certificate of Insurance required
- Are required to follow Vehicle Program

### ***Accident Reporting***

If you are involved in an accident, please follow these guidelines:

- ✦ Report the accident immediately to Brett, Diane and your superintendent.
- ✦ Call 911 to have an officer come to the scene and write an official report.
- ✦ Get as much information about the other driver and the vehicle:
  - Driver's License
  - Description of vehicle
  - Names of witnesses and how to contact them
  - Number of people in other vehicles
  - Vehicle ID number
  - Other drivers insurance
  - Notice any other damage to vehicle not caused by this accident
  - Name of people in other vehicles
- ✦ Do not make any statements regarding the accident to the people involved (only to the police officer making a report).
- ✦ If anyone contacts you regarding the accident contact the office immediately and we will confirm if it is necessary and okay for you to speak with him/her or them.
- ✦ Never make a recorded statement unless a representative (management) of our company is present.
- ✦ If there are passengers in your vehicle at the time of the accident advise them to follow the same guidelines stated here.
- ✦ If at any time you are in doubt about any questions asked of you, do not answer them, contact the office and ask for assistance.
- ✦ Take pictures of vehicles involved (you can never have too many).

### ***Vehicle Maintenance***

Authorized drivers are responsible for assuring that preventive maintenance is completed on their vehicle. Adherence to systematic procedures for preventive maintenance on all vehicles and equipment is the surest way to avoid excessive repair charges and keep the vehicles operating and in top condition.

- All vehicles driven on company business must be inspected by the driver prior to each use. Mechanical defects need to be repaired immediately.

- All vehicles will also be maintained in accordance with the manufacturers.
- It is the responsibility of the individual assigned the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive.
- Employees operating vehicles on public thoroughfares must have valid operator's licenses appropriate for the class of vehicle.

### ***Driving Safety Rules***

Fortunately, auto accidents are often preventable. By driving defensively and using good judgment, you can significantly reduce your chances of being hurt or killed in a motor vehicle. The following defensive driving tips are designed to help you avoid accidents and. All vehicles will be kept clean inside and out and the dash and floor clear of debris.

These rules are mandatory for all employees driving for our company:

- Personal and off duty use of company vehicles is prohibited.
- Only authorized employees may drive company vehicles. No other family members may drive company vehicles.
- Non-employee passengers are not permitted in company vehicles at any time unless they are business related.
- Employees are prohibited from riding anywhere in the vehicle except in a seat with a seat belt.
- Seat belts must be worn.
- No employee is permitted to drive a vehicle while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
- You must report all accidents involving vehicles to Brett or Diane immediately.
- You should be looking well ahead of where you are. You should also always leave yourself an out in case the other driver does the unexpected.
- Always maintain a safe following distance. You should be at least three seconds behind the vehicle in front of you to allow yourself sufficient time to stop. Do not tailgate. You should increase following distances for larger vehicles or if in slippery or rainy conditions.
- Never drive faster than road conditions warrant. Slow down when road conditions are poor (rain, fog, night) and never exceed posted speed limits.
- Always signal when changing lanes or turning.
- Always walk behind the vehicle before backing. This will insure that there are no people or objects behind you that you cannot see from the driver's seat. You should also make sure that all loads are properly secured to prevent them from moving.
- Yield the right of way until you are sure the other driver is going to stop. Just because you have the legal right of way does not mean you should always take it. Always yield the right of way to emergency vehicles.
- Headlights must be on when driving in rain and using wipers.
- Do not use cell phones or any electronic device while driving, if critical pull over.

### ***Defensive Drivers:***

- Always drive under control
- Always leave themselves an out
- Anticipate bad driving by others
- Expect the unexpected
- Look ahead for hazards
- Obey the rules of the road

## Company Owned Vehicle Agreement

### Authorized Use

You are authorized to use a company vehicle for business purposes. No other drivers may operate the vehicle unless authorized by the Company. Use for personal purposes is prohibited. Violation may result in disciplinary action including, but not limited to, loss of driving privileges and/or termination.

### Employee Responsibilities

- Ensure that all Company policies with respect to operation of the assigned vehicle are followed.
- Obey and observe all traffic laws.
- Report all citations and changes in your driving status to your superintendent immediately. Costs for fines and/or defense will be the sole responsibility of the authorized operator, including parking tickets.
- Ensure that the vehicle is maintained in a safe operating condition. Repairs must be made promptly. Scheduled maintenance will be performed on a timely basis.

### Alcohol/Drug Policy

Under no circumstances will any driver operate a vehicle while under the influence of alcohol or controlled substances. Violation of this policy will result in disciplinary action. Drivers who are or may believe that they are impaired and/or unable to safely operate the vehicle are encouraged to utilize public or alternative transportation.

### Insurance/Motor Vehicle Records

Each Company vehicle is required by state law to contain an insurance identification card. The card must be placed in the glove compartment. It is your responsibility to ensure that the current ID card is in the vehicle. Replacements can be obtained from the office. The company will periodically check the driving record of all drivers.

### Disciplinary Procedure

Authorized drivers who violate this or other company policies and programs will be subject to disciplinary action. Nothing in this section shall be constituted as limiting management's right to utilize discretion in enforcing its policies. Examples include but are not limited to: Loss of driving privileges, termination, and demotion to a non-driving position, probation or other actions deemed appropriate by management.

I have read this agreement and I agree to comply with its terms.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

CA - Driver's License #:		Expiration Date:	
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Employee Signature\*: \_\_\_\_\_

Employer Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note, if you are an authorized driver for the company, this agreement is in effect whether it is signed or not. By receiving a copy of the agreement, it ties you to the agreement and policies of our company.

## Company Non-Owned Vehicle Agreement

### Authorized Use

You are authorized to use a vehicle for business purposes. Violation of this program may result in disciplinary action including, but not limited to, loss of driving privileges and/or termination.

### Employee Responsibilities

- Ensure that all Company policies with respect to operation of the assigned vehicle are followed.
- Obey and observe all traffic laws.
- Report all citations and changes in your driving status to your superintendent immediately. Costs for fines and/or defense will be the sole responsibility of the authorized operator, including parking tickets.
- Ensure that the vehicle is maintained in a safe operating condition and insured.

### Alcohol/Drug Policy

Under no circumstances will any driver operate a vehicle while under the influence of alcohol or controlled substances. Violation of this policy will result in disciplinary action. Any drivers who are or may believe that they are impaired and/or unable to safely operate the vehicle are encouraged to utilize public or alternative transportation.

### Insurance/Motor Vehicle Records

Each vehicle is required by state law to contain an insurance identification card. The card must be placed in the glove compartment. It is your responsibility to ensure that the current ID card is in the vehicle. The company will periodically check the driving record of all drivers.

### Disciplinary Procedure

Authorized drivers who violate this or other company policies and programs will be subject to disciplinary action. Nothing in this section shall be constituted as limiting management's right to utilize discretion in enforcing its policies. Examples include but are not limited to: Loss of driving privileges, termination, and demotion to a non-driving position, probation or other actions deemed appropriate by management.

I have read this agreement and I agree to comply with its terms.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

CA - Driver's License #:		Expiration Date:	
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Employee Signature\*: \_\_\_\_\_

Employer Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note, if you are an authorized driver for the company and drive your vehicle for company business, this agreement is in effect whether it is signed or not. By receiving a copy of the agreement, it ties you to the agreement and policies of our company.

## Visual Vehicle Condition Report

Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Truck/Vehicle #: \_\_\_\_\_ Odometer Reading: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Current Tags Expire: \_\_\_\_\_

VIN #(last 4 digits): \_\_\_\_\_ Both Plates: YES NO

	Good	Need		Good	Need
Tire Conditions (Tread Groove, etc.):					
Front Drivers	_____	_____	Rear Driver	_____	_____
Front Passenger	_____	_____	Rear Passenger	_____	_____

**Lights:**

Head Lamps	_____	_____	Turn Signals	_____	_____
Tail Lamps	_____	_____	Emergency Flashers:	_____	_____

**Mirrors:**

Rear View Mirror \_\_\_\_\_ Side Mirrors: \_\_\_\_\_

**Body:**

Bumpers:	_____	_____	Wheel Wells:	_____	_____
Dents:	_____	_____	Major body damage:	_____	_____

**Fluids/Oil:**

Transmission:	_____	_____	Windshield Washer:	_____	_____
Brake:	_____	_____	Radiator:	_____	_____

Any fluids leaking under vehicle: \_\_\_\_\_

**Misc.:**

Windshield:	_____	_____	Windows:	_____	_____
Visors:	_____	_____	Glove Box:	_____	_____
Seat Condition:	_____	_____	Seat Belts:	_____	_____
Horn:	_____	_____	Mud Flaps:	_____	_____

**COMMENTS:** \_\_\_\_\_

**Please complete and submit to Brett or Diane for review and filing.**

Date Received: \_\_\_\_\_ Further Action/Repairs needed: Yes No



## Accident Scene Photography

A camera is a necessary tool to help protect yourself against potential fraud, limit your liability, assist in claims cases, and help driver's become more aware of safety issues. Here are some do's and don'ts concerning taking photos at the scene of vehicle accidents.

### DO

- Take photos BEFORE vehicles are moved.
- Follow your company's accident procedures. When taking pictures, be careful. Do not position yourself where you may be hit.
- You have 15 pictures in the camera. Plan to "tell a story" with those 15 pictures. Take a shot of overall scene from a distance.
- Take a photo of interior of vehicles (if possible, odometer, radar detectors, headsets, cans/bottles, cell phones, etc.)
- Photograph condition of road such as potholes, obstructions and debris.
- Take 2 photos of the auto or other object you collided with. If this is an auto, make the photos from opposite corners of the auto so you can see all 4 sides of the car. All other objects should show the damage from 2 angles. Stand 10 feet from the auto / vehicle or object to get a better view / image.
- Take 4 photos of your vehicle that collided with the other object. Make these from the opposite corners.
- Take photos of the other people, if any, involved in the accident if they do not appear injured.
- Take photos of the license tags, ID numbers, unique markings of autos / vehicles belonging to persons who claim to be witnesses but won't identify themselves.
- Take photos of any skid marks or gouge marks left on the pavement or dirt areas. Step off the length of these marks and photograph them from both directions.
- Take all remaining shots of items you feel will help show how or why this accident happened. Be sure to take a picture of traffic controls and signs, if any are present or should have been present.
- Take all the photos your camera has available or ask someone at the scene to take them for you.
- Use flash, even in daylight. Remember, flash is only effective to about 10'.
- Hold camera as still as possible when taking photos.
- Monitor the expiration dates on the cameras. Keep them out of the sunlight or extreme cold. Replace at least every two years.

### DO NOT

- Take photos of injured people. Take photos of any graphic scenes.

