

VEHICLE POLICY

It is the policy of **COMPANY** to operate all **COMPANY** equipment in a safe manner while complying with all applicable Federal, State, Parish regulations governing such use. Special emphasis will be placed on the operation of rolling stock due to the serious potential exposure to personal injury and property damage. With this in mind, **COMPANY** has established the following vehicle policies. Failure to comply with all vehicle policies will be cause for disciplinary action up to and including termination.

A. VEHICLE APPEARANCE

1. It is the policy of **COMPANY** that the only decals, stickers and/or signs which may be displayed on a company vehicle are:
 - a) Those required by State and/or Federal law. These include safety inspection stickers, ICC permit decals, tax decals, etc..
 - b) Those specifically required by **COMPANY** for identification or safety purposes. These include vehicle numbers, company logo decals, etc..
 - c) Those authorized in writing by **COMPANY** management.
2. All **COMPANY** vehicles having decal installed trademarks and colors must have these decals removed prior to sale of the vehicle. Under no circumstances will an **COMPANY** vehicle be sold without first removing all Company trademarks from the exterior and interior of the vehicle.

B. VEHICLE / DRIVER REQUIREMENTS

1. Company vehicles will be driven by **COMPANY** personnel only.
2. The employee must have reached a minimum age of 18 years.
3. The employee must have a valid, current, Class driver's license. Employees whose license has been suspended or revoked by the state will report the suspension to their immediate supervisor within one business day. Employees with a suspended license are not allowed to drive **COMPANY** vehicles.
4. A pre-employment MVR (Motor Vehicle Record) check is mandatory for personnel required to drive company vehicles. The MVR check will be obtained and evaluated during the employment process. Annual MVR checks will be run on each employee and filed in the employee's personnel file (DOT Driver's file).
5. Operators of **COMPANY** vehicles will be rested at all times and in proper physical condition (not seriously ill, intoxicated, under the influence of drugs or prescribed medication which may impair motor skills needed to safely operate a vehicle). If any of these conditions exist, the employee should call his immediate supervisor or seek other means of transportation.

6. Legal speed limits will not be exceeded. The speed of the vehicle will be adjusted according to the prevailing weather and road conditions. The use of radar detecting equipment in **COMPANY** vehicles is prohibited.
7. Vehicles will be maintained in safe operating condition at all times. It is the driver's responsibility to immediately report any unsafe conditions or faulty equipment to his immediate supervisor. Pre-trip inspections, including but not limited to, checking tires, windshields, mirrors, lights, turn signals and brakes, should be performed before operating the vehicle.
8. Check all clearances, including those in front of, on both sides of and to the rear of the vehicle, before moving the vehicle.
9. Picking up hitchhikers or other personnel not directly employed by **COMPANY** is prohibited. No more than 3 persons may ride in the cab of a truck.
10. Any vehicular accident involving personal injury and/or property damage (company, private, public) shall be reported to **COMPANY** management immediately.
11. Single vehicle accidents will require mandatory drug testing.
12. All company vehicles are equipped with seat belts to protect all occupants. SEAT BELTS WILL BE WORN WHENEVER THE VEHICLE IS IN MOTION.
13. No **COMPANY** vehicles will be used to push, tow, or otherwise move a non-**COMPANY** vehicle.
14. **COMPANY** vehicles shall not be left unattended unless the engine is off and the vehicle has been safely parked/ secured.
15. Any load extending beyond the normal width or length of the vehicle shall be appropriately marked with warning signs or flags. No load shall be carried which completely obscures the driver's vision in any direction.
16. Grounding shall be assured on all liquid vacuum and pneumatic trucks before any material is transferred. No material with a flash point below 140 degrees Fahrenheit shall be moved with a pneumatic truck.
17. Vehicle engines shall not be started or allowed to run while refueling or while exposed to potentially flammable vapors.
18. Drivers are responsible for storing equipment, tools and other materials in an orderly fashion on or in the vehicle. Loads shall be secured to prevent shifting or falling while being transported.
19. **COMPANY** drivers of DOT regulated vehicles must comply with all applicable DOT regulations, including maintaining driver's logs.
20. Unauthorized personal use of **COMPANY** vehicles is prohibited. **COMPANY** vehicles are provided to assist the employee in fulfillment of his job responsibilities.
21. Drivers shall proceed to and from their assigned job using major streets, roads and highways. Extreme caution with full consideration of road and weather conditions shall be exercised when the job assignment requires use of private or temporary access roads.

C. DOT VEHICLE / DRIVER REQUIREMENTS

1. VEHICLES

- a) **COMPANY** must comply with DOT requirements for vehicles in the following categories.
- 1) Any tractor/trailer unit.
 - 2) Any vehicle with a gross vehicle weight exceeding 10000 lb.
 - 3) Any truck/trailer combination having 3 or more axles.
- b) Company vehicles falling within one of these categories must comply with the following:
- 1) Present in the vehicle:
 - A pre-trip inspection book containing the vehicle's inspection records made prior to its departure each trip. The inspection records of the current and prior day must always be present.
 - Registration papers for both the tractor and trailer.
 - Copies of paid tax receipts.
 - Fuel permit stickers (or copy of fuel permits) for each state through which the vehicle is traveling.
 - Copies of fuel receipts for the trip (especially for the last fuel purchase).
 - A manifest of all equipment being hauled certifying Company ownership.
 - A hazard materials manifest (if applicable) which must be within the driver's reach.
 - The driver's daily log book.
 - All fire extinguishers and flares required for the vehicle.
 - Spare light bulbs and fuses.
 - 2) All reflectors and lights must comply with DOT requirements.
 - 3) The vehicle must be equipped with two rear-vision mirrors, one at each side.
 - 4) The vehicle must be equipped with seat belts.

2. DRIVERS

- a) Company drivers must comply with all applicable DOT regulations and meet the following requirements.
- 1) Minimum of 21 years old (to drive across state lines).
 - 2) A driver qualification file is established and maintained in the drivers home office.
 - 3) Possess' a valid ICC physical card and must be physically qualified to drive a motor vehicle (Section 391 of the Federal Motor Carrier Safety Regulations).
 - 4) Possess' a current CDL license.
 - 5) Possess' only one driver's license. DOT qualified drivers outside their licensing state and convicted of a traffic

violation (other than parking violations) are required to notify their State's Driver's license agency within 30 days.

- 6) Completes the driver's daily log (section 395 of the Federal Motor Carrier Safety Regulation).
- 7) Ability to understand highway traffic signs and signals.
- 8) Ability to determine whether the cargo being transported has been properly loaded, positioned, distributed and secured in or on the vehicle.
- 9) Provides **COMPANY** annually with a list of traffic violations the driver has been convicted of during the past 12 months.
- 10) Conducts pre and post trip reports per federal regulations.

D. SAFETY EQUIPMENT

This policy specifies the safety equipment required for company vehicles.

1. Car:
 - a) One first aid kit
 - b) One fire extinguisher - 2 1/2 lb. dry chemical ABC type or equivalent.
 - c) Front and rear seat belts.
 - d) Driver's Accident Report Forms, Vehicle Registration , proof of insurance.
 - e) Outside right and left rear view mirrors.
2. Pickup:
 - a) One first aid kit
 - b) One fire extinguisher - 2 1/2 lb. dry chemical ABC type or equivalent.
 - c) Seat belts.
 - d) Driver's Accident Report Forms, Vehicle Registration , proof of insurance.
 - e) Outside right and left rear view mirrors equipped with bubbles.
 - f) Wood or plastic bed liner, headache rack (management's option).
3. Heavy Duty Trucks:
 - a) One first aid kit.
 - b) One fire extinguisher - 2 1/2 lb. dry chemical ABC type or equivalent.
 - c) Seat belts.
 - d) Driver's Accident Report Forms, Vehicle Registration , proof of insurance.
 - e) Outside right and left rear view mirrors equipped with bubbles.
 - f) Flares or reflectors as required by the ICC.
 - g) One " Motor Carrier Rules and Regulations" manual.

Note: In accordance with OSHA regulation 1910.157, all fire extinguishers must be:

- h) Visual monthly inspections looking for obvious physical damage and/or corrosion.
- i) Subjected to an annual maintenance check performed by a certified inspector.
- j) Annual inspection records must be retained on file.

E. MAINTENANCE

It is the responsibility of the assigned driver and management to ensure the vehicle is properly maintained. All company vehicles will be treated with a high degree of respect and care. **COMPANY** vehicles will be driven with courtesy and thoughtfulness. Employee responsibilities include:

1. No vehicle shall be operated when mechanical defects are known or suspected.
2. No vehicle shall be driven unless a valid inspection sticker, vehicle registration sticker and license tags are appropriately displayed.
3. Each operator/driver has been properly instructed in the safe operation of the vehicle.
4. The vehicles safety devices are operative and free of tampering.
5. The speedometer is operative.
6. All vehicles will be included in a periodic inspection/ maintenance schedule.

F. TIRE CHANGING

1. Follow the manufacturer procedures and cautions for the type of tire changer you are using.
2. Inspect the potential power and explosive force of air under pressure. Serious accidents result from lack of awareness of the danger of compressed air.
3. Make sure all tools are in good condition; not damaged, dented or deformed.
4. Always remove the valve core to exhaust all air from the tire (or tires, in the case of dual assembly), before Remounting. Probe the valve stem with a wire as a final check to make sure the valve is not plugged.
5. Don't loosen lug nuts on duals until all air is exhausted from both tires. A broken or cracked rim part under pressure could blow apart and seriously injure or kill if lugs are removed before air is exhausted.
6. Never apply heat or do repair work on a rim with a tire mounted on it. Heat can increase air pressure to a level sufficient to burst the tire or rim.
7. Always block vehicle so it cannot roll forward or backward after it is jacked up.

8. Always place safety stand under the vehicle.
9. Don't reinflate a tire that has been run flat or seriously underinflated without removing the tire and checking it and the tube for damage.
10. Always clean and inspect used rim parts thoroughly. Don't mix rim parts of different manufactures unless such use is approved by those manufacturers. Don't attempt, under any circumstances, to rework, weld, heat or braze rim parts. Replace damaged parts with same size, type and make.
11. Always use new tubes and new flaps in new tires.
12. Don't use a tube in a tire larger or smaller than that for which the tube was designed.
12. Inspect the inside of the tire for loose cords, cuts, penetrating objects or other carcass damage. Remove dirt, debris and liquids from inside of the tire before tube is installed.
13. Lubricate with only approved rubber lubricant such as thin vegetable oil; soap solution or commercial lubricant. Use a clip-on chuck and extension hose with remote control valve and pressure gauge, long enough to allow you to stand on one side during inflation.
14. Securely lock the wheel down, or place the assembly in a safety cage or portable safety device before attempting to inflate the tire to seat beads.
15. Do not inflate beyond recommended bead seating pressure. Don't stand over tire while inflating.
16. Adjust air pressure to manufacturer's recommended cold operating pressure after beads have been seated.
17. Inspect valve cores for proper retention. Replace damaged or leaky cores.
18. Always inflate truck tires in a safety cage to protect yourself from flying lock rings.

G. BATTERY CHARGING AND CHANGING

1. Only designated persons shall change or charge batteries.
2. Battery charging and changing shall be performed only in areas designated by the employer.
3. Smoking and other ignition sources are PROHIBITED in charging areas.
4. Filler cape shall be in place when batteries are being moved.
5. Parking brakes shall be applied before batteries are charged or changed.
6. When a jumper battery is connected to a battery in a vehicle, the ground lead shall connect to ground away from the vehicle's battery. Ignition, lights, and accessories on the vehicle shall be turned off before connections are made.
7. Batteries should be free of corrosion buildup, and cap vent holes shall be open.
8. Adequate ventilation shall be provided during charging.
9. Facilities for flushing the eyes, body and work area with water shall be provided wherever electrolyte is handled, except that this requirement

does not apply when employees are only checking battery electrolyte levels or acting water.

10. Battery handling equipment which could contact battery terminals or cell connectors shall be insulated or otherwise protected.
11. Metallic objects shall not be placed on uncovered batteries.
12. When batteries are being charged, the vent caps shall be in place.
13. Chargers shall be turned off when leads are being connected or disconnected.
14. Insulated batteries shall be secured to avoid physical or electrical contact with compartment walls or components.
15. While replacing battery fluid or checking battery fluid levels, never put your eyes as so close that electrolyte may get into them.

H. CELL PHONE USE POLICY

These tips are meant to protect you, your family and everyone else on the road. Cell phones are wonderful tools, when used safely.

1. Use only when parked or have a passenger use it.
2. Never dial your phone while driving.
3. Never take notes or look up phone numbers while driving.
4. If your cell phone rings while driving, let your voice mail take the call, then check your message later when you are parked.

I. TRUCKS

1. Wheels of trucks should be checked periodically, as required by the DOT, to see that all lug bolts and axle-flange nuts are tight.
2. When inflating truck tires, always stand in the clear to avoid the possibility of an injury if retaining rings or rims should spring out of place.
3. Truck beds must be kept free of oil and grease.
4. All trucks must be equipped with a proper fire extinguisher, first aid kit, and other appropriate emergency equipment. Fire extinguishers must be recharged or replaced immediately after use, and other emergency equipment must be replaced as used.
5. All trucks left unattended at night on the side of a highway must have appropriate lights or reflectors.
6. All cab glasses must be made of safety glass or its equivalent, with no visible distortion to affect operations.
7. All vehicles must have a service brake system, emergency brakes, and parking brakes.
8. All vehicles should have an adequate, operable warning horn.
9. Any motor vehicle that has an obstructed view to the rear must have a reverse signal alarm audible above the surrounding noise level, or else have an observer to signal that backing operations are safe.
10. Vehicle cabs should have unbroken and uncracked windshields with powered wipers, and also defogging and defrosting devices when required.

11. Should any material fall from truck to roadway, stop and remove material. If this is not practical, attempt to alert oncoming traffic of the obstacle in the roadway.
12. Stack materials neatly and in a manner to avoid falling stacks. Cross-stack every other layer.