

1. Motor Vehicle Safety

A. Purpose

This written Motor Vehicle Code of Safe Practice establishes guidelines to ensure that we allow only eligible drivers to drive a Russell Hinton Company vehicle, train and supervise drivers, and maintain vehicles properly. A Company vehicle is a motor vehicle that is owned, leased, or rented by the Company or is a driver-owned vehicle operated on Company business.

Adherence to this written program can improve traffic safety performance, minimize the risk of motor vehicle incidents, and help to keep our employees safe and our costs as low as possible. Copies of the written program are distributed to drivers when they are assigned a vehicle and may be obtained from your Superintendent.

B. Policy

Russell Hinton expects our drivers to not only obey all traffic laws but to practice defensive driving. Russell Hinton tracks citations and accidents. We hold drivers responsible for accidents where defensive driving could have prevented the accident, no matter who is determined to be at-fault.

This policy is communicated to employees through a review of this program when drivers are assigned a vehicle and through reports from the Fleet Manager or Safety Committee on motor vehicles safety.

C. Responsibilities

1) Drivers

Drivers are always responsible for following the requirements of this Policy. Drivers must:

- Inspect vehicles before driving
- Obtain maintenance and repairs as needed or directed
- Report all accidents or hazardous conditions
- Drive defensively

2) Fleet Manager

Jordan Satrap is our Motor Vehicle Fleet Manager. He is responsible for managing this safety program so that drivers, managers, supervisors and employees know what Russell Hinton expects. He monitors Russell Hinton drivers with the California DMV Pull Program. He receives notifications from the DMV about our drivers, takes action as appropriate, and reviews notifications with the Safety Committee.

3) Safety Director

Russell Hinton Safety Director is responsible for adopting, evaluating and maintaining an effective Motor Vehicle Safety COSP.

4) Safety Committee

The Russell Hinton Safety Committee reviews records of all drivers' accidents or citations. The Safety Committee recommends actions and the Safety Director determines the Company response and informs drivers. The Safety Committee or the Safety Director communicates with employees about the Motor Vehicle COSP and responds to any concerns about motor vehicle hazards and incidents.

D. Vehicle Safety Rules

Russell Hinton requires our drivers to drive defensively and act courteously toward other drivers. Russell Hinton does not tolerate driving under the influence of drugs or alcohol.

The standard *Safe Practices for Motor Vehicle Operations*, ANSI Z15.1, defines **Defensive Driving** as:

"Driving to save lives, time, and money, in spite of the conditions around you and the actions of others."

Defensive driving allows you to be safe despite adverse conditions or the mistakes of others.

Defensive Driving techniques that we expect our drivers to follow include:

- Stay alert and expect the unexpected.**
Anticipate the mistakes or unsafe maneuvers of the other drivers.
- Watch well ahead for early warning**
Give yourself time to react to dangerous situations such as a car coming to an abrupt stop or a child running into traffic.
Watch for other vehicles' signal lights.
Keep your eyes moving.
- Look for a way out.**
Always have an exit strategy in mind. Having one can help you to react to dangerous situations quickly and safely.
- Look first, and then back up.**
Walk around your vehicle before entering it. Sometimes objects behind you cannot be seen from the driver's seat.
Check your rearview and side mirrors before backing up.
Physically turn your body to the rear and watch where you are going while backing up.
- Don't insist on the Right of Way.**
Defer to other drivers instead of using your vehicle to demand your rights.
- Do not enter intersections until you know it is safe.**
Don't count on other drivers to obey traffic lights or stop signs.
- Signal your intentions**
Always signal before changing lanes or turning
- Drive at a safe speed for the conditions.**
The speed limit applies only when conditions are perfect.
Slow down for darkness, weather and traffic.
Follow construction or other speed reduction warnings.
Slow down at crosswalks, around pedestrians and in or around parking lots.
- Turn on your headlights before they are needed.**
Always use headlights at dawn, dusk or if you need your windshield wipers.
- Keep your distance.**
Keep a safety zone around your vehicle.
Keep a 3-second gap between you and the car in front of you: 1 car distance for every 10 miles an hour driven.
Do not drive in another driver's blind spot.
Do not tailgate.
Pull over and let tailgaters pass you.

Always yield to pedestrians and bicyclists.

Don't drive while you are distracted

Eating, using a cell phone, writing and even conversing with passengers take your eyes and attention off the road. Avoid all distractions. Pull off the road instead of driving when your attention is not on driving.

If you are drowsy, pull over and walk to wake yourself up.

Cell Phone Policy

➔ Most uses of your cell or "smart" phone are prohibited while you are driving.

Sending or receiving text messages, looking up contacts, entering phone numbers, browsing the web, using email in any manner, or using apps are too distracting for safety and are not allowed even if the operation is "hands free."

The only allowed uses of your phone are:

- When necessary for business purposes you may make and receive calls, but only "hands free. You must be able to operate the phone without handling it or taking your eyes off the road.
- You may use a map app to give you directions, but you must not be driving when you set up and start the app.

E. Company Drivers

1) Assigning Vehicles

When any employee is hired, the Supervisor obtains consent to have DMV records given to the Company. When assigning a vehicle to a new driver, the Superintendent or Fleet Manager must obtain a copy of the new driver's license.

When a vehicle is assigned the Fleet Manager adds the driver to the ongoing DMV "Pull" notification program. The results of DMV checks are kept in the Safety files.

The Safety Director reviews the records for new drivers and may issue warnings, probation, or revoke driving privileges in accordance with the Discipline procedure in this COSP.

2) Using Company Vehicles for Personal Purposes

Russell Hinton drivers are often allowed to park their vehicles at home overnight so the vehicle will be at the job site at the start of each work day. Employees are not permitted to use the vehicles except on Company business:

Do not drive the company vehicle for personal use

Do not allow anyone else to drive the vehicle except for authorized Company drivers

Do not carry passengers except for company employees, agents or customers

Any violation of these restrictions is counted as a DMV point under the Vehicle Safety Discipline Procedure.

3) Using Personal Vehicles on Russell Hinton Business

Russell Hinton does not allow the use of personal vehicles for company business. If you need to move Russell Hinton equipment and / or material to or from a jobsite, please speak to your supervisor to arrange for someone else to do it or to get access to a Russell Hinton vehicle.

F. Vehicle Requirements

Selecting, properly maintaining and routinely inspecting company vehicles is an important part of preventing motor vehicle incidents and related losses.

1) Selection

The Fleet Manager, is responsible for selecting and obtaining vehicles for company employees. The Fleet Manager reviews and considers the safety features of all vehicles for the Fleet. Russell Hinton does not operate vehicle models that have poor safety ratings.

2) Maintenance

The Fleet Manager is responsible for keeping vehicles serviced per the Manufacturer's recommendations. He instructs drivers on services required and tracks completion. He receives and complies with any recall notices.

The Fleet Manager is also responsible for regularly replacing vehicles when the cost of maintaining and operating an old vehicle safely is greater than the cost of operating a new one.

3) Inspection

Drivers must perform a visual inspection of any vehicle before operating it. The inspection must include:

- Brakes, including trailer brake connections and hand brake
- Tires
- Horn
- Steering mechanism;
- Seat belts
- All lights
- Windshield wipers

If a vehicle defect is found, report to the Safety Coordinator or Fleet Manager. Do not drive the vehicle except as instructed. Safety Coordinator arranges for towing, repairs and replacement vehicles if required.

G. Incident Reporting and Investigation

1) Incidents

Motor vehicle incidents include collisions, other impacts or loss of control of vehicles that cause or could cause injury, illness or property damage including:

- Collisions
- Vehicle fires
- Loose vehicle cargo or other objects impacting the vehicle
- Near misses
- Any traffic violation resulting in DMV points and cell phone use violations
- Citations for improperly maintained vehicle
- On-the-road vehicle breakdown

2) Reporting

Drivers report every incident. Contact the Fleet Manager as soon as possible after the incident and follow their instructions. Send a written report to Fleet Manager on a Vehicle Incident Report form after calling in the information. Incident Report forms are kept in each vehicle.

➔ Failure to report incidents is a violation of this COSP. Failure to report is counted as a DMV point under the Vehicle Safety Discipline Procedure.

All motor vehicle incidents are investigated to determine their causes and whether or not the incidents were preventable. The Fleet Manager obtains the driver's incident report and any police report available. The Fleet Manager submits the reports to the Safety Director who includes each incident on the next Safety Committee agenda. The Safety Director may direct further investigation, interviews, etc.

The Safety Committee determines whether the incident was preventable by the driver or others and recommends disciplinary action. The Safety Director decides on any penalty and informs the driver of the results of the investigation. The Safety Director may take action before the Safety Committee meets if an immediate response is needed.

Whenever incident investigation indicates that other action should be taken to prevent further incidents, the Safety Committee changes procedures, provides training, communicates with all drivers or takes other steps to improve the Vehicle Safety Program.

3) Discipline

Russell Hinton has adopted the following guidelines for issuing penalties to drivers or others found responsible for Motor Vehicle Incidents. Any violation of the requirements of this Policy may be treated by the Safety Committee as a DMV point. Such violations include failure to inspect or maintain vehicles, personal use of vehicles, and failure to report accidents.

3 YEAR COUNT	1	2	3	4 or more
INCIDENT / INFRACTION				
At Fault Accidents in Company Vehicle in 3 years	Warning	Probation	Penalty TBD	No assigned vehicle
DMV Points in 3 years (in any vehicle) or responsibility for any other incident or infraction not otherwise listed.	On Record Notification	Warning	Probation until 3-year total is less than 3	Penalty TBD
DUI arrest or conviction in 3 years (not in company vehicle)	No assigned vehicle for one year after suspended license is renewed, then probation for 2 years	No assigned vehicle as long as employed.	No driving company vehicle on public road (for 3 years) and no assigned vehicle as long as employed.	
DUI arrest or conviction in Company Vehicle at any time (no 3-year limit)	No assigned vehicle as long as employed.	Termination	N/A	
Note: If DUI arrest is reversed in court, these penalties are rescinded				