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Fleet Safety

All PFI Standards and Best Practices are advisory only. There is no agreement to adhere to any PFI Standard or Best Practice and their use by anyone is entirely voluntary.

PFI Fleet Safety Best Practice

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

- Company vehicles may not be used for business activities of other companies.
- Company vehicles may not be driven out of the Country unless prior approval has been given

Driver Qualification / Authorization

Anyone authorized to drive a company vehicle should have a valid driver's license issued in the state of residence for the class of the vehicle being operated.

Driver qualifications are as follows:

1. Must meet licensing requirements
2. Be authorized by the company to drive a vehicle
3. Will not qualify for a company vehicle if, during the last 48 months, the driver had any of the following:
 - Been convicted of the illegal sale, handling or use of drugs.
 - Been convicted of an alcohol or drug-related offense while driving.
 - Has automobile insurance canceled, declined or not renewed by the insurance company.
 - Has driver's license suspended or revoked.
 - Been convicted of four or more speeding violations or one or more other serious violations.
 - Been involved in two or more chargeable accidents.
4. If applicable, must meet additional qualifications as required by the Company's insurers.

Review of Motor Vehicle Record

Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the Driver Qualification requirements. MVR Analysis guidelines can be found at the end of this document.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Ensure that the vehicle is of correct size, capacity, and design for the intended use.
- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws, including adhering to posted speed limits.
- Maintaining safe distance from other vehicles. The accepted general guideline is one car length for every 10 mph.
- Avoid distracted driving including; taking eyes of road to adjust radio or GPS, eating while driving, or partaking in any other activity that will take your attention from operating the vehicle.
- Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- The use of seat belts for driver and all passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Ensuring that any loads transported in the vehicle are within legal weight capacities of the vehicle and secured in a manner that will prevent displacement.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Reporting the occurrence of moving violations to the Company within 24 hours.
- Vehicles are to be kept clean and presentable. Care of the interior and exterior of the vehicle is required. **All company vehicles are "NON-SMOKING"**
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the Company.

Maintenance

Authorized drivers are required to properly maintain their company vehicles. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance

completed on your vehicle as required in the owner's manual or at intervals determined by your company.

Personal Use of Company Vehicle

Company vehicles are provided for business purposes only; however, with permission, occasional personal use is permitted. Personal use of a company vehicle can only be given by a member of Management as defined by the Company.

The following rules apply to personal use of company vehicles:

- Only authorized employee may drive.
- Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available seatbelts
- Personal trailers, including campers, boat and recreational vehicles, are not to be pulled.
- Report any accident immediately to police and the Company.
- If you are involved in an accident while using a company vehicle **for personal use** you will be responsible for damages up to the full cost of the company deductible.

Any exceptions to these guidelines requires written approval by a member of Management as defined by the Company. Violation of these rules may result in disciplinary action from removal of driving privileges to termination of employment.

Traffic Violation / Auto Accidents

Fines for parking or moving violations are the personal responsibility of the assigned driver. The Company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations in writing to the Company within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other). Please be aware that traffic violations incurred during non-business (personal use) hours may affect your driving status as well and are subject to review.

Accidents Involving Company Vehicles

In the event of an accident:

- Do not admit negligence or liability.

- Do not attempt settlement, regardless of how minor.
- Call the police.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Complete the accident report as soon after the accident as possible.
- Turn all information over to the Company within 24 hours.

Distracted Driving

The Company has a vital interest in maintaining a safe, healthy and efficient working environment for its employees. This includes a safe and appropriate environment while traveling on company business. Distracted driving is a serious safety risk, not only to the driver, but also to other occupants in the vehicle, other vehicles on the road and pedestrians. In order to reduce the risks associated with distracted driving, certain conduct is prohibited while driving a company-owned motor vehicle or while driving a personal vehicle while on company business, including:

- Using cell phones (including hands-free)
- Operating laptops, tablets, portable media devices, and GPS devices
- Reading maps or any type of document, printed or electronic

Drivers must pull over safely to the side of the road or another safe location before checking messages, returning calls, text messaging, or e-mailing.

Theft

In the event of the theft of a company vehicle, notify local police and the Company immediately.

Failure to comply with any of these responsibilities may result in disciplinary action.

MVR ANALYSIS GUIDELINES

When evaluating an MVR is more than just looking at the number of violations. It involves reviewing many aspects, including any or all the following:

- Years of Experience
- Type of License (CDL, Chauffeur, etc.)
- Severity of violations
- Frequency of violations
- Number of accidents
- Restrictions
- Status

Violations

Can be broken down into two categories: Type 1 and Type 2.

Type 1 – (more serious violations)

- Driving while intoxicated, impaired or under the influence of alcohol or drugs
- Failure to stop and report an accident (Hit and Run)
- Assault, manslaughter or homicide arising out of the operation of a motor vehicle
- Driving while license is suspended or revoked
- Reckless or careless driving
- Speed contest, drag, or highway racing
- Using a motor vehicle for a commission of a felony
- Operating a motor vehicle without the owner's authority (Grand theft)
- Permitting an unlicensed driver to drive
- Speeding more than 20 miles over the posted speed limit
- Any other conviction that shows a disregard for traffic safety

Type 2 – (less serious than Type 1 violations)

- Speeding less than 20 MPH over the posted speed limit
- Driving too fast for conditions
- Unsafe lane change
- Following too closely
- Failing to stop at a stop sign or traffic signal
- Equipment violations
- No license and or proof of insurance in possession
- Any violation other than type 1

Accidents

Some states do not reveal accidents on a MVR unless a ticket is also issued in relation to the accident. A review of the loss runs is necessary.

Undesirable Drivers

As a general guideline a driver may be considered undesirable under the following circumstances:

- One or more Type 1 convictions in the four years prior to the date of the MVR.
- Three or more Type 2 violation in the four years prior to the date of the MVR;
- Two or more at-fault accidents in the last four years (regardless if it shows on MVR, or if it is on our loss runs)
- Any combination of Type 2 convictions and any type of accidents totaling three or more in the last three years. Do not double count a ticket issued with an accident, as it should only count once.
- Less than 5 years driving experience;
- Suspended license as indicated on the MVR