



HEALTH AND SAFETY MANUAL

FLEET AND DRIVER SAFETY PROGRAM

PURPOSE

The purpose of this program is to:

- Protect employees, the public, and company assets
- Ensure compliance with **FMCSA**, **DOT**, **OSHA**, and state regulations
- Reduce crashes, injuries, violations, and insurance costs
- Promote a culture of safe, responsible driving

This program applies to **all employees who operate company-owned, leased, or rented vehicles.**

SCOPE

Covered Vehicles Include:

- **CDL Vehicles**
 - Vehicles requiring a Commercial Driver's License (Class A, B, or C)
 - Subject to FMCSA regulations (49 CFR Parts 382, 383, 391–396)
- **Non-CDL Commercial Vehicles**
 - Light- and medium-duty trucks, vans, and cars used for business purposes
 - Includes personal vehicles used for company business (if applicable)

DRIVER QUALIFICATION REQUIREMENTS

CDL Drivers

All CDL drivers must:

- Hold a valid CDL with proper endorsements
- Meet **FMCSA medical certification** requirements
- Be enrolled in the **DOT Drug & Alcohol Testing Program**
- Complete:
 - Pre-employment drug test
 - Motor Vehicle Record (MVR) check
 - Road test or equivalent
- Maintain a valid **Medical Examiner's Certificate**



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NON-CDL DRIVERS

All non-CDL drivers must:

- Hold a valid state driver's license
- Meet minimum age and experience requirements
- Pass:
 - MVR check at hire and annually
 - Company road test
- Meet company insurance eligibility standards

DRIVER TRAINING & ORIENTATION

Initial Training (All Drivers)

- Fleet Safety Policy review
- Defensive driving techniques
- Vehicle inspection procedures
- Distracted driving prevention
- Accident reporting procedures

CDL-Specific Training

- Hours of Service (HOS) compliance
- Electronic Logging Device (ELD) usage
- Load securement
- FMCSA regulations
- CSA scoring awareness

Ongoing Training

- Annual refresher training
- Post-incident remedial training
- Training updates when regulations or equipment change



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DRUG & ALCOHOL POLICY

CDL Drivers (DOT Regulated)

- Pre-employment
- Random testing
- Post-accident
- Reasonable suspicion
- Return-to-duty & follow-up testing

Non-CDL Drivers

- Pre-employment testing
- Reasonable suspicion testing
- Post-accident testing
- Compliance with state laws

Zero tolerance for operating company vehicles under the influence of drugs or alcohol.

VEHICLE OPERATION RULES

General Rules (All Drivers)

- Seat belts required at all times
- No use of handheld mobile devices while driving
- Obey all traffic laws and posted speed limits
- No unauthorized passengers
- No vehicle operation while fatigued or ill

See “COMPANY VEHICLE GUIDELINES” for a full comprehensive list of requirements

CDL-Specific Rules

- Strict compliance with HOS regulations
- Proper use of ELDs
- No tampering with safety devices
- Mandatory pre- and post-trip inspections



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VEHICLE INSPECTION & MAINTENANCE

Daily Inspections

- **CDL Vehicles**
 - Pre-trip and post-trip DOT inspections
 - Driver Vehicle Inspection Reports (DVIRs)
- **Non-CDL Vehicles**
 - Daily inspections- must be recorded in SafetyHQ
 - Report defects immediately

Maintenance Program

- Preventive maintenance schedule
- Repairs completed only by authorized vendors
- Vehicles with safety defects removed from service

ACCIDENT & INCIDENT REPORTING

Driver Responsibilities

- Stop immediately and secure the scene
- Call emergency services if needed
- Notify supervisor and Safety manager immediately
- Complete accident report within 24 hours
- Submit photos and witness information

Post-Accident Procedures

- Drug and alcohol testing
- Accident investigation
- Root cause analysis
- Corrective action and retraining if necessary



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Motor vehicle record (MVR) monitoring

- Pre-employment MVR review
- Annual MVR review for all drivers
- Continuous MVR monitoring (recommended)

Disqualifying Violations May Include:

- DUI/DWI
- Reckless driving
- Excessive speeding
- At-fault accidents exceeding company thresholds

TELEMATICS & MONITORING

- GPS tracking
- Speed monitoring
- Harsh braking/acceleration
- Idle time monitoring

Data is used for:

- Coaching
- Training
- Risk reduction

DISCIPLINARY POLICY

Violations of this program may result in:

- Verbal or written warnings
- Mandatory retraining
- Suspension of driving privileges
- Termination of employment

Serious violations (DUI, falsification of logs, reckless driving) may result in immediate termination.



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ROLES & RESPONSIBILITIES

Drivers

- Operate vehicles safely
- Follow all policies and regulations
- Report unsafe conditions immediately

Supervisors

- Enforce safety policies
- Review inspection and incident reports
- Ensure training completion

Fleet Manager/Safety Manager

- Maintain compliance
- Conduct audits and reviews
- Manage training, records, and corrective actions

RECORDKEEPING

The company will maintain records for:

- Driver qualification files
- Training records
- Inspection and maintenance logs
- Accident reports
- Drug & alcohol testing (CDL drivers)

PROGRAM REVIEW & CONTINUOUS IMPROVEMENT

- Annual program review
- Update policies as regulations change
- Analyze trends and safety metrics
- Incorporate driver feedback