

Conway Construction Company Fleet Safety Manual

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Introduction

Conway Construction Company recognizes that most accidents can be prevented. While our goal is to be accident free, we realize this is not achieved by luck. The combined efforts and commitment of each person at all levels of our organization is necessary to achieve our goal. These fleet safety rules are for the information and guidance of drivers and other employees of Conway Construction Company.

To drive safely is the first duty of every driver. This means driving defensively, anticipating the mistakes and carelessness of pedestrians and other drivers, and being always prepared to do everything a professional driver can do to prevent an accident. Our operation requires well-instructed, alert drivers who conduct themselves and operate their vehicles in a manner that will reflect positively on themselves and Conway Construction Company.

Drivers are required to observe all rules and procedures outlined in this manual at all times. Failure to do so may result in disciplinary action. **Remember that no job is so important that we cannot take time to perform it safely!**

Responsibilities

Management

Conway Construction Company's managers will be responsible for administering and coordinating the Fleet Safety Program. This includes driver selection, driver training, accident investigation, and promotion of safety awareness.

Managers and supervisors are responsible for ensuring that employees are physically capable of driving, observe company policy requirements, and do not abuse or neglect company vehicles. A manager must approve any exception to the rules and guidelines contained in these fleet policies.

Safety Meetings

Weekly safety meetings will be held at each job site. The safety meetings will be led by the project supervisor and will cover topics including jobsite hazards, accident prevention, and fleet safety topics as needed.

Drivers

Employees, regardless of their positions within Conway Construction Company, are expected to cooperate in all aspects of the Fleet Safety Program. Drivers are responsible for reporting accidents or other traffic violations immediately to their supervisors, driving their vehicles in a safe manner that reflects positively upon the company and themselves, and identifying hazardous conditions or equipment that could result in an accident.

All drivers are expected to show courtesy and consideration toward all members of the workplace, other drivers, and the general public. All employees must conduct themselves in a safe, professional manner. Employees of Conway Construction Company have personal responsibility for their own safety as well as the safety of their coworkers. If we all do our part to ensure a safe work environment, we will all benefit.

Drug & Alcohol Policy

Introduction

Conway Construction Company is committed to providing a safe workplace for its employees. The company is also committed to placing safe, professional drivers in its vehicles. We intend our workplace to be drug free, and the employees to be free from the effects of alcohol while on duty. A critical part of the company's program is compliance with the Federal Motor Carrier Safety Regulations CFR, Part 382 and Part 40. The following is provided in accordance with these regulations.

Designated Employer Contact

Lauri Conway is the company's contact person. If you have questions or need information about the Controlled Substance Program, you can reach her at (360) 887-3022.

Categories Subject to Testing

All employees are subject to controlled substance testing. All vehicle drivers who hold a Commercial Driver's License, who work part time or full time for Conway Construction Company are subject to the controlled substance testing provisions in Part 382.

Safety Sensitive Functions

All employees are considered to be performing safety sensitive functions during any period in which they are actually performing, ready to perform, or immediately available to perform work. This includes drivers of commercial motor vehicles. Safety sensitive functions include those wherein an accident could cause loss of human life, serious bodily injury, or significant property or environmental damage. They also include supervision of employee(s) performing safety sensitive functions. Such functions include but are not limited to:

1. Time at a terminal, facility, or other property waiting to be dispatched.
2. Time inspecting equipment as required. Time spent inspecting, servicing, or conditioning a motor vehicle.
3. Time operating or remaining in readiness to operate any commercial motor vehicle, other type of vehicle, equipment, and/or tools/machinery.
4. Time spent supervising or assisting the loading or unloading of equipment or a vehicle.
5. Time spent loading or unloading a vehicle or equipment.
6. Time spent attending a vehicle or equipment being loaded or unloaded.
7. Time spent performing driver/employee requirements relating to accidents.
8. Time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle, equipment, or tools/machinery.
9. Time spent providing a breath or urine sample in compliance with the requirements of Part 382.

Prohibited Conduct

All employees, including drivers who perform safety sensitive functions, must comply with the following:

1. No employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 percent or greater.
2. No employee shall possess alcohol unless the alcohol is manifested and transported as part of a shipment.
3. No employee shall consume alcohol while performing safety sensitive functions.
4. No employee shall perform safety sensitive functions within four hours of consuming alcohol.
5. No employee required to take a post-accident alcohol test shall consume alcohol for eight hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.

6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test.
7. No employee shall report for duty or remain on duty when the employee uses any controlled substance. An exception is when the use of the controlled substance is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle or any other task. Conway Construction Company requires the employee to disclose any therapeutic use of a controlled substance. Note: The use of another individual's prescription medicine may be considered prohibited controlled substance use.
8. No employee shall report for duty, remain on duty, or perform a safety sensitive function if they test positive for controlled substances.

Types of Testing

The following alcohol and controlled substance tests will be performed. In order for the employee to be allowed to perform safety sensitive functions, a negative test result for controlled substances and an alcohol concentration of less than 0.02 percent will be necessary. (A concentration between 0.02 - 0.039 percent will result in a 24-hour disqualification. A concentration of 0.04 percent will result in a positive test.) The types of testing are:

- Pre-Employment – Administered prior to an employee performing safety functions for an employer. (Controlled substances testing only)
- Post Accident – Administered as soon as practicable following an accident involving a commercial motor vehicle that results in a fatality, bodily injury to a person requiring immediate medical treatment off-site, disabling damage to a one or more vehicles, or a citation for a moving traffic violation arising from the accident. Alcohol testing must be administered within eight hours of the accident and controlled substances testing within 32 hours.
If the employee is seriously injured in the accident, documentation must be obtained from the hospital that would indicate whether or not there were prohibited substances in the driver's system at the time of the accident.
- Random – Administered if an employee's name is selected in a random drawing conducted periodically throughout the year. Once notified that they have been randomly selected, an employee must immediately submit for testing.
- Reasonable Suspicion – Administered if Conway Construction Company has reasonable suspicion that the employee is in violation of any of the prohibitions listed above. Reasonable suspicion will be based on physical and behavioral indicators.
- Biennial As Required by Law [DOT Requirements] – All DOT drivers are required to be tested at the time of their DOT medical examination, which is every two years.
- Return to Duty – Administered prior to an employee returning to duty following a "positive" controlled substance or alcohol test. Return to duty testing will also be administered if a driver re-enters the random testing pool after being disqualified for any reason.
- Follow Up – Administered if the employee has refused to test or tested positive and wishes to be requalified to perform safety sensitive functions. He or she must be counseled by a Substance Abuse Professional (SAP), follow the recommended program, and then produce a negative "Return to Duty" test result. The SAP will then direct Conway Construction Company to administer a minimum of six "Follow Up" tests within the next 12 months. This number may be increased by the SAP. Conway Construction Company or the relevant drug testing program will select the times for the follow up tests.

Testing Procedures

All testing will be performed according to the procedures that are outlined in the Code of Regulations, Part 40 and as required by state law. These procedures are designed to protect the employee, maintain integrity in the testing process, and safeguard the validity of the test results.

Consequences of Prohibited Conduct

Any employee who engages in conduct prohibited by this policy or Part 382 will be immediately removed from performing any safety sensitive functions. In addition, the employee will be subject to immediate termination from his or her employment with Conway Construction Company. Under the company's current policy, the employee who tests positive will be offered a "once per lifetime" last chance to be reinstated. The reinstatement will be subject to the employee submitting to a Treatment Needs Assessment by the authorized Substance Abuse Professional (SAP) as well as following and completing the recommended treatment. In addition, the employee will be required to submit to a "Return to Duty" controlled substance and/or alcohol test as well as follow up testing.

Refusal to Test

If an employee refuses to test under the conditions outlined in Part 382, the refusal will be treated as a positive result and will be subject to the consequences of a positive test.

Information

The information listed below provides descriptions of some of the signs, symptoms, and effects of the use of alcohol and controlled substances. All employees are encouraged to be familiar with this document and with the requirements of the Federal Motor Carrier Safety Regulations, Part 382 and Part 40.

Signs of Alcohol & Controlled Substance Abuse

- Tardiness or absenteeism
- Borrowing money from co-workers
- Problems with relationships
- Increased irritability or sudden mood swings
- Decreased attention span
- Difficulty remembering instructions
- Denial of any problem
- Paraphernalia present

Types of Paraphernalia

- Roach clips, cigarette paper
- Pipes, bongs
- Razor blades, small mirrors
- Small spoons and straws
- White powder
- Syringes, needles
- Eye droppers
- Rubber tubing

Alcohol & Controlled Substances Physical Symptoms, Uses, & Effects

Physical Symptoms	Uses & Effects
Marijuana	
<ul style="list-style-type: none"> • Red eyes • Pale face • Strong odor, like burning rope • Loud, boisterous in early stages • Sleepy, lethargic in later stages 	<ul style="list-style-type: none"> • Some medical uses for THC • Effects last 2-4 hours, stays in system for several days/weeks, stored in fat tissues • Illegal under federal & DOT regulations • Causes euphoria, increased appetite, disoriented behavior • Relaxes inhibitions, negative effect on peripheral vision
Cocaine	

<ul style="list-style-type: none"> • Runny nose, nasal problems • Needle marks • Dizziness • Dilated pupils, dry mouth and nose • Bad breath, frequent lip licking 	<ul style="list-style-type: none"> • May be used as a local anesthetic • Highly addictive • Effects last for 1-2 hours • Increased alertness, euphoria, excitedness, increased pulse and blood pressure, insomnia, loss of appetite • Overdose can cause agitation, hallucinations, convulsions, possible death
Opioids	
<ul style="list-style-type: none"> • Drowsiness, lethargy • Slurred speech • Constricted pupils • Needle marks • Loss of appetite, nausea, flushed face • Convulsions 	<ul style="list-style-type: none"> • Used as pain killer, cough medicine • Highly addictive (codeine is moderately addictive) • Effects last 3-6 hours • Smoked, injected, taken orally • Causes euphoria, drowsiness, nausea • Overdose can cause slow shallow breathing, clammy skin, possible death
PCP	
<ul style="list-style-type: none"> • Increased heart rate/blood pressure • Flushing, sweating, dizziness, numbness, drowsiness • Pupils dilated • Needle marks • Loss of appetite, nausea, flushed face • Rigid muscles, deadened actions • Symptoms of intoxication without the smell of alcohol 	<ul style="list-style-type: none"> • No medical uses • Highly addictive • Effects last 2-5 hours • Smoked, injected, taken orally • Causes euphoria, drowsiness, nausea • Causes illusions, hallucinations • Overdose may cause more intense trips, agitation, possible death
Amphetamines, Methamphetamines, etc.	
<ul style="list-style-type: none"> • Increased heart rate and breathing • High blood pressure, high fever • Dilated pupils • Decreased appetite, dry mouth • Sweating, headache, blurred vision, dizziness • Unable to sleep 	<ul style="list-style-type: none"> • Used for weight control, to treat narcolepsy, attention deficit disorder • Highly addictive • Effects last for 2- 4 hours • Injected or taken orally • Increased alertness, insomnia, loss of appetite, euphoria, excitedness • Overdose may cause agitation, convulsions, possible death
Alcohol	
<ul style="list-style-type: none"> • Sleepiness • Slurred speech • Trouble walking • Has the "shakes," hangover (headaches) • Blackouts • Smells of alcohol 	<ul style="list-style-type: none"> • Limited medical use, over the counter sleep aids, cough syrups • Addictive, may have genetic component • Moody, emotionally unstable • Accident prone • Withdrawn, may be violent or overly talkative

Driver Review & Selection

Driver Qualifications

Potential new employees will be evaluated using a formal application process. A hiring decision will be based on experience, previous employment, and driving record. Conway Construction drivers must meet the following conditions:

- Have a current driver's license with the applicable class for the type of vehicle(s) that will be driven.
 - *[For example, current Class A Commercial Driver's License (CDL)]*
- Have passed a pre-employment drug screen. Applicants refusing a drug screen or with a positive test result will not be hired.
- Have knowledge and adhere to company rules and policies, Department of Transportation (DOT) regulations, as well as state and municipal traffic laws whenever driving on company business.
- Have a 3-year driving record that meets the requirements of an "acceptable driver" per the Driving Record Point System described below.
- Be at least 25 years old or be at least 21 years old and employed by the company for a minimum of two (2) years (for DOT Drivers only).
- Have no open violations and be permitted to drive according to the FMCSA Clearinghouse (for DOT drivers only).
- Have a current medical card (for DOT drivers only).

Motor Vehicle Records

There are no guaranteed methods to identify individual drivers who will have future accidents. However, drivers with active violation records and a history of accidents are more likely to become involved in an accident compared to those with no violation or accident history. Conway Construction Company has instituted driver review procedures using a point system to measure a driver's performance. This system will apply to both potential new hires and current employees. The intent of this policy is to treat all drivers in a fair and consistent manner.

Ken Conway will be responsible for reviewing these driving records. Accident investigations and driver accountability will be the responsibility of the project supervisor.

Driving Record Evaluation Point System

Motor vehicle driving record reviews will be based on the past 3-year driving history. Both current and prospective drivers will be rated according to the following plan:

Approved driver	3 points maximum
Unapproved driver	4 points or more

Points are assigned as follows:

Non-Moving Violation	Zero (0) points
Minor Moving Violation	One (1) point
At Fault Accident	Two (2) points
Major Violation	Four (4) points

Non-moving violations include but are not limited to the following:

- Parking tickets
- Motor vehicle equipment violations
- Failure to have a valid driver's license available where one actually exists

Minor moving violations include but are not limited to the following:

- Speeding (<20mph over the limit)
- Failure to obey a sign or traffic signal
- Failure to yield
- Illegal turn

Major violations include but are not limited to the following:

- Conviction for an alcohol and/or drug-related driving offense (DUI, DUIL, etc.)
- Leaving the scene of an accident
- Excessive speed (>20mph over the limit)
- Reckless, negligent, or careless driving
- Driver's license suspension, revocation, or administrative restriction resulting from accidents or moving violations.
- Felony homicide or manslaughter involving the use of a motor vehicle.
- Other felony committed involving a vehicle.

New Employees

Driving records will be reviewed before hiring any employee who will be required to drive as part of their regular duties for the company. Potential new hires classified as "unapproved drivers," will not be hired for positions that require driving on company business.

If an applicant is hired for a driving position before receiving a motor vehicle record, they will be advised that permanent employment cannot be granted until their driving record is received and approved. The applicant will not be allowed to drive a company vehicle until their driving record is received and approved.

Current Employees

Annual driving record reviews will be performed for current employees who drive as part of their regular duties for the company. Current drivers that are classified as "unapproved drivers," will be suspended from driving on company business. Each unapproved driver's driving record will be periodically requested and reviewed. If the employee's driving record improves and the driver becomes an "approved driver" again, the employee's company driving privileges will be reinstated. If an unapproved driver has six (6) or more points on their three-year driving record, the driver will be permanently excluded from driving on company business.

If an employee who was hired prior to the establishment of this fleet safety policy has 3 points or more on their three-year driving record, a probationary period will be established. The employee will be permitted to drive for the company during this probationary period as long as no additional minor or major violations occur. The employee's driving record will be checked every 6 months during this period.

Drivers must report all moving violations and accidents to their supervisor or manager. Failure to do so may result in suspension or termination of employment.

Road Test

A road test must be successfully completed by potential DOT drivers and a certificate of completion issued before they are hired. The road test will be observed by Ken Conway and will include the following:

- Pre-trip inspection.
- Placing the vehicle in operation.
- Use of vehicle controls and emergency equipment.
- Operating vehicle in traffic and while passing other vehicles.
- Turning the vehicle.
- Braking and slowing the vehicle by means other than braking.
- Backing and parking the vehicle.

Driver Performance Management**Driver Supervision**

Driver's performance will be reviewed on a regular basis by management using driver observation, vehicle inspections, and third-party reports. Job requirements and standards will be reviewed with drivers at-hire and moving forward on a regular basis.

DOT Driver Work Hours

After 10 consecutive hours off duty, DOT drivers may drive for a maximum of 11 hours. DOT drivers may not drive beyond the 14th consecutive hour after coming on duty, until they have spent another 10 consecutive hours off duty. When applicable, DOT drivers will maintain a logbook recording the hours driven each day.

Accident Reporting & Review**Accident Reporting**

All accidents, unsafe acts, job-related injury, vehicle damage, and property damage must be reported to a project supervisor immediately. Failure to report an accident could result in disciplinary action.

Following an accident, you should park safely and set out emergency warning devices if necessary. Be courteous to others involved in the accident. Report the accident to the police. Be sure to get the names, phone numbers, and addresses of all witnesses. If a witness refuses to provide their name, record the license number of their vehicle.

Regardless of the facts of the accident, admit nothing and promise nothing. Provide your name, the company name, the company phone number (360-887-3022), your license information and insurance information. Cooperate with any law enforcement officials.

Take photographs of the position of the vehicles, skid marks, appropriate road signs, vehicle damage, etc. If you are involved in an accident with an unattended vehicle or property, you must attempt to locate the owner. If you are unable to locate the owner, leave a note indicating your name, and Conway Construction Company's phone number (360-887-3022).

You will need to obtain the following information to complete an accident report:

- Location, time, and date of the accident

- Make, model, and license numbers of other vehicles involved
- Registered owner(s) of other vehicle(s) involved
- Name, address, phone number, and license number of other driver(s) involved
- All passengers' name(s), address(es) and phone number(s)
- Name, branch and badge number of law enforcement officials at the scene
- Name of insurance company, policy number, and contact name and phone number for other vehicles involved
- Name, address, and phone number of injured persons and description of injuries
- Name, address, and phone number of any witnesses

Accident Review Policy

All accidents will be reviewed to determine preventability. Accident investigations will include a review of accident and police reports, and when appropriate, physical inspections of company vehicles and accident scenes. It is not the purpose of an accident investigation to determine fault, but whether the accident or incident could have been prevented. A preventable accident is one in which the driver failed to do everything they could have reasonably done to prevent the accident. A non-preventable accident is one in which the driver did everything they could reasonably have done to foresee the accident, drive defensively, and prevent the accident.

Determining Preventability

The following information will be used when determining if an accident is preventable or non-preventable. Nearly all accident situations are covered in this material. For each type of accident, a series of questions is asked. If the answer to any of the listed and applicable questions is "no," then the driver was not driving defensively and the accident was preventable.

Intersection Accidents

- Did our operator approach the intersection at a speed safe for the conditions?
- Was the driver prepared to stop before entering the intersection?
- At a blind corner, did the driver pull out slowly, ready to shift the right foot to the brake?
- Did the driver make sure the other driver would stop for a traffic light or stop sign?
- Did the driver obey all traffic signs and signals?
- Did the driver signal well in advance of his/her change in direction?
- Did the driver turn from the proper lane?
- Was the driver alert to the turns of other vehicles?
- Did the driver avoid overtaking and passing in the intersection?
- Did the driver refrain from jumping the starting signal or proceeding through a caution light?

Hit Other Vehicle in the Rear

- Was our driver maintaining a safe following distance (one car length for every ten miles per hour of travel, doubled at night and in wet weather)?
- Was our driver keeping his/her eyes and mind ahead of the car ahead?
- Did our operator approach a green traffic signal cautiously, expecting the driver ahead to stop suddenly on the signal change?
- Did our driver keep from skidding?

Backing

- Was it necessary to back?

- Was it necessary to drive into the narrow street, alley, driveway or parking space from which the driver backed?
- Did the driver attempt to get someone to assist?
- Did the driver look completely around the vehicle before backing?
- Did the driver back immediately after looking?
- Did the driver look to the rear while watching the rear-view mirror?
- If the backing distance was long, did the driver stop, get out and look around again?
- Did the driver back slowly?
- Did the driver judge the backing distance accurately?

Pedestrians

- Did the driver drive through congested areas anticipating that pedestrians may step in front of the vehicle?
- Was the driver prepared to stop?
- Did the driver keep as much clearance between his/her vehicle and parked cars as safety permitted?
- Did our driver refrain from passing vehicles that had stopped to allow pedestrians the right-of-way?
- Did the driver refrain from jumping the starting signal or riding through the caution signal?
- Was the driver aware of groups of children, and was he/she prepared to stop if one ran into the street?
- Did the driver give pedestrians the right-of-way?
- Did the driver refrain from passing a stopped school bus?

Pulling from the curb

- Did our driver look to the front and rear for approaching and overtaking traffic immediately before pulling into traffic?
- Did the operator look back rather than depend on the rear-view mirror?
- Did the driver signal before pulling from the curb?
- Did the driver start out when his/her action would not require traffic to change its speed or direction in order to avoid him/her?
- Did the driver continue to look back and check mirrors while pulling into traffic?

Skidding

- Was our operator driving at a speed safe for conditions of weather and road?
- Was the driver keeping at least twice the safe following distance for dry pavement (one car length for every 10 miles per hour of speed)?
- Were all the driver's actions gradual?
- Was the driver expecting ice on bridges, ruts and near the curb?
- Was the driver alert for melting snow, ice in the shade, loose gravel, sand, etc.?
- Did the driver keep out of car tracks and cross them at wide angles?

Parking

- Was our operator on the correct side of the street/road?
- Was it necessary to park near the intersection?
- Did the driver have to park on the traveled part of the highway, on a curve or on a hill?
- Where required, did the driver use flares or other warning devices?
- Was the vehicle parked according to designated markings?
- Was it necessary to park so close to an alley or directly across from a driveway?
- Were the vehicles blocked, if necessary?

Clearance

- Did the vehicle height exceed the posted clearance?
- Was the driver aware of obstructions such as overhangs, awnings, windows, fire escapes, etc.?

Passing

- Was our driver operating the vehicle at a speed safe for the conditions?
- Did the driver have enough time and space to pass safely?
- Was passing necessary?
- Did our driver signal his/her intent to pass?
- Did the driver allow enough clearance between his/her vehicle and the vehicle being passed?

Point System

Based upon the results of the accident investigation, the following points will be added to the employee's driving record evaluation:

Unpreventable accident	0 points
Minor moving violation	1 point
At fault accident	2 point
Major violation (DUII, hit/run, reckless driving)	4 points

Vehicle Operations**Safe Driving Rules**

It is the responsibility of all drivers to operate their equipment and perform their job duties in a safe manner. Drivers are responsible for their own safety as well as the safety of their coworkers. It is important that each driver observe the following safe driver guidelines.

- Operate only equipment and vehicles for which you have been properly trained and always observe safe operating procedures for that equipment.
- Do not report to work under the influence of drugs or alcohol and do not consume alcohol or use drugs on company premises or in company vehicles. Any violations will result in immediate disciplinary action, up to and including termination of employment.
- Always follow proper lifting procedures. Keep your back straight and use your legs to lift. Ask for assistance when lifting heavy items.
- Always wear your seat belt when operating a vehicle. A violation could result in a citation and fine.
- Never exceed the posted speed limit or the speed that is safe for operating conditions.
- Always reduce your speed at times of poor visibility and hazardous conditions.
- Use the left lane of the highway, freeway or interstate for passing only.
- Drive defensively by making allowances for other drivers.
- Be alert and recognize an accident in advance.
- Concede right-of-way when necessary to prevent an accident.
- Never attempt to overtake or pass another vehicle at an intersection, on a hill, curve or near a railroad crossing.
- Do not pass when your view of oncoming traffic is partially or totally blocked.
- Give advance warning of your intention to make a turn. Always make a right hand turn from the farthest right-hand lane.

- Never park your vehicle in the traveled portion of the roadway. If an emergency causes you to park your vehicle in a lane of traffic, turn on your flashers and position emergency warning devices immediately.
- When parking on a hill or incline, be sure to set your parking brake, keep the vehicle in gear and turn your wheels toward the curb.
- When approaching a school bus, be alert for its signal to stop and pick up or discharge students.
- Always follow other vehicles at a safe distance.
- Remember pedestrians always have the right-of-way.
- Always lock an unattended vehicle. Do not leave valuables in an unattended vehicle.
- Keep windshields, rear view mirrors, headlights and turn signals clean.
- Make sure windshield wipers, headlights, and turn signals are in working order.
- Always use steps, ladders and grab bars when climbing up or down on your vehicle.
- Employees taking a prescribed controlled substance or medication must immediately report this to their supervisor or manager. The physician prescribing the medication must verify that the medication will not affect the safe operation of a vehicle. Failure to report the use of a prescribed controlled substance may result in disciplinary action.

Cell Phone Use Policy

Using a cell phone while driving presents a hazard to the driver, other employees, and the general public. Even handsfree is not risk free. This policy is designed to limit distractions while driving. It applies to wireless phones, tablets, computers, and other electronic devices.

- Employees shall not text while driving.
- Employees shall not use handheld cell phones while driving. Should an employee with a handheld cell phone need to make a business call while operating a vehicle, they should locate a lawfully designated area to park to make the call.
- Employees may use handsfree cell phones to make and receive business calls. Such calls should be kept short. If the circumstances warrant extra caution (e.g., heavy traffic, inclement weather), the employee should locate a lawfully designated area to park to continue the call.
- Employees must follow federal, state, and local rules and regulations regarding the use of cell phones while driving. Employees shall not use cell phones while driving if local regulations prohibit doing so – regardless of company policy. If you are not sure of the regulations in a particular area, err on the side of caution and do not use the cell phone when driving.

Violations of this policy will be subject to disciplinary action, up to and including suspension or termination of employment.

Seat Belt Policy

All drivers and occupants must wear properly fastened safety belts and shoulder restraints. Drivers are responsible for verifying compliance of their passengers.

Smoking Policy

Smoking is not allowed in company vehicles.

Unoccupied Vehicles Policy

- Close all windows, take your keys, and always lock your vehicle.

- Never leave valuables visible inside. Store items before you park your vehicle.
- Park in well-lighted and secure areas whenever possible. At home, park vehicles in the driveway, or in a locked garage. Avoid parking on the street.
- To discourage thieves, turn vehicles' wheels sharply to the right or left. Apply the emergency brake on front-wheel drive vehicles, locking all four wheels.
- Use anti-theft devices, if available. Visible devices may discourage thieves.

Violation Charges

Drivers are responsible for paying for their own driving violations and citations.

Passenger/Rider Policy

Conway Construction Company does not allow passengers or riders in company vehicles without the approval of the project supervisor or as required for company business.

Personal Use of Company Vehicles

Personal use of company vehicles is not permitted unless specifically authorized. If such authorization has been given, the employee may use the vehicle for personal purposes with the following restrictions:

- No towing of trailers or any other vehicles.
- No off-road use
- Only driven by assigned driver.
 - Additional drivers must be authorized prior to driving.
 - No children under the age of 21 years may drive

Personal Vehicle Use

An employee's personal vehicle may be used for business purposes, as approved by their supervisor, as long as the driver:

- Has a valid drivers' license
- Qualifies as an approved driver per the previously described point system.
- Maintains vehicle insurance as required by law.
 - *Decisions regarding the adequacy of personal insurance are solely the responsibility of each employee. However, it is strongly recommended that all employees driving personal vehicles for work purposes maintain a minimum of \$100,000/ \$300,000 personal auto liability coverage. If using your vehicle for more than just general business use, you risk having no coverage unless the policy is endorsed for "Business Use."*
- Has at least two years of driving experience.

Employees utilizing personal vehicles should observe certain standards for their vehicles in the interest of safety and corporate image. Vehicles should be in good mechanical condition with minimal body damage and kept clean inside and out. All employees, whether in their own vehicles or company vehicles, must conduct themselves professionally and must comply with applicable corporate policies and procedures. Conway Construction Company is not responsible for any damages to employee vehicle.

Vehicle Inspections

Daily DOT Vehicle Inspection Report

DOT drivers operating commercial motor vehicles will complete a Driver's Vehicle Inspection Report at the start of each shift to ensure the vehicle is in safe operating condition. These checks protect both the equipment and the driver. Any damage or defects should be noted on the report. Critical items should be reported to your supervisor immediately. A copy of the report will be given to your supervisor and a copy will be kept in the vehicle.

DOT drivers must be complete a pre-trip inspection report that covers at a minimum the following parts and accessories of the vehicle:

- Service brakes, including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

Annual DOT Vehicle Inspection Report

Every DOT commercial motor vehicle in Conway Construction Company's fleet shall pass an annual inspection that complies with DOT regulations. Documentation of the inspection will be stored in the vehicle and within the vehicle files.

Preventive Maintenance

Preventative maintenance will be performed on company vehicles per the manufacturer's recommendations. Refer to the operator's manual for the maintenance schedules for each vehicle. Equipment maintenance tasks will also be tracked using the company's equipment maintenance software program.

Acknowledgment

I have received a copy of the Conway Construction Company's Fleet Safety Program. I have read and agree to abide by all the policies and procedures in this manual. I understand my responsibilities to drive safely and maintain a safe vehicle. If I have any questions regarding the policies in this manual, I will discuss them with my supervisor or contact the office. I give permission to Conway Construction Company and its agents to secure my driving record at any time.

Please read and sign this form and return it to your Supervisor or the Conway Construction Company Office.

EMPLOYEE SIGNATURE _____ DATE _____