



## COMPANY HEALTH & SAFETY PROGRAM

Issue: A  
Date: 4/20/2009  
Rev. 1  
Date: 2/8/2013  
Authorized: *GDW*

**Title: Motor Vehicle Safety Program**

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### 1.0 **PURPOSE**

The purpose of this section is to establish motor vehicle safety policies and procedures that will promote the safety and well being of Power Process Piping, Inc. (PPP) employees as well as help manage company liability risk. PPP insists that motor vehicle safety, as it relates to the company, is a primary focus of all employees.

### 2.0 **SCOPE**

This program covers the safe use and operation of all motor vehicles for PPP employees who may drive a vehicle while on company business, or who may drive a company leased or owned vehicle at any time.

### 3.0 **INDEX TO SECTION**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 Definitions
- 5.0 Vehicle Procedures
- 6.0 Vehicle Maintenance
- 7.0 Employee Driving Records
- 8.0 Safety Awareness Training
- 9.0 Accidents and Repairs
- 10.0 Violations
- 11.0 Responsibility
- 12.0 Related Forms

### 4.0 **DEFINITIONS**

**Motor Vehicle** – A licensed over the road vehicle or one that is capable of being so licensed.

**Company Vehicle** – Vehicle owned or leased by Power Process Piping, Inc.

**Company Business** – Arising out of, or in the course and scope of conducting business for Power Process Piping, Inc.



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**Driver** – Any employee who operates a PPP owned or leased vehicle, or operates a rented or personal vehicle while conducting PPP business.

**Reportable Accident** – Any accident involving a vehicle on company business that results in property damage (of any amount) or injury to any person.

## **5.0 VEHICLE PROCEDURES**

1. Passive restraints (seatbelts) are a proven tool for reducing deaths and minimizing injuries from motor vehicle collisions. Consequently, all passengers are to wear passive restraints while operating or riding in a company vehicle or any vehicle while on company business. The driver of the vehicle is responsible for enforcing seatbelt use by all occupants. The ranking occupant, if other than the driver, shares this responsibility. Employees must ensure that all safety restraints are maintained in good operating condition. Under no circumstances should any employee disable or interfere with the operation of restraints.
2. All employees are required to have all children riding in a company vehicle properly secured in a child restraint system. Children should not accompany employees while on company business.
3. Employees are to comply with all motor vehicle traffic laws while operating a vehicle on company business, or company vehicle at any time, including laws relating to driving while intoxicated and driving under the influence.
4. All individuals driving a company vehicle or driving a vehicle while on company business are required to have a valid drivers license, and comply with all conditions on the license.
5. Employees are prohibited from operating any vehicle on company business or a company vehicle at any time while their judgment or faculties are impaired. Such impairment may be caused by consumption of alcoholic beverages, medications, fatigue or other causes.



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6. Employees are prohibited from operating any vehicle on company business or any company vehicle at any time while under the influence of an illegal substance. PPP maintains a strong commitment to substance abuse treatment and counseling.
7. Overloading and/or overcrowding a vehicle can cause unsafe vehicle operating conditions, and is prohibited. Every passenger must have a seat with an occupant restraint system.
8. Firearms are not permitted in any company provided vehicle or any vehicle while being used on company business.
9. Hazardous materials require experienced and careful handling for transport. PPP employees are not to transport any hazardous materials or waste in company vehicles or any vehicle while on company business. Non-hazardous materials transported in the driving compartment, which have the potential to cause injury as a result of sudden movement, must be secured.
10. Employees are prohibited from transporting hitchhikers or strangers.
11. Employees who may operate medium or heavy duty trucks must be in compliance with any additional license requirements of state and/or federal agencies as applicable for their vehicle (e.g., CDL and/or DOT certificate).
12. Employees who may operate a medium or heavy duty truck are required to maintain the appropriate vehicle logbooks for state and federal reporting requirements.
13. Employees who may operate a medium or heavy duty truck while on company business are required to adhere to requirements for state and federal vehicle inspections.
14. Employees must operate a vehicle only at speeds appropriate to the road, traffic, weather conditions and their mental and physical condition.



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15. It is PPP's practice to entrust employees with communications devices (e.g. cell phones, 2-way radios, etc.) for productivity and safety reasons. It remains each employee's responsibility to use those devices in a safe manner, keeping the safety of themselves, their co-workers and the general public always as the top priority. **While operating a motor vehicle, employees must either refrain from cellular telephone use altogether, use hands free equipment which allows both hands to stay on the steering wheel, or pull over to the side of the road before making or accepting a call.** Employees must never attempt to take notes, flip through address books or otherwise divert their attention from driving. All conversations should be suspended during heavy vehicular or pedestrian traffic, severe weather or any other condition which may compromise safety. Emotional or stressful conversations should be avoided while driving.
16. A primary precaution against becoming involved in an accident is maintaining good personal condition as a driver. The ability to drive safely is affected by all of the following:
- Alcohol adversely affects judgment, reaction time and coordination. Drinking and driving do not mix.
  - Health care professionals should be consulted concerning uncorrected vision or hearing impairments, uncontrolled epilepsy, heart disease, diabetes, allergies or other medical conditions. All of these increase the chances of an accident.
  - When medications are prescribed, affected individuals should ask how the prescribed medications might affect their driving. The labels of over-the-counter drugs should be read and warnings adhered to. Illegal drugs should never be used.
  - Drivers should not drive tired. A pause for some exercise, fresh air, a cup of coffee or a brief nap can greatly help. When possible, someone else should drive.
  - Anger, frustration, impatience, even joy and excitement, can take a driver's mind off of performing their task safely. Emotions have no place behind the wheel. Defensive driving is the best practice.



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### **6.0 VEHICLE MAINTENANCE**

1. Safe vehicles are a priority for any safety and accident reduction effort. All affected employees shall perform periodic safety inspections to assure their assigned vehicle is in good and safe operating condition at all times.
2. Employees are required, at a minimum, to maintain vehicles as recommended by manufacturers' specifications for preventative and scheduled maintenance.
3. Employees must read and understand the warranty protection provided with an assigned vehicle. Suspected mechanical problems are to be repaired prior to a warranty expiration date. If an employee's failure to follow the recommended maintenance schedule results in the loss of warranty protection, the employee may be held liable for the cost of resulting repairs.

### **7.0 EMPLOYEE DRIVING RECORDS**

In an attempt to minimize the company's liability exposure and protect employees' well-being, it is the policy of PPP and the company's insurance carrier that all employees who may be driving on company business, or who have been assigned a company vehicle, grant the company authorization to initiate a Driver History Review. **Failure to grant the authorization will result in revocation of driving privileges and, if applicable, the assignment of a company vehicle.**

The following procedures apply to Driver History Reviews:

1. PPP drivers will have a review completed annually, and following an accident that involves a company vehicle. The history information will be procured by the insurance carrier and forwarded to the PPP fleet administrator for review.
2. Employee family members or persons not employed by PPP are not allowed to operate company vehicles unless authorized by the PPP fleet administrator.



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3. Employee safety and prudent minimization of risk and liability to the company are of paramount concern to PPP. Employees whose driving record has deteriorated to the point that they are an unacceptable driving risk, may at the company's sole discretion, have their company vehicle assignment, and/or the authorization to drive any vehicle on company business, revoked.
4. PPP may revoke driving privileges and/or seek full reimbursement from an employee for a related loss occurring as a result of gross or willful negligence by the employee entrusted with the care, custody and control of an involved company vehicle. Gross or willful negligence events include:
  - Driving under the influence of alcohol or drugs;
  - Felony homicide or manslaughter involving use of a motor vehicle;
  - Operating a company vehicle without a valid drivers license;
  - Leaving the scene of an accident (hit and run);
  - Misrepresenting the facts concerning an accident;
  - Reckless driving;
  - Operating a vehicle in an unsafe condition while having prior notice of such condition;
  - Causing damage to a third party arising from driver's gross or willful negligence;
  - Company vehicle use for any purpose in violation of federal, state or local laws; and
  - Operating a vehicle without proper authorization.

To be assigned a company vehicle is a privilege provided at the option of the company and is not a right of employment.

## **8.0 SAFETY AWARENESS TRAINING**

Driver safety awareness training shall occur initially when an employee becomes affected by this program and annually thereafter. The training shall include:

1. A review of this program;
2. A review of any current incidents or accident trends and corrective measures; and



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3. A review of driver safety literature as may be provided by the company's insurer, which may include a glove box kit.

Training shall be documented by utilizing the attached PPP Motor Vehicle Safety Program Acknowledgement of Review and Understanding Form.

## **9.0 ACCIDENTS AND REPAIRS**

It is required that all vehicles used to conduct company business are adequately insured.

**Each employee driving a vehicle provided and insured by PPP is responsible for \$1000.00 deductible and the cost of a rental vehicle (if applicable) in the event of an accident where the employee is at fault or issued a ticket.**

In the event of an accident:

1. Employees are to contact their immediate supervisor and the PPP fleet administrator within 24 hours of the accident.
2. The following information should be gathered at the accident scene (utilize attached Driver's Accident Report Form if possible) and submitted to the fleet administrator:
  - Name of vehicle owner and insurance information;
  - Name of other driver(s);
  - Names of injured;
  - Where injured were taken;
  - Witness information (for and against);
  - Name and badge number of the investigating officer;
  - Time and location of accident;
  - Weather conditions;
  - Traffic conditions; and
  - Diagram and narrative of what happened.
3. Employees are not authorized to and shall not:
  - Express opinion as to fault or liability;
  - Agree to any settlement on behalf of PPP; or
  - Sign any statements other than documents required by law enforcement authorities.



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4. Employees must submit a formal report to the appropriate law enforcement agency that has jurisdiction over the accident scene.
5. A record of accident involvement, when determined by the company to represent an unacceptable liability, may be addressed with disciplinary action up to and including termination of employment with PPP.

### **10.0 VIOLATIONS**

It is the responsibility of each employee who is assigned a company vehicle to ensure that the vehicle is not operated by anyone except in accordance with this Motor Vehicle Safety Program. Failure to comply with the program may result in revocation of company driving privileges and/or other disciplinary action up to and including termination of employment with PPP.

### **11.0 RESPONSIBILITIES**

The PPP fleet administrator has overall responsibility for the PPP Motor Vehicle Safety Program and must approve in advance any exceptions to the program. This responsibility includes:

1. The development and implementation of related safe practices, procedures and policies;
2. Administrate Driver Safety Awareness Training, and maintain documentation of training;
3. Conduct periodic Driver History Record checks;
4. Monitor post accident procedures; and
5. Periodically review and update the PPP Motor Vehicle Safety Program as appropriate.

### **12.0 RELATED FORMS**

Attached related forms include:

- [S.MVSPA.1 – Motor Vehicle Safety Program Acknowledgement of Review and Understanding](#)
- [Zurich Driver's Accident Report](#)





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**REVISION HISTORY**

Revision number	Description of change	Written by	Checked by	Effective date
1	Corrections to Section 10.	George Newton	Safety	2/8/2013
	Review of Program	George Newton		10/20/2014