



VEHICLE OPERATIONS SAFETY

Number: 11.1

Date of Issue: 07/01/2015

Section: Transportation

Date of Revision: 08/01/2018

PURPOSE

The Vehicle Operations Safety policy establishes guidelines for safely operating a Company vehicle, rental car, or personal vehicle used on behalf of the Company. The purpose of this policy is to avoid accidents, damage to Company property or the property of third parties, and to avoid injury to employees and the general public.

SCOPE

All personnel of Rival Services (“Rival”) shall be subject to the requirements of this policy, unless compliance would violate local law or regulation. Rival personnel include any agency or leased laborers under direct supervision of the Company where we collect and report their man-hours.

Personnel shall comply with the requirements of this policy whether operating a Company vehicle, Company-sponsored vehicle, or personally-owned vehicle which is being utilized for Company purposes or during Company time, which includes the time necessary for driving to and from work.

In all cases only authorized employees will drive a motor vehicle in the course and scope of work or operate a company-owned vehicle.

GENERAL OPERATING RULES

- All drivers must maintain a valid driver’s license for the state in which they reside and for the vehicle they operate at all times. Any changes in status of their license must be reported to their supervisor immediately.
- Drivers must safely operate vehicles in accordance with all applicable laws and within the provisions of Rival Services policies.
- Seatbelts are to be utilized whenever operating a vehicle. Seatbelts must be adjusted for proper fit and worn according to the manufacturer's instructions.
- Drivers are prohibited from allowing unauthorized private or third-party personnel to enter their vehicle. In transit, drivers must not allow unauthorized private or third-party personnel to accompany them except in the case of driver training.
 - Authorized personnel must be approved by members of management unless the employee’s job requirements preclude requesting permission, such as for sales personnel or employees involved in building/improving customer relationships.
- No animals of any kind are allowed in vehicles.
- Drivers shall use their headlights when operating a vehicle in order to ensure maximum visibility, unless doing so is prohibited by local or state law.
- Loads shall be secure and shall not exceed the manufacturer’s specifications and legal limits for the vehicle.



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- The use of alcohol, illegal drugs, or the misuse of prescription medications while operating a motor vehicle is strictly prohibited.
- Any prescription medication that can impair one's ability to safely operate a vehicle must be reported to a supervisor prior to the operation of the vehicle.
- Vehicles are to be maintained in safe operating condition and any unsafe condition shall be corrected or reported immediately.
- Prior to operating a vehicle, drivers must inspect the vehicle for defects or safety concerns (such as lacking tire-changing tools).
- Vehicles left running while unattended shall be put in park with the emergency brake on. All vehicles with a standard transmission and all tandem vehicles left running must have the wheels chocked prior to leaving the vehicle unattended.
- Drivers must report all vehicle incidents immediately to their supervisor and the Safety department, regardless of the severity of the incident.

USE OF SEAT BELTS

Any person operating a vehicle on behalf of the Company shall:

- Wear seat belts at all times while the vehicle is in motion.
- Make sure all passengers in the vehicle wear their seat belt.
- Use seatbelts that are properly adjusted and worn in accordance with the manufacturer's instructions.
- Report any problems or malfunctions with the seat belts in the vehicle.

BACKING AND PARKING VEHICLES

When possible, all vehicles will be parked so the driver can exit by driving forward. A driver should either pull through or back into parking spaces (when it is safe to do so) in order to enable themselves to pull forward when departing the parking area.

GUIDELINES FOR USAGE OF CELL PHONES AND OTHER DEVICES

All use of any electronic device other than a cell phone, CB or two-way radio, or navigation device is prohibited. If necessary to use a cell phone or navigation device, the following shall apply:

- If possible, an occupant of the vehicle rather than the driver should receive incoming calls or manipulate the navigation device.
- If the driver must take a call, a hands-free device is recommended.
- Whenever possible, all outgoing calls should be made with the vehicle parked.



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- During adverse weather conditions, the voice mail feature on the cell phone should be allowed to take the call, with the driver retrieving and responding to the call when it is safe to pull the vehicle out of traffic.
- Navigation devices should be set with the vehicle safely parked.

All use of e-mail or any form of texting is prohibited while driving.

The usage of any device designed to detect or defer radar is prohibited, and those devices shall not be in possession while in a Company vehicle.

REPORTING ACCIDENTS OR THIRD-PARTY DAMAGE

All accidents or damage to a Company vehicle or equipment or to third-party property must be reported immediately to the driver's supervisor or manager. It is the responsibility of both the driver and his supervisor/manager to notify a Safety Department representative as soon as possible. The involved company driver(s) will comply with the investigation and adhere to the requests of the Safety Department representative that has been assigned to investigate the incident.

COMPLIANCE TO STATE AND LOCAL LAWS

All drivers operating a Rival Services-owned or leased vehicle will comply with all local and state applicable laws. Violations to adhere to these laws may lead to disciplinary action, including but not limited to, loss of company driving privileges, suspension, or termination.