

2020

Fleet Management Program



Robert B. Our Co., Inc.

7/1/2020

Robert B. Our Co., Inc. Fleet Management Program

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Employee Acknowledgement
Robert B. Our Co., Inc. Fleet and Driver Operation and Safety
Policy

I _____ acknowledge that I have received an orientation on the Company Fleet and Driver Operation and Safety Policy. I was provided with a copy of the policy at that time.

The undersigned hereby acknowledges receipt of a company-owned or leased motor vehicle. I understand and will ensure this vehicle be regularly maintained and serviced, according to the service schedule outlined in the Owner's Manual or the instructions issued by the Fleet Manager, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand that it is a condition of my assignment of a company vehicle to drive that I will comply with the requirements and provisions of the contents of the policy. I will comply with all state, federal and local government motor vehicle statutes.

I understand I am required to maintain a valid driver's license. Further, I herewith grant Robert B Our Co., Inc. the right to investigate my motor vehicle driving record at any time. My current driver's license is issued from the State of _____ and is No. _____. I will sign a form authorizing a check of my Motor Vehicle Record as required by law. I understand that I am responsible for my own license renewal.

I understand I am not to modify the vehicle in any way without written permission. This specifically applies to the installation of cellular telephones, radios, CBs, speakers, etc. Further, trailer hitches and towing trailers other than those assigned and approved by the Company are specifically prohibited. Further, I will not take this vehicle out of the United States or New England states (Massachusetts, Vermont, Connecticut, Rhode Island, Maine, and New Hampshire) without written permission from the Fleet Manager.

I also acknowledge that the Company reserves the right to revise these policies and procedures without advance notice in order to comply with new regulations, changes in fleet practices and insurance mandates.

Driver's Signature: _____

Date: _____

Print Name: _____

Vehicle Number and Model: _____

Plate Assigned: CMV _____ CDL: _____ Pvt. Pass. _____

Robert B. Our Co., Inc. Fleet Program

1. Policy

Many employees operate company owned, leased, rental or personal vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent incidents which may result in personal injuries and property loss. It is the policy of Robert B Our Co., Inc. to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss due to our motor vehicle operations. The company considers the use of motorized vehicles part of the working environment. The company is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. Our efforts and the commitment of Robert B Our employees will prevent vehicle incidents and reduce/eliminate personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Motor Vehicle Safety Program. Elements of this program include:

- Assigning responsibilities at all levels of employment.
- Vehicle use and insurance requirements.
- Employee driver's license checks and identification of high-risk drivers.
- Incident reporting and investigation.
- Company Incident Review Board.
- Vehicle selection and maintenance.
- Training standards.
- Safety regulations.

Motor vehicle crashes are a leading cause of work-related fatalities. The environment in which these crashes occur involves numerous complex factors. The purpose of the Driver and Fleet Vehicle Safety Plan is to provide the means to reduce such factors to eliminate incidents and potential injuries and property damage. We value our employees as they are crucial to the success of their families, the local community and the Company.

The objective of this program is to strive to eliminate motor vehicle incidents and associated injuries by following the safe practices established in this program. This program is an integral part of our safety and health program and is a collaborative effort that includes all employees.

Compliance with this program is mandatory for all company drivers or employees driving for company business. Violations of this program may result in disciplinary action up to and including suspension/loss of driving privileges or termination of employment. Any deviations from this program must be immediately brought to the attention of the employee's supervisor and Fleet Director. All employees of Robert B. Our Co., Inc., fall under the umbrella of Robert B. Our's Safety and Health Programs, policies and procedures.

Chris Our

John Our

Robert Our III

Hope Our Cleary

Robert B. Our Co., Inc. Fleet Program

I. Roles and Responsibilities

Executive Management

Responsible for providing the tools and resources necessary to implement this program and for ensuring that the provisions in this program are being followed by all employees.

The administration of the Robert B. Our Co., Inc. Fleet Safety Program is an integral part of the company's overall Health and Safety program. The responsibility of administering the company's fleet safety program is the responsibility of the Safety Director, the location General Manager, and the Fleet Manager.

The Fleet Manager is responsible for the following:

- Evaluating prospective company drivers
- Maintaining an accurate qualified drivers list
- Maintaining accurate qualification records.
- Maintaining accurate substance abuse testing records where required. (in conjunction with HR)
- Ensuring company vehicles are maintained utilizing manufacturers' recommendations
- Selection/procurement of all company vehicles.
- Ensuring all qualified drivers are trained in the safe operation of Company's vehicles
- Monitoring drivers to ensure compliance with all elements of this program.
- Ensuring that fleet tracking systems are maintained in all fleet vehicles.
- Monitoring vehicles for excessive idling hours.

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II. Drivers

1. Driver Evaluation:

Employees assigned a company vehicle, will be evaluated and selected based on their driving ability. To evaluate employees as drivers, management will:

- A. Review past driving performance and work experience through previous employers' reference checks. All new employees and current employees recently assigned to driving duties will be required to complete the "Application Addendum For Employment Requiring Driving". CDL drivers will complete the CDL application packet.
- B. Review the employee's Motor Vehicle Record (MVR) annually (more frequently if reasons warrant).
- C. Ensure the employee has valid driver's license for vehicle he/she operates.
- D. Ensure the employee is qualified to operate the type of vehicle he/she will drive by a road test. This will include, backing, trailer hook-up, backing with trailer, and vehicle inspection. (CMV and CDL)

2. Driver Qualification:

Effective driver qualification controls are important elements of a successful motor vehicle safety program. Management developed and incorporated standards into this program, which reflect the skills necessary for satisfactory job performance while taking into consideration applicable Federal, state and local regulations.

- A. The company has implemented three levels of driver qualification criteria. Use of any or all of these criteria is dependent upon the nature and scope of the driving requirements. Driver Qualification files will be maintained
 1. State-regulated driver qualification parameters must be met. Regulatory information will be obtained from applicable state departments of transportation and motor vehicle services.
 2. Where applicable, drivers will comply with DOT Commercial Driver regulations.
 3. Drivers involved in interstate or foreign commerce in vehicles (or combination including towed unit) with Gross Motor Vehicle Weight Rating (GMVR) of 10,001 pounds or more, designed to transport 16 or more passengers, including the driver, or used in the transportation of hazardous materials in a quantity requiring placarding under the DOT Hazardous Materials Regulations, are subject to the requirements of the DOT Federal Highway Administration's Federal Motor Carrier Safety Regulations.
 4. Drivers involved in intra or interstate operations with GMVR of 26,001 pounds or more must have a CDL license, medical card and be enrolled in a DOT Drug and Alcohol Testing Program. See separate policy and program.
 5. Robert B Our Co., Inc. for purposes of its Fleet Program requires any driver wishing to operate a company vehicle to comply with the DOT Drug and Alcohol Testing Program and complete a DOT physical each year or as warranted by the MRO. This includes renewal.
- B. The following criteria was established to identify high risk drivers. A driver is unacceptable if the driver's incident/violation history in the past three years includes one or more of the following moving violation convictions: (CDL drivers criteria is in CDL Appendix attached hereto and incorporated herein).
 1. Driving under the influence of alcohol or drugs (DWI).
 2. Hit and run.
 3. Failure to report an incident.
 4. Negligent homicide arising out of the use of a motor vehicle.
 5. Operating during a period of suspension or revocation.

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6. Using a motor vehicle for the commission of a felony.
7. Operating a motor vehicle without the owner's authority.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Speeding (3 or more in a 1-year period).
11. Two preventable incidents in a 12-month period.
12. Three or more FLEETMATIC violation notifications in a week or ten in a month.
13. Engaging in a road rage incident whether offensive or defensive.

Drivers who are identified as high risk or in violation may be subject to several actions from management including, but not limited to:

1. Driver may be required to attend a Defensive or Safety Driving course on their own time & expense.
2. Driver may have their driving privileges suspended or revoked.
3. FLEETMATIC violations will result in written warning issued and possible loss of vehicle use to driver.

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BASIC SAFE DRIVING RULES

Drivers are responsible for conducting themselves in accordance with this program. All drivers will:

- Meet all minimum qualification criteria; 21 years old for CDL/CMV and 18 for private passenger.
- Be medically qualified to drive a commercial motor vehicle.
- Receive negative drug/alcohol tests.
- Maintain an acceptable motor vehicle record (MVR)
- When driving for the company, employees are always required to wear seat belts. Drivers shall always ensure that all passengers wear seat belts.
- Drivers will obey all traffic laws, drive courteously and practice defensive driving techniques.
- Drivers will maintain a valid driver's license.
- Drivers will drive with headlights on during hours of darkness or when the use of windshield wipers is required.
- Drivers will immediately (within 24 hours or the next business day) report:
 - Any traffic violation that they are ticketed for during working and nonworking hours;
 - Any traffic violations for which they are convicted, plead guilty to or no contest,
 - Any change in driver's license status including suspension, revocation, or restriction,
 - Any and all incidents that occur in company vehicles or personal vehicles used for company business during working hours.
- Drivers will not operate company vehicles or personal vehicles on company business after consumed alcohol and/or drugs including legal or prescription drugs which may impair their ability to operate a motor vehicle.
- Drivers will not use company vehicles for personal or non-related commercial use (i.e.: off-roading, camping, fishing, etc.).
- Most newer vehicles come with safety devices. These devices and programs are not to be overridden or disconnected at any time.
- Obeying the rules of the road, posted traffic signs and speed limits is a requirement when operating the company vehicle. Courtesy to other drivers on the road is always expected.
- At all traveling speeds, leave a space cushion around your vehicle to allow for sudden stopping and maneuvering.
- Driving is to be adjusted for weather, traffic and road conditions in the interest of safe vehicle operation.
- Use extreme caution when approaching all intersections, as these are the highest frequency of collision locations. Be prepared to stop.
- Avoid backing up your vehicle whenever possible. Try to approach parking situations to avoid the need to reverse the vehicle when leaving.
- Make sure your vehicle is securely locked when unattended.
- Vehicles are mobile billboards, an excellent source of advertisement. Make sure that your vehicle is always driven safely and kept clean. Remember: The person driving next to you could be a customer or a potential customer.
- Engaging in distracting activities while driving is strictly prohibited. This includes using a cell phone for talking or texting, eating, using a computer, GPS or MP3 player, applying makeup, reading, looking at maps, or any other activity that takes a person's eyes or attention away from driving.
- Ensure that all cargo is properly secured in the vehicle. No cargo, equipment, material or tool should extend outside the vehicle in such a manner as to create a hazard.
- Never throw objects out the windows of the vehicle.
- Never pick up hitchhikers.
- Never accept payment for carrying passengers.

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III. Driver Policy

Drivers who are assigned a company vehicle shall be selected at the discretion of the Company based on need or position. A driver, who has been assigned a company vehicle, is responsible for ensuring that he/she is in possession of his/her driver's license and medical examiner's certificate, if applicable. Drivers will ensure that all vehicle paperwork is always available in the vehicle and that it is current; registration, annual inspection, insurance card, incident kit.

The company is not responsible for any citations or parking tickets acquired by a violation of any local, city, state laws or federal regulations regarding your driving habits and operation of your assigned vehicle. Fines associated with the issuance of a citation or parking ticket, are the driver's responsibility. The failure to pay such fines will result in disciplinary action per Company policy.

A driver must not operate a company vehicle while he/she is under the influence of alcohol, marijuana or illegal substances. Operation of a company vehicle while using a legally prescribed drug, legal drug or over-the-counter drug, is only authorized when a licensed physician has provided a written statement that the drug will not adversely affect the driver's ability to safely operate a motor vehicle. A driver must not operate a company vehicle while he/she is ill or fatigued.

Drivers will operate company vehicles in compliance with all local, city, state and federal laws.

Driver will ensure that vehicle has a current, valid inspection sticker for state of registration.

Any driver who knowingly damages, removes, disables or otherwise interferes with the operation of the fleet tracking system installed in all Company owned vehicles, will face immediate suspension of driving privileges and possible termination. The driver responsible will pay the full repair cost for the damaged instrument.

Vehicle Condition:

Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. This includes all safety equipment is operational. Assigned driver will ensure that vehicle is kept clean and free of trash, debris and excess materials.

There is no smoking, drug or alcohol use allowed in vehicles. Improper care or lack of care may result in suspension or termination of driver privileges.

Distracted Driving

Robert B. Our Co., Inc. prohibits any behavior that distracts drivers while they are operating a company vehicle. Use of "hand-held" cell phones and other electronic devices while driving is strictly prohibited. This prohibition includes all functions of the "hand-held" cell phone and other electronic devices (i.e., making phone calls, receiving phone calls, text messaging, e-mailing, camera use, internet, television, etc). Absolutely no pictures from inside the vehicle while moving. Social media sites will be reviewed for picture content pertaining to company vehicles. Drivers who have vehicles with blue tooth type technology are to link cell phone to provide "hands-free" service.

If drivers cannot utilize a "hands free" technology for their phones to allow for the safe operation of the motor vehicle then voicemail must handle all calls while driving, and calls may only be returned when the vehicle is stopped and pulled off the roadway in a safe location. Regular callers must be informed that you will not be available while driving and they should be notified of the best times to call based on your driving schedule. Many smartphones can now be disabled from sending alerts while driving. This feature will be used for company phones.

Emergency Calls – The only exception to the cell phone use guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short with a hands-free option, if available. The vehicle should be pulled off the roadway

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to a safe location, if possible.

GPS Systems – The Company understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Mounted GPS systems may not block or obstruct the driver's view in any way. GPS systems must be voice narrated and must not require the driver to look away from the road.

Audio Devices - In some cases, worrying about music selection or touching dials and buttons on the radio or other audio devices may be just as dangerous as cell phone use. It takes your eyes and concentration off the road. The use of headphones, ear buds or similar devices is prohibited while driving a company vehicle if used for entertainment purposes.

Company vehicles are not dining sites and shall not be used as such. Drivers are prohibited from eating and drinking while driving as this is a major distraction.

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IV. Vehicle Use Policy

Personal Use of Company Owned Vehicles

Company vehicles are provided for business purposes only.

- Only authorized employee may drive.
- Only company employees allowed as passengers.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed and could subject you to disciplinary action.
- Due to possible effects of inhaling marijuana though not a direct user, smoking or other use of marijuana is not allowed in the vehicle.
- Report any incident immediately to police, Safety Director and Human Resource Manager.
- No children in the vehicle.
- Use of the vehicle for a purpose not directly related to company business is not allowed.
- No use of vehicle to haul for hire or other business not directly related to Company operations.

Personal Vehicles

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an incident occurring in connection with operation of his/her own vehicle. The reimbursement to the employee for the operation of his/her vehicle on company business includes the allowance for the expense of automobile insurance. The company does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

Employees who drive their personal vehicles on company business are subject to the requirements of this program including:

1. Maintaining auto liability insurance with minimum limits of \$100,000 individual/\$300,000 per accident for bodily injury or \$300,000 CSL and \$50,000 for property damage.
2. Maintain current state vehicle inspections when required.
3. Maintain their own vehicle in a safe operating condition when driven on company business.
4. Proof of insurance (copy of declaration page, certificate of insurance) will be sent to Fleet Manager.
5. Acceptable Motor Vehicle Report (MVR).
6. No 'business use' exclusion on personal insurance policy.
7. Complying with all regulatory requirements for motor vehicle Fleet based on Company Policy, federal, state and local ordinances.
8. Installation of a GPS device solely for monitoring during business hours.

Employees are prohibited from using motorcycles when traveling on company business.

Rental Vehicles (if utilized)

- A. Rental vehicles will be leased from approved rental agency.
- B. Collision damage waiver will be refused.

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Stolen Vehicle or Equipment

The driver is responsible for ensuring all necessary precautions are always taken to prevent damage and theft of the company vehicle and/or its contents. Whenever a company vehicle is left unattended, the driver must roll up all windows and lock all doors. Do not leave merchandise and/or equipment in open view inside the vehicle that may tempt break in. If your company vehicle is stolen, report the theft immediately to the local police and to the Fleet Manager and Robert Our III. Any attempted break in or theft of items from a company vehicle must be reported to the local police and to the Fleet Manager and Robert Our III. Obtain the identity of the police officer who responds to the scene, including his/her department and badge number. Document the location, date, approximate time of the theft and a list of all known missing equipment.

The Company will not reimburse for personal property stolen and/or damaged from a Company vehicle.

Vehicle Turn In or Replacement

At vehicle turn in or at the time of a driver's departure from the company, a condition report on the vehicle must be carefully prepared. The condition report must be completed in the presence of the Fleet Manager. Upon fully completing the condition report, both the driver to whom the vehicle was assigned, and the Fleet Manager are to sign off on the form.

When a replacement vehicle is issued, the driver should conduct a "walk around" inspection to ensure the vehicle is not damaged and all equipment is operational. Any damage or defects discovered during the inspection must be documented and submitted to the Fleet Manager prior to operating the vehicle. Any vehicle accessories that were ultimately paid for by the company are to stay with the vehicle as company property.

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V. Motor Vehicle Records

It is the policy of Robert B. Our Co., Inc. to obtain motor vehicle records (MVR) on all persons who operate company vehicles or personal vehicles on company business at least annually. MVRs will be obtained prior to employment for those individuals seeking positions that necessitate the operation of a motor vehicle.

Individual MVRs will become part of the individual's personnel file.

In order to review an MVR, permission will be obtained from the employee or prospective employee. This is accomplished by having the employee/prospect provide and sign a consent form. This consent form will be maintained in the potential employee's personnel file.

Any disciplinary action taken as a result of MVR reviews and/or incidents will be documented and consistently applied to all employees who fail to comply with this program. MVRs will be scored based on the attached point system. Accumulation of six (6) or more points by an employee/prospect is considered a "high risk driver" and consideration will be given to minimize the risk by restricting vehicle operation or suspending the employee's company driving privileges.

When an employee's MVR indicates four (4) or more points, a warning letter shall be forwarded to that employee and the employee's supervisor shall be notified. The supervisor shall counsel the employee, privately, and document the date, time and content of the counseling. The employee will enroll and complete a defensive driver course within 30 days.

A copy of the warning letter and counseling documentation shall be maintained in the employee's personnel record for a period of three (3) years.

VI. Controlled Substances and Alcohol Use and Testing Policy

Involvement with illegal drugs and alcohol in the workplace can adversely affect job performance and public safety. When drivers of company motor vehicles engage in the misuse of drugs and alcohol, they increase the risk of causing incidents resulting in serious injuries and death. Therefore, the company is implementing a Controlled Substances and Alcohol Use and Testing Policy as outlined in the Employment Handbook that meets all federal, state, and local statutes.

Designated Employer Representatives

Chris Our, John Our, Robert Our III, Patty Goodwin and Safety Director have been designated by the company as the individuals who will receive communications and test results from service agents and who are authorized to take immediate actions to remove employees from driving company vehicles and to make required decisions in the testing and evaluation process. All questions regarding this policy will be directed to Human Resource Manager, Patty Goodwin and Safety Director.

Covered Employees

This policy applies to all employees who operate a Company motor vehicle to carry out their duties for the company. This incorporates employees operating private passenger, commercial motor vehicles (CMV) and commercial driver license (CDL). Covered employees also include those driver licensed employees that normally do not drive but could be called upon to do so. Participation in the company's-controlled substances and alcohol testing program for all employees driving company vehicles is a condition of employment.

Prescription Medications

No driver of company vehicle may possess any prescription medication or report to work while using any prescription, except when he/she is under a doctor's care and the doctor has advised the driver that the substance does not affect his/her ability to operate a motor vehicle. The use of medication that could affect a driver's safe job performance is prohibited while working. The driver shall report to the supervisor, the use of any prescribed medication and, without identifying the medication, shall provide a certificate from the driver's doctor that the use of the medication will not impair his/her ability to safely perform his/her duties. If as a result of testing under this policy, the driver is found to have the presence of a controlled substance in the body which is a result of the use of his/her legally prescribed medication that has not been reported, the driver shall be removed from service without pay until it is determined that the use of medication will not impair his/her ability to safely perform assigned duties.

Controlled Substances and Alcohol Testing

All testing conducted herein will be in accordance with the company's Alcohol and Substance Abuse Testing Policy and Procedures. This is found in the Robert B. Our, Co., Inc. Employment Policy Manual.

Pre-Employment Testing – Prior to the first time a driver is assigned a company vehicle, the driver must undergo testing for controlled substances and obtain a negative result as a condition of driving the vehicle. A driver who tests positive will not be assigned a company vehicle or allowed to drive a company vehicle until such time that the driver can pass a substance abuse test.

Post-Incident Testing – As soon as practicable following an occurrence involving a company owned motor vehicle operating on a public road, the driver shall be tested for controlled substances and alcohol if the incident resulted in the following:

- A loss of human life (fatality).
- The driver receives a citation for a moving violation and the incident involved bodily injury to a person, who

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as a result of the injury, immediately receives medical attention away from the scene of the incident.

- The driver receives a citation for a moving violation and the incident involved one or more motor vehicles incurring disabling damage, resulting in one or more motor vehicles being towed away from the scene.

The testing for alcohol must be conducted as soon as practicable or within 8 hours after the incident.

Failure to comply with post-incident testing will be considered a refusal to be tested and will be grounds for loss of assigned company vehicle use and/or termination.

Reasonable Suspicion Testing – Company supervisors trained in reasonable suspicion awareness will have a driver tested for controlled substances, marijuana and/or alcohol whenever that supervisor has reasonable suspicion that the driver has violated this policy regarding the misuse of controlled substances, marijuana and/or alcohol. The supervisor's determination that reasonable suspicion exists must be based on specific, contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the driver. The supervisor will inform the driver in a confidential manner of his/her suspicions. The company will provide transportation to a testing site. The supervisor will make record of the observations leading to the reasonable suspicion test within 24 hours.

Failure to comply with reasonable suspicion testing will be considered a refusal to be tested and will be grounds for loss of use of a company vehicle.

Return to Duty Testing – A driver found to be in violation of the company's policy will not be permitted to return to driving a company vehicle until the driver has been evaluated and cleared by a substance abuse professional.

Follow up Testing – A driver cleared by a substance abuse professional will be subject to random testing based on an agreed upon frequency schedule, following a return to driving a company vehicle. The driver will adhere to all other requirements of that substance abuse professional.

Failure to comply with random testing will be considered a refusal to be tested and will be grounds for loss of use of a company vehicle and/or termination.

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VII. Vehicle Incident Reporting and Investigation Plan

1. This company considers elimination of motor vehicle incidents as a major goal. To meet this objective, all incidents will be reported to management, investigated, documented and reviewed by Executive management. The investigation identifies possible need for:

- A. More intensive driver training and/or remedial training.
- B. Improved driver selection procedures.
- C. Improve vehicle inspection and/or maintenance activities.

2. Motor vehicle incident recordkeeping procedures consist of the following components:

- A. Documentation of causes and corrective action.
- B. Management review to expedite corrective action.
- C. Analysis of incidents to determine trends, recurring problems and the need for further control measures.

3. **Responsibility:**

Implementation of these procedures remains the responsibility of both the driver and Fleet Manager.

A. **Driver**

If the driver is uninjured and able to do so, he/she is the first person at the incident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible.

B. **Management**

Management will obtain incident data from the driver through the Vehicle Incident Report form and/or by verbal communication. The driver or responsible party will fill out a Vehicle Incident Report form within 12 hours. It is important for management to determine the extent of the incident, especially if it involves injury or death to the driver, passengers, or other parties.

C. Management will immediately proceed with a formal investigation to determine the underlying causes as well as what can be done to prevent similar occurrences. The incident report will be forwarded to the insurance claims office along with any additional support data (e.g., witness statements, photographs, police reports, etc.).

4. **Preventable/Non-Preventable Incidents:**

The following definitions relate to motor vehicle incidents:

- A. A motor vehicle incident is defined as "any occurrence involving a motor vehicle which results in death, injury or property damage, unless such vehicle is properly parked. Who was injured, what property was damaged and to what extent, where the incident occurred, or who was responsible, are not relative factors".
- B. A preventable incident is defined as "any incident involving the vehicle, unless properly parked, which results in property damage or personal injury and in which the driver failed to do everything he/she reasonably could have done to prevent or avoid the incident".

NOTE 1: A properly parked motor vehicle is one that is completely stopped and parked where it is legal and prudent to park such a vehicle or to stop to load/unload property. Vehicles stopped to load/unload passengers is not considered parked.

NOTE 2: Parking on private property will be governed by the same regulations that apply on public streets and highways. A vehicle stopped in traffic in response to a sign, traffic signal or the police is not considered parked.

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C. The determination of preventability of an incident is the function of the Company Executive Management.

NOTE 3: See attached "Guide for Preventable and Nonpreventable Incidents" in Appendix.

Vehicle Incidents

The following steps will be followed in the event of a vehicle incident/incident.

- Stop the vehicle, turn off the engine, and protect the scene by activating the four-way emergency flashers and posting orange emergency triangles to prevent a secondary incident (one near the scene and one marker 100 feet in each direction from the scene and one marker near curves or hill crests, but no more than 500 feet away)
- Call for medical assistance and assist any injured people if necessary but do not move the person unless absolutely necessary to prevent further injury.
- Do not indicate fault for the incident.
- If possible, prevent hazardous materials, if spilled, from entering waterways, storm drains, etc.
- Call the police.
- Call the company's Safety Director and Human Resources Manager.
- Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Incident Report form (in the reporting packet). Do not discuss fault with, or sign anything for anyone except an authorized representative of Robert B Our, a police officer, or a representative of the Acadia Insurance Group
- Locate witnesses and get important information from them including names, addresses and phone numbers.
- Exchange pertinent information with other drivers
- Take photos of the incident scene from all angles, the surrounding area, and stopped vehicles.
- Make detailed sketches/drawings of the incident scene noting the direction of travel for each vehicle involved
- Fill out the vehicle incident report form and turn into the Safety Director within 12 hours, found in Appendix A.

Post-Incident Actions

Drivers involved in an incident are to comply fully with the following:

- Never admit fault or apologize. Apologies can be interpreted as an admission of fault
- Be polite and never argue with other drivers or witnesses
- Be polite and never argue with the police.
- Never leave the scene until someone in authority, i.e. police, fire arrive.
- Never make a statement to the media. Refer them to the company's media contacts, John, Chris and Robert Our III or Safety Director.
- Never discuss details of the incident with anyone but a Robert B. Our Co., Inc. representative
- Always report the incident/incident to the Safety Director, Human Resource Manager and/or Fleet Manager, regardless of severity.
- You will be contacted by the Fleet Manager to advise you how to arrange for repairs to the vehicle. Do not have the vehicle repaired until you receive authorization from the Company.

Vehicle Incident Involving Employee Injury Reporting

Company vehicle incident involving employee injury reporting procedures include the following:

- Employees injured in a vehicle incident while on the job are to report the injury to the Safety Director and/or

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Human Resource Manager as soon as possible.

- The Safety Director and Human Resource Manager is to follow the established employee injury or incident investigation program.

The goal of this reporting and investigation process is not to find fault, but to determine the root cause so that corrective actions can be made in order to eliminate future incidents.

When there is theft of or damage/vandalism/hit & run to your vehicle only:

1. If you did not witness the damage to the vehicle, you must notify the local police department immediately.
2. Immediately notify Safety Director.
3. You will be contacted by the Fleet Manager to advise you how to arrange for repairs or replacement of the vehicle. Do not have the vehicle repaired until you receive authorization from the Company.
4. Send a copy of the police report along with a memo outlining any additional information to the Safety Director.

Vehicle Incident Report Retention

Vehicle incident reports and associated information will be maintained by the Safety Director. The following information will be retained:

- Date of incident
- City and state in which the incident occurred
- Driver name
- Number of injuries
- Number of fatalities
- Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicles involved in the incident, were released
- Copy of vehicle incident report
- Copies of all incident reports required by state or other governmental entities or insurers

Post-Incident Corrective Action Procedure

All vehicle collisions should be analyzed, and a written report submitted to management for review. A determination of incident preventability will be made. Where the collision was preventable by the company driver, the driver should be counseled, given additional training, given time off without pay, placed on probation, transferred to non-driving duties, disciplined in other ways, or employment (or services for independent contractors) terminated according to corporate, union, and governmental guidelines.

However, this does not absolve management from improving safety of the work and driving environment. The Safety Director, drivers and management personnel should each participate in the analysis. Management deficiencies and/or lack of management action should also be part of the incident review. Management has the legal obligation not only for driver safety but the safety of the general public as well.

A driver who is involved in one preventable incident in six months will be placed on probation for 90 days. If the driver successfully completes that period of probation without any further incidents, the driver will be taken off the probation list. However, if the driver is involved in another preventable incident while still on probation, the driver will permanently lose his/her privileges of a company owned vehicle.

Robert B. Our Co., Inc. also reserves the right to impose more stringent consequences based on the circumstances and/or severity of a preventable incident.

Robert B. Our Co., Inc. Fleet Program

VIII. Public Complaints

Our vehicles are a moving billboard. Therefore, every complaint that is called in, posted on social media, etc. will be taken seriously. Each complaint will be documented and investigated thoroughly. If the investigation proves the complaint to be false, then we will document the complaint as unfounded. All complaints will be tracked, logged and filed with each driver's personnel files. Each driver's complaint history will be used in determining new vehicle assignments, overtime work, etc.

In order to eliminate and/or reduce complaints, drivers shall:

- Obey traffic laws.
- Be courteous regarding right-of-way.
- Wear seat belt.
- Keep vehicle clean and in good condition.
- Do not react to rude, discourteous drivers except with a smile.

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IX. Vehicle Inspections

Driver Pre-Trip Inspection non-CDL

A properly performed pre-trip inspection will be conducted by each driver prior to operating the vehicle. The following steps must be completed for each pre-trip inspection. A monthly vehicle inspection will be documented on the driver's vehicle inspection report attached in the Appendix. If anything, unsafe is discovered during the pre-trip inspection, it must be fixed immediately. CDL drivers will follow inspection requirements found in the Appendix for the daily DVIR of the unit.

Company vehicles must have the following standard items to be confirmed during inspection:

1. Copy of written company fleet safety program
2. Current insurance card
3. Incident Reporting Kit
4. Safety belt ready for use.
5. Fire extinguisher and safety triangles.
6. First aid kit.
7. Usable spare tire, jack and lug wrench.
8. Material to secure cargo.

Vehicle Inspection non-CDL (see Checklist)

A general condition review of the vehicle is required. The driver will:

- Look for damage or unusual wear to the vehicle. Examples include, vehicle leaning to one side, lights broken or inoperative, tire and rim condition, and suspension and break wear.
- Look under the vehicle for fresh oil, coolant, grease or fuel leaks.
- Perform a walk around to locate any items that may have fallen around the vehicle.
- Check mirrors and glass
- Report any malfunctioning devices such as turn signals, horn, lights, safety items etc.

Vehicle Maintenance:

Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, crisis maintenance. While all three types have their role in the Motor Vehicle Safety Program, the most cost-effective control is preventive maintenance. The groundwork for a good preventive maintenance program starts with management. A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles. All maintenance and repair work will be documented by the mechanic or service tech in the specific vehicle file.

- A. Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.
- B. Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs, window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines, transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can actually be classified within the PM program.

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- C. Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.
- D. Windshield glass shall be replaced as quickly as possible when a unit is cracked, broken or severely pitted. Contact Fleet Manager to schedule replacement.

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X. DRIVER TRAINING

1. Employees hired by this company who will operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.
2. All employees assigned to operate a company vehicle receive a copy of this program. New employees, contractor, and temporary hires who will drive, receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the company policy, understand their responsibilities and are familiarized with their vehicle. All training will be documented. Areas that must be addressed, with the driver, include:
 - a. Understand, review and given a copy of the Fleet Safety Program.
 - b. Understand and sign the Vehicle Assignment Agreement.
 - c. Review individual Motor Vehicle Report (MVR).
 - d. Understand incident reporting & emergency procedures.
 - e. Review operation and controls of vehicle being assigned.
 - f. Inspect vehicle using Vehicle Inspection Form.
 - g. FMCSR regs and Controlled Substances Policy where applicable
3. New hires who are assigned a company vehicle or participate in the vehicle allowance program will complete a defensive driver safety course within one year of hire. Failure to complete will result in suspension of use of company vehicle until completed.
4. All current drivers assigned company vehicles or receiving allowances will complete a defensive driver course within one year of implementation of this fleet program.

A copy of this program will be kept by the assigned driver.

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XI. Law Enforcement Stops

Robert B. Our Co., Inc. expects drivers to behave in a professional and courteous manner when pulled over by law enforcement. Directions given by the official should be strictly followed. You do not have to admit to any traffic violations or inhibited driving. Provide the officer with the documentation requested. Notify the Fleet Manager or Safety Director of the stop.

XII. Program Review

At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Review of individuals driving compared to the Qualified Drivers List.
- Evaluation of all training programs and records.
- The need for retraining of management and/or drivers based on accident investigation results.
- Review the drivers that have produced a high number of vehicle accidents.
- Responsiveness in reporting vehicle accidents.
- Vehicles purchases and safety equipment contained on the vehicles.
- The program's success will be determined and reported to senior management using the following criteria:
 - Cost and frequency of vehicle accidents.
 - Employee feedback through direct interviews, audits and questionnaires.
 - Vehicle accident investigation results.

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Robert B. Our Co., Inc.

COMPANY OWNED VEHICLE AGREEMENT

(Including Driver Qualification File (DQF) Conditions)

This agreement between Robert B. Our Co., Inc. (hereinafter referred to as RBO), and the applicant named below is for the assignment of a Company owned vehicle for business use.

Any intentional false statements or misleading information may result in discipline or discharge.

Employee Name	Driver's License##	Date of Birth
Job Title	Office location	Vehicle #(if applicable)
Vehicle assignment (please check one) :	Vehicle Assigned	Occasional Jobsite Use

DQF- Special Driver Qualification Form/ Commercial Drivers License (CDL) Conditions

As a driver of a company vehicle or equipment that is regulated by the U.S. Department of Transportation, the Applicant agrees to comply with all laws under the jurisdiction of the Federal Department of Transportation.

The applicant understands that in the event of operating a vehicle or equipment that meets the weight guidelines below, the applicant will comply with Federal and State Department of Transportation Standards.

- 10,001 Gross Vehicle Weight: Requires Medical Certificate, DQF file compliance
- 26,001 Gross Vehicle Weight; Requires Medical Certificate, DQF file compliance, CDL license

A RBO owned vehicle is hereby available to the applicant under the following conditions,

1. The applicant must be properly licensed to drive in the state of residence and as part of employment must complete the Company Driver's Application (attached).
2. RBO requires all persons using vehicle to wear seat belts at all times. It shall be the responsibility of the applicant to ensure all passengers are buckled into available seats. No employees or other passengers are to ride in the rear bed of a truck or without seat belts.
3. The vehicle assigned to the applicant shall be operated and maintained according to RBO's policy and standards, including keeping the vehicle in clean condition and appearance at all times.
4. The applicant shall obtain and submit accurate records and reports required by RBO covering mileage, expenses, accidents, maintenance, condition, etc.
5. Drivers are required to strictly comply with all applicable motor vehicle safety rules and regulations for the state in which the vehicle operates. All motor vehicle violations must be promptly reported and resolved by the Applicant.
6. RBO will pay operating expenses such as registration, insurance, excise tax, inspection fees, fuel, oil, and repairs.
7. The Applicant is responsible for securing and parking the vehicle in a safe and legal area. Parking fines are the responsibility of the Applicant.
8. It is the policy of RBO that the vehicle operator will comply with all federal, state, and local regulations regarding use of technology that may impair or distract the driver from safe operation of the vehicle. There is no texting while driving. Compliance with this program is mandatory and operating a vehicle (whether owned, leased, or rented) while distracted will subject driver to disciplinary action.
9. Operating a company vehicle or a vehicle engaged in company business while under the influence of alcohol, controlled substances, or medication that prohibits driving is strictly prohibited and can result in loss of driving privileges.
10. RBO must receive notification immediately when an Applicant's license is restricted, suspended, or revoked.
11. Only authorized drivers shall operate company vehicles and no one under the age of 18 is allowed to operate a company vehicle.
12. All accidents no matter the severity must be reported to the Safety Director as soon as possible. An accident

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report is completed and transmitted to the Safety Director within 24 hours of the incident.

13. The Applicant shall immediately notify the Safety Director of any medical restrictions or changes in restrictions to the driver's license.
14. RBO reserves the right to discipline and/or discharge an Applicant for serious motor vehicle violations or preventable accidents.
15. The Applicant agrees to a periodic driving record (MVR) provided by the Registry of Motor Vehicles to RBO.
16. The Applicant, in consideration of the assignment of a RBO owned, leased, or rented vehicle for business use, hereby acknowledges and agrees to hold harmless, release, acquit and forever discharge, Robert B. Our Co., Inc. , its subsidiaries, affiliates, successors, assigns, officers, employees, agents, representatives, and insurance carriers of and from any and all claims, demands, losses, liabilities, actions, and law suits whatsoever of every name and nature which may hereinafter be made or brought by or on behalf of the Applicant, which arises out of the use of said vehicle away from his/her designated work site and which do not occur within the course and scope of his/her employment and which are caused in whole or in part by the Applicant's negligence. In further consideration of the assignment of a RBO owned vehicle for business use, the Applicant covenants and agrees to defend, indemnify, and hold harmless Robert B. Our Co., Inc., its subsidiaries, affiliates, successors, assigns, officers, employees, agents, representatives, and insurance carriers of and from any and all claims, demands, losses, liabilities, actions, and law suits whatsoever of every name and nature which may hereinafter be made or brought by or on behalf of any third party arising out of the use of said vehicle and are caused in whole or in part by the Applicant's negligence.

I authorize the Registry of Motor Vehicles to release to Robert B. Our Co., Inc., or its designated representative the following information:

1. Summary copies of my entire vehicle operating record to include both private and/or commercial driver's license(s).
2. Copies of any information with regard to automobile accidents in which I was involved.
3. Copies of any citations that I received within the past 5 years.
4. Any notice of suspension, revocation, or medical disqualification issued or referred by a medical officer, insurance carrier or foreign motor vehicle registry (or equivalent governing body).

I agree to register with the FMCSA Commercial Driver's Drug and Alcohol Clearinghouse. I hereby consent to Robert B. Our Co., Inc. conducting a limited query of the Clearinghouse to determine whether any drug or alcohol violation information exists in the Clearinghouse.

I understand that if I refuse to provide consent for RBO to conduct a limited query of the Clearinghouse, then RBO has the right to refuse to hire me per requirements of the FMCSA's drug and alcohol regulations.

I have read, understand and agree to comply with the above conditions as well as the Corporate Fleet Management Policy for my being assigned the custodianship of a company vehicle.

Applicant Name

Date

Signature

A photocopy of the applicant's current driver license must accompany this agreement to be considered for approval.

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Robert B. Our Co., Inc.
DRIVER/OPERATOR APPLICATION INFORMATION

Please complete all information and attach a copy of license

DRIVER'S NAME:	LOCATION:
ADDRESS:	BIRTH DATE:
	SOCIAL SECURITY#:
ADDRESSES FOR 3 YEARS PRECEEDING ABOVE (IF DIFFERENT):	DATES:

DRIVER'S LICENSE

LICENSE NUMBER#: _____ STATE: _____ ISSUE DATE: _____
 EXPIRATION DATE: _____

Auto Accidents for the past 3 YEARS?	YES	NO
If YES, include all incidents (DATE, NATURE OF EACH INCIDENT, use back if necessary)		
Moving Violations, Citations AND/OR Convictions for PAST 5 YEARS?	YES	NO
If YES, include all incidents (DATE, NATURE OF EACH INCIDENT, use back if necessary)		
HAS YOUR LICENSE EVER BEEN REVOKED OR SUSPENDED?	YES	NO
If YES, include all incidents (DATE, DETAILED EXPLANATION OF EACH INCIDENT)		
NAME AND ADDRESS OF PREVIOUS EMPLOYERS (FOR PAST 3 YEARS)		
EMPLOYER NAME	ADDRESS	DATES EMPLOYED

DQF Drivers Only: COMMERCIAL DRIVERS LICENSE (CDL)?	YES
	NO

MEDICAL EXAMINER'S CERTIFICATE? (CDL & CMV Only) YES NO
 List medical restrictions (if any)

Robert B. Our Co., Inc. Fleet Program

DRIVING EXPERIENCE:

DATES

CLASS OF EQUIPMENT FROM TO APROX. NO. OF TOTAL
MILES

Automobile

Van/Pickup

Truck/Tractor

Bus

Other _____ (Specify)

GENERAL:

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been refused bond Yes _____ No _____

If you answered YES to either question, give details: (if additional space is needed, attach sheet)

LIST SPECIAL TRAINING RELATED TO TRANSPORTATION:

(If additional space is needed, attach sheet)

TO BE READ AND SIGNED BY APPLICANT:

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that any misrepresentation of information in this application is cause for immediate dismissal. I authorize Robert B. Our Co., Inc. to investigate my background to ascertain all information of concern to my driving history, whether same is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information. Further, I understand that I may be asked to demonstrate my ability to perform the essential functions necessary to complete the job and that it may be conditioned on results of a physical examination, and controlled substances and alcohol use test.

DATE : _____

DRIVER APPLICANT'S SIGNATURE : _____

Robert B. Our Co., Inc. Fleet Program

I. MAJOR VIOLATIONS

- Convicted of driving while intoxicated or under the influence of drugs; failing to stop and report when involved in an accident; driving while license is suspended or revoked; homicide, assault, or felony arising from the operation of a motor vehicle.

20 points for each instance during the first 12 months shown on the MVR

15 points for each instance during the second 12 months shown on the MVR

10 points for each instance during the third 12 months shown on the MVR

II. MINOR VIOLATIONS

4 points for each instance during the first 12 months shown on the MVR

3 points for each instance during the second 12 months shown on the MVR

2 points for each instance during the third 12 months shown on the MVR

III. MOVING VIOLATION INVOLVING DEFECTIVE OR FAULTY VEHICLE

5 points for each instance during the past 36 months shown on the MVR.

IV. Fleetmatics REPORTING

- Fleetmatic reports any vehicle that exceeds posted speed by 20 mph and any speed over 75mph. Points assessed based upon:
 - 1 point for every notice of highway speed over 75
 - 1 point for every notice of speed exceeding 20 over speed limit
 - 3 points for every notice of speed exceeding 20 in a school zone.

IV. ACCIDENT

- An “at fault” accident is defined as an accident where a motor vehicle violation conviction occurs.

7 points for each “at fault” accident during the past 36 months shown on the MVR

0 – 4 points for each “without clear fault” accident during the past 36 months shown on the MVR

(The points assigned will be determined by the Management Review Board)

Robert B. Our Co., Inc. Fleet Program

V. NON-REPORTABLE FLEET ACCIDENT

- A non-reportable accident involving damage to company vehicles, equipment and/or property or public vehicles, equipment and/or property.
0 – 5 points for each “non-reportable” fleet accident during the past 36 months.
(The points assigned will be determined by the Motor Vehicle Review Board based upon the following sliding scale. The Board reserves the right to vary the point total assigned.)

Damage Total:\$ 0 - 400	1 Point
\$401 - 800	2 Points
\$801 – 1200	3 Points
\$1201 – 1600	4 Points
\$1601+	5 Points

EFFECT OF RESULTS

- **If the total point count is 10 or less:** the individual can operate a Company vehicle
- **If the total point count is 11 – 20:**
 - the Management will make the final decision on eligibility, including prospective employees. Management may require an individual to attend a Defensive Driving Course to maintain his/her eligibility.
- **If the total point count is 21 or more:**
 - the individual is ineligible to operate a Company vehicle. A conditional offer of employment will be withdrawn on the basis that the individual is not qualified. The Management has full discretion in applying sanctions against the individual which can include requiring a Defensive Driving Course, ineligibility to operate a company vehicle for a specified period of time, termination of employment, or any other forms of discipline deemed appropriate.

The Company has the discretion to make changes to this policy as needed.

Automobile Accident Procedure

If an accident involving owned or rental vehicle has just occurred, take any emergency actions that are necessary and follow these steps:

1. Call 911 immediately so an official accident report will be prepared. Inform authorities of serious injuries that could require emergency equipment/personnel to be dispatched to the scene.
2. Obtain the information needed to complete the *Vehicle Accident Report*.

Notice specific details of the damages to all vehicles/property involved. These details will need to be provided on the *Vehicle Accident Report*. If you have a digital camera or a camera phone, take pictures of the vehicles involved and the accident scene.

3. Provide the automobile insurance ID card to the police. This blank reporting form should be in the glove compartment of the vehicle. If this form is used, please replace it with another blank form.

4. Complete the enclosed *Vehicle Accident Report* immediately and return the original to Human Resources or Safety Director ***within 24 hours of the accident.***

Phone: (508)-432-00530

Address: 24 Great Western Road, Harwich, MA 02645

Email:

Refer all inquiries about the accident from individuals, insurance carriers, or attorneys to the Risk Management Department. Do not make any statements about the accident to anyone without first notifying the Risk Management Department.

Fill out Motor Vehicle Crash Operator Report found in Appendix A

Robert B. Our Co., Inc. Fleet Program
VEHICLE INSPECTION CHECKLIST

NAME		SECTION	
Veh Make / Model	/	Drvr Lic #/Exp Date	/
Veh Color / Year	/	Lic Plate # / Exp Date	/
ITEM	WHAT TO CHECK	WHAT TO LOOK FOR	CHECKOFF
TIRES	Condition NOTE: No mixing of radial tires/bias tires.	Tread depth, wear, weathering, evenly seated, bulges, imbedded objects, cuts, breaks. At least on mm of tread over entire surface (Use a penny and place it in the tire tread (Lincoln's head facing you and toward the tire). If you can see all of Lincoln's head it is not ok)	Front Rear
	Spare tire	Spare tire (inflated), jack, lug wrench	Pass Fail
LIGHTS	Head lights	Both high and low beams operational, cracked, condensation, secured	Left Right
	Tail lights	Lenses intact, tail lights work when turned on (red)	Left Right
	Brake lights	Lenses intact, brake lights work when brake is applied (red)	Left Right
	Turn signals	Lenses intact, left and right turn signals blink (red lights in rear and yellow lights in front)	Front Left Front Right Rear Rear Right Left Right
	Backup lights	Lenses intact, left and right backup lights work (White Light)	Left Right
	Four-way flashers	Lenses intact, left and right turn signals flash/blink at the same time	Front Left Front Right Rear Rear Right Left Right
	License plate light	Lenses intact, does light stay on	Pass Fail
Windshield Windows / Wipers		Not cracked, broken or scratched to the degree that impairs vision	Pass Fail
	Rear Window	Not cracked, broken or scratched to the degree that impairs vision	Pass Fail
	Windows	Windows go up and down, not scratched or tinted to the degree that impairs vision Check handles, push electric buttons	Pass Fail
	Window Controls		Pass Fail
	Windshield Wipers	Both wipers are installed on vehicle, windshield wipers work, blades show signs of wear	Pass Fail
Mirror	Mirror outside	Missing, cracked	Pass Fail
	Mirror inside	Missing, cracked	Pass Fail
Bumpers	Bumper Front	Missing, lose, broken	Pass Fail
	Bumper Rear	Missing, lose, broken, bent in any way to cause a hazard	Pass Fail

**Robert B. Our Co., Inc. Fleet Program
INSPECTION CHECKLIST – cont.**

Brakes	Brakes	Foot pedal cannot travel more than half way to floor, does brake light stay on	Pass	Fail
	Emergency Brake	Properly adjusted, check emergency brake by: pull/push emergency brake, apply foot brake, gently press gas pedal and ensure brake holds vehicle	Pass	Fail
Interior	Horn	Does it work	Pass	Fail
	Defroster front	Ensure hot air blows out above the dash	Pass	Fail
	Defroster Rear	Check light on dash, if in the winter, ensure it works by allowing the rear windshield to clear up	Pass	Fail
	Emergency equipment	(OPTIONAL) First aid kit, warning triangle, flashlight, fire extinguisher, blanket, flares, shovel, chains, tools, etc. (Check host nation laws for any additional equipment required)	Pass	Fail
	Heater	Ensure heater works	Pass	Fail
Seatbelts	Seatbelt Front/Rear (Include shoulder harness during inspection, may have a center seat belt)	Missing, frayed, does not snap	Front	Rear
License / Decals / Insurance	State drivers license	Expired, missing	Pass	Fail
	Installation Decal	Missing, needs replacing	Pass	Fail
	License Plate (License plates match windshield decal – Europe only)	Expired, check sticker/decal to ensure plate is current	Pass	Fail
	Insurance	Does the operator have valid insurance	Pass	Fail
Under the Hood	Brake	Filled to the appropriate level	Pass	Fail
	Windshield washer	Windshield washer fluid (increased usage during winter months)	Pass	Fail
	Battery	Check the color indicator on the battery – check terminals, clean and tight, battery held down securely	Pass	Fail
	Power steering	Filled to appropriate level	Pass	Fail
	Hoses	Cuts, cracks, leaks, bulges, chaffing, deterioration	Pass	Fail

Inspector's Name

Signature

Operator's Name

Signature

Approval
Date Inspection
Conducted

Signature

Date of Follow-up

Inspection if necessary

Leave / Pass /
Holiday Dates

GUIDE FOR PREVENTABLE OR NONPREVENTABLE ACCIDENTS

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability. If there was anything the driver could have done to avoid the collision, then the accident was preventable.

An accident is nonpreventable when the vehicle was legally and properly parked, or when properly stopped because of a law enforcement officer, a signal, stop sign, or traffic condition.

If a stationary object is struck, then it is usually a preventable incident. If the driver rear ends another vehicle then it is usually a preventable incident. It should be noted there are exceptions to any rule, but they are just that - exceptions!

It should be the objective of any person discussing or judging accidents to obtain as many facts as possible and to consider all conceivable conditions. Adverse weather conditions, actions of other drivers, or other such excuses must not influence the judgment of preventability. If procedures, scheduling, dispatching, or maintenance procedures out of the control of the driver were found to be factors, that should be taken into account. The company must take responsibility for the work environment and recognize that drivers cannot control some aspects. It is critical that drivers have the ability to refuse to operate an unsafe vehicle without reprisal from management.

Drivers of company vehicles are expected to drive in a manner which allows them to avoid conflicts when they arise. Whether a driver has a 25-year safe driving record, or started driving the day before has no bearing on whether an accident is or is not preventable. Taking a fair attitude does not mean leniency. If an accident is judged nonpreventable and the drivers know the accident could have been avoided, they will lose respect for the safety program.

QUESTIONS TO CONSIDER - GENERAL

When judging or discussing preventable accidents, these are some questions to consider:

1. Does the report indicate that the driver considers the rights of others or is there evidence of poor driving habits which need to be changed?
2. Does the report indicate good judgment? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there is something wrong. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical handicap which could have been contributory? Did the accident happen near the end of a long and/or hard run? Does the driver tend to overeat? Did the driver get sufficient sleep before the trip? Is the driver's vision faulty?
4. Was the vehicle defective without the driver's knowledge? A gradual brake failure, a car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout may be considered defects beyond the driver's knowledge; however, the inspection and maintenance program should work to prevent these hazards.
5. Would taking a route through less congested areas reduce the hazardous situations encountered?

QUESTIONS TO CONSIDER

SPECIFIC TYPES OF ACCIDENTS

Intersection Collisions

Failure to yield the right-of-way, regardless of stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding at an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear, side, or back.

Regardless of stop signs, stop lights, or right-of-way, a professional driver should recognize that the right-of-way belongs to anyone who assumes it and should yield accordingly. In addition, a professional driver is expected to know the turning radius of the vehicle and be able to avoid damaging others. These accidents are normally considered preventable.

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver operate the vehicle correctly to keep from skidding?

**IF THE ANSWER TO ANY QUESTION IS NO,
THE DRIVER WAS NOT DRIVING DEFENSIVELY AND IS RESPONSIBLE.**

Sideswipes

Sideswipes are often preventable since drivers should not get into a position where they can be forced into trouble. A driver should pass another vehicle cautiously and pull back into the lane only when he or she can see the other vehicle in the rearview mirror. A driver should also be ready to slow down and let a passing vehicle into the lane. A driver should not make a sudden move that may force another vehicle to swerve. Unless the driver is swerving to avoid another car or a pedestrian, sideswiping a stationary object is preventable.

Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

A driver is expected, whenever possible, to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable.

The doors of a vehicle should never be opened when it is in motion, and should not be opened on the traffic side, unless clear of traffic, when it is parked.

A parked vehicle can be seen from a sufficient distance; therefore, the operator of an approaching vehicle should be prepared in case the doors of the parked vehicle are opened. This type of accident is nonpreventable only when the door is opened after the driver has passed it.

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rearview mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

IF THE ANSWER TO ANY QUESTION IS NO,

THE DRIVER WAS NOT DRIVING DEFENSIVELY AND IS RESPONSIBLE.

Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall.

Loss of traction on a grade can be anticipated, and these accidents usually are preventable. Chains or other suitable traction devices should be used, if they are available.

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, gutters, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc.?
6. Did the driver keep out of other vehicle tracks or cross them at wide angles?

Pedestrian and Animal Collision

All types of pedestrian accidents, including collision with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Collisions with animals are normally preventable, unless the movement on the part of an animal was unusual and unexpected. This is also taking into consideration the fact that the driver was aware of animals in the vicinity.

1. Did the driver go through congested sections expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles have stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

IF THE ANSWER TO ANY QUESTION IS NO,

THE DRIVER WAS NOT DRIVING DEFENSIVELY AND IS RESPONSIBLE.

Parked or Stopped

Accidents occurring when vehicles are properly and legally parked are considered nonpreventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park near the intersection?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

Noncollision Vehicle Damage, Mechanical Failure, and Miscellaneous Problems

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused by rough and abusive handling.

When a mechanical failure is sudden or unexpected, not resulting from abuse or ordinary wear, it may be considered nonpreventable. Bad brakes should not be considered a mechanical failure unless the failure was sudden, and the driver could have had no previous knowledge of the condition. However, this type of failure cannot excuse a driver who does not know how to properly pre-trip inspect the vehicle or is too lazy to do the inspection correctly.

It is a driver's responsibility to keep the cargo in mind and be aware of any sudden vehicle movements which may cause damage to the cargo. Driving off the highway to avoid a collision may be preventable. Drivers should try not to place themselves in such a position. "U" turns are a monkey wrench in the smooth flow of traffic. Accidents which occur while this maneuver is attempted are considered preventable.

1. Could the driver have done anything to avoid the accident?
2. Was the driver's speed safe for conditions?
3. Did the driver obey all traffic signals?
4. Was the driver's vehicle under control?
5. Did the driver follow the routing and delivery instructions?

**IF THE ANSWER TO ANY QUESTION IS NO,
THE DRIVER WAS NOT DRIVING DEFENSIVELY AND IS RESPONSIBLE.**

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I. Driver Policy-CDL

Commercial Driver Qualification

The company focuses its initial efforts on driver selection through a variety of resources, beginning with the driver qualification process. The process will require a prospective driver who has been given a conditional offer of employment to list past driving experience and types of vehicles driven, notify the company of any motor vehicle violations and crashes for at least the past three (3) years and authorize an investigation and inquiry into previous employers. The prospective commercial driver must also obtain a negative pre-employment drug test, pass a physical examination, and a current DOT medical card, if applicable.

Part of the hiring process may require, prospective commercial drivers to complete a road test. **The road test will be conducted by the Operations Manager or a Company Designee** and will cover a variety of driving criteria. The road test will require a prospective driver to safely and competently complete tasks associated with pre-trip inspections, post-trip inspections and vehicle operation. The commercial driver must also display competence, once hired, in regard to coupling devices, securing of loads, use of emergency equipment, etc. The company will monitor driving habits of all drivers to identify unsafe driving that may require additional training or progressive disciplinary action, up to and including termination.

Commercial Driver selection will be made upon completion of the driver qualification process and a formal interview. The company reserves the right to use its discretion in determining an unsatisfactory motor vehicle driving record. An excessive number of violations will be grounds for an unsatisfactory motor vehicle record prohibiting the hiring of a driver or continued employment of a driver. All drivers must report convictions of any motor vehicle moving violation or a notice of a license suspension to the Operations Manager or Company Designee immediately. A driver who loses his/her privilege to operate a motor vehicle will be suspended without pay until his/her privilege is re-instated. A driver who loses his/her privilege to operate a motor vehicle due to a conviction for Operating Under the Influence of Alcohol or Drugs, while operating a company vehicle, will be immediately terminated without consideration for future employment. The company will conduct driver record reviews at least annually. Two (2) crashes, (2) moving violations or a combination of two (2), in a company vehicle, in a calendar year, will require a review with the company's Operations Manager to determine what action is needed, to identify possible training opportunities and to determine the driver's continued eligibility for employment.

Commercial driver applicants will not be considered for employment unless they meet the minimum requirements listed below.

- Be at least 21 years old to operate a commercial motor vehicle intrastate
- Be able to read and speak English sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records
- Be physically and mentally qualified to drive a company vehicle and possess a valid medical certificate as defined in 49 CFR Part 391
- Possess a current and valid commercial driver's license with proper endorsements for the type of commercial vehicle to be driven
- Must not be disqualified to drive a commercial motor vehicle under the rules and regulations set forth in 49 CFR Part 391.15
- Meets all the requirements and be able to perform all the tasks and essential duties of the job description

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- Have at least five years of verifiable driving experience with like type vehicles
- Has not been convicted of any of the following violations within the previous five years:
 - Driving under the influence of alcohol and/or drugs
 - Reckless driving/speed contests
 - Hit and run accidents
 - Vehicular manslaughter/homicide
 - Leaving the scene of an accident
 - Failure to report an accident
 - Improper or erratic lane changing
 - Following too closely
 - Distracted driving (including cell phone use [texting or talking] while driving)
 - Flee/elude police officer
 - Passing a stopped school bus
 - Speeding 15 miles per hour over the posted speed limit
 - Refusal to submit to a alcohol and/or drug test
 - Operating with a suspended or revoked license
- Has not experienced any of the following within the previous three years:
 - Two “at fault” accidents
 - Three moving violations
 - Two moving violations and one “at fault” accident
 - Tested positive to drugs or alcohol

Commercial Driver (CDL) Qualification Files

As required by the DOT, Robert B. Our Co., Inc. maintains a qualification file for all drivers. No employee shall operate a company vehicle, or any vehicle operated while on company business unless they are listed on the company’s Qualified Driver List. Robert B. Our Co., Inc. maintains a current list of qualified drivers and is required to provide this list to our insurance carrier annually and anytime changes are made to the list. The following information is required for each driver:

- Driver application for employment
- Copy of driver’s license
- Hire date
- Inquiry to Previous Employers in the past three years
- Inquiry to State Agencies
- Medical examiner’s certificate* (medical waiver, if issued)
- Driver’s Road Test Examination results
- Certificate of road test*
- Annual MVR and review of driving record
- Annual driver’s certificate of violations
- Annual review of driving record

*Note: Drivers will be issued copies of these certificates. Drivers only need to have a copy of the medical examiner’s certificate in their possession while driving.

Qualification records for each commercial driver will be maintained for a minimum of five years after the driver’s employment is terminated.

II. Commercial Driver Hiring Process

The Robert B. Our Co., Inc. employment hiring process is designed to ensure that the safest individuals are hired to operate our motor vehicles. This multi-step process shall be used for all applicants and will be administered uniformly without bias toward race, color, religion, gender, age, national origin, disability, sexual orientation or any other criteria deemed unlawful by state, federal or local law.

Application

All commercial driver applicants must submit a completed, accurate, signed and dated application for employment. The hiring/screening process will not continue until all information on the application has been verified.

Previous Employment

The employment history will be collected and verified for every commercial driver applicant. All commercial driver applicants must provide the following employer information on all driving positions they have held for the previous ten years.

- Names, addresses and phone numbers or other contact information of previous employers
- Names, titles and phone numbers or other contact information of previous supervisors

Motor Vehicle Records

The driving record from the previous five years will be examined for all commercial driver applicants from the appropriate agency of every state in which the applicant held a motor vehicle license or permit. The driver qualification and hiring process will not continue until all driving record information has been verified and no disqualifying items have been found (See qualification requirements above).

Drug and Alcohol History

All applicants will be asked if he or she has tested positive, or refused to test, on any pre-employment drug and alcohol test administered by a previous employer. If the employee admits to any of the above, without documented successful completion of DOT return-to-duty requirements, he or she will not be considered for employment.

All applicants who indicate no drug or alcohol violations must provide written consent for a drug and alcohol history to be obtained for the preceding two years from all DOT-regulated employers and the FMCSA Commercial Drivers License Drug and Alcohol Clearinghouse . If the applicant fails to provide this consent, he or she will not be considered for employment. Any positive indication of drug or alcohol use at the following levels will immediately disqualify the applicant.

- Alcohol test with any positive result
- Verified positive drug test

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- Verified adulterated or substituted drug test results
- Violations of DOT agency drug and alcohol testing regulations

Individuals who have successfully completed DOT return-to-duty requirements after a drug or alcohol regulation violation will continue through the hiring process.

Pre-Employment Screening Program

All applicants must provide written approval for Robert B. Our Co., Inc. to request a copy of the applicant's commercial driving record from the FMCSA's Pre-Employment Screening Program. Non-compliance with hours of service, cargo securement, vehicle inspections, etc. will be evaluated in the hiring process. Significant or repeated violations may disqualify the applicant.

Background and Fair Credit Reporting Act Investigations

All applicants must provide written approval for Robert B. Our Co., Inc. to perform a Criminal Background Check and a Credit Report Check. These checks will be made on all commercial driver applicants and other applicants that may be required to operate a motor vehicle while conducting company business.

Proof of Citizenship and Right to Work

All commercial driver applicants shall be required to provide either proof of U.S. citizenship or proof of their legal right to work in the United States.

Personal Interviews

All applicants will be given an in-person interview.

Drug/Alcohol Screening

All commercial driver applicants will submit to a drug/alcohol screening after an initial offer of employment is extended. Only the designated Robert B. Our Co., Inc. drug/alcohol testing facility will be used. Drug/alcohol test results from the commercial driver applicant's previous employer will not be accepted. A negative test result is a condition of employment. No driver applicant will perform any work or activity for Robert B. Our Co., Inc. until a negative test result has been obtained for the driver applicant. Be advised that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It is unacceptable for any employee subject to drug testing under the DOT's drug testing regulation to use marijuana medicinally or recreationally.

Medical Qualification

All applicants shall be medically examined and certified as physically qualified to operate a commercial motor vehicle by a licensed, DOT-certified medical examiner.

Driving Evaluation

All applicants will be required to submit to a driving test to evaluate their driving proficiency. The driving test will be an on-road driving test with one of Robert B. Our Co., Inc.'s Driver Trainers. The applicant will be evaluated on pre-trip inspections, city and rural driving on two-lane and multiple-lane roads including freeway and interstate, passing, backing, and emergency procedures. This evaluation will be used in the hiring assessment. This driving test will be completed before a new commercial driver can operate a commercial vehicle for company business.

III. Maintaining Employment as a Commercial Driver

Each authorized driver must comply with the criteria below in order to maintain the status as a qualified commercial driver and be authorized to drive a Robert B. Our Co., Inc. motor vehicle.

Failure to comply with any of the following conditions will automatically disqualify a driver from operating a Robert B. Our Co., Inc. motor vehicle.

Licenses

All drivers must maintain the proper commercial driver's license (CDL) for their job duties. Drivers will not possess more than one state-issued license.

Traffic Violations

Drivers must notify Robert B. Our Co., Inc. within 48 hours of conviction of any traffic violations (except parking). Drivers must also notify the motor vehicle licensing agency in the state which issued his or her CDL within 30 days. These requirements apply to any motor vehicle the driver was operating at the time the violation was received regardless of who owns the vehicle.

Drugs/Alcohol

Drivers will not operate a commercial motor vehicle with a blood alcohol concentration of 0.00% or more or while under the influence of legal or illegal drugs that impair the ability to operate the motor vehicle. The sale, purchase, transfer or possession of any controlled substance (except medically prescribed drugs but possession with documentation of prescription) is strictly prohibited while using a company vehicle, while on the company premises or while engaged in company business.

Suspensions/Revocations

Drivers will not operate a commercial motor vehicle if their license is suspended, revoked, or canceled, or if they are disqualified from driving. The driver must immediately notify their supervisor if their license is suspended, revoked or canceled. Immediate termination could result if the suspension or revocation prohibits the driver from performing his/her assigned duties.

Motor Vehicle Records

Robert B. Our Co., Inc. will check the motor vehicle records (MVR) of all authorized commercial drivers on an annual basis. All annual reviews will be documented and maintained in the driver qualification file. Disciplinary action up to and including termination can result if a motor vehicle record indicates non-compliance with the driver qualification criteria.

IV. Controlled Substances and Alcohol Use Policy

Involvement with illegal drugs and alcohol in the workplace can adversely affect job performance and public safety. When drivers of commercial motor vehicles engage in the misuse of drugs and alcohol, they increase the risk of causing accidents resulting in serious injuries and death. Therefore, the company is implementing a Alcohol and Drug Policy and Testing Program that meets all federal, state, and local statutes.

A commercial motor vehicle is defined as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

- Has a gross vehicle weight rating of 26,001 or more pounds.
- Is designed to transport 16 or more passengers, including the driver.
- Is of any size and is used in the transportation of hazardous materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and which require the motor vehicle to placarded under the hazardous materials regulation (49 CFR Part 172, Subpart F).

Safety Sensitive Functions

A safety-sensitive function is defined as: All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
- All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All time spent at the driving controls of a commercial motor vehicle in operation.
- All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a conforming sleeper berth.
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct

Prohibited conduct addressed by this policy includes the following:

- No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- No driver shall use alcohol while working.
- No driver shall perform safety-sensitive functions within 4 hours after using alcohol.
- No driver required to take a post-accident alcohol test shall use alcohol for 8 hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- No driver shall refuse to submit to a post-accident, random, reasonable suspicion or follow-up controlled substance and/or alcohol test. Refusal may result in termination.

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- No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive, or has adulterated or substituted a test specimen for controlled substances. The company shall not permit a driver to continue to perform safety-sensitive functions if the company has actual knowledge of a driver violating any of the aforementioned prohibitions. The company can obtain actual knowledge based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or a controlled substance, or an employee's admission of alcohol or controlled substance use, except as discussed in the company's voluntary self-identification program.

Controlled Substances and Alcohol Testing

Pre-Employment Testing – Prior to the first time a driver performs a safety-sensitive function for the company the driver must undergo testing for controlled substances and obtain a negative result as a condition of employment. This requirement also includes employees transferring from a non-safety-sensitive function to a safety-sensitive function. A driver who tests positive will not be considered for employment.

Post-Accident Testing – As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving driver shall be tested for controlled substances and alcohol if the accident resulted in the following:

- A loss of human life (fatality).
- The driver receives a citation for a moving violation and the accident involved bodily injury to a person, who as a result of the injury, immediately receives medical attention away from the scene of the accident.
- The driver receives a citation for a moving violation and the accident involved one or more motor vehicles incurring disabling damage, resulting in one or more motor vehicles being towed away from the scene.

The testing for alcohol must be conducted as soon as practicable or within 8 hours after the accident. The driver will cease attempts to be tested after 8 hours. The testing for controlled substances must be conducted as soon as practicable or within 32 hours after the accident. The driver will cease attempts to be tested after 32 hours.

Failure to comply with post-accident testing will be considered a refusal to be tested and will be grounds for termination.

Random Testing – All CDL drivers will be subject to random controlled substances and alcohol testing. The minimum annual percentage rate for controlled substance testing shall be 50 percent of the average number of drivers. The minimum annual percentage rate for alcohol testing shall be 10 percent of the average number of drivers. The tests will not be announced in advance and will be reasonably spread out throughout the calendar year. The selection of drivers will be made by means of a scientifically

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valid computer number generator that is matched with social security numbers, payroll identification numbers, or other comparable identifying numbers, ensuring that each driver has an equal probability of being selected. After a driver is selected for a test and notified, the driver must immediately proceed to the test site. A driver will only be tested for alcohol while the driver is performing, about to perform or just completing a safety-sensitive function.

Failure to comply with random testing will be considered a refusal to be tested and will be grounds for termination

Reasonable Suspicion Testing – Company supervisors trained in reasonable suspicion awareness will have a driver tested for controlled substances and/or alcohol whenever that supervisor has reasonable suspicion that the driver has violated this policy in regard to the misuse of controlled substances and/or alcohol. The supervisor's determination that reasonable suspicion exists must be based on specific, contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors of the driver. The supervisor will inform the driver in a confidential manner of his/her suspicions. The company will provide transportation to a testing site. The supervisor will make record of the observations leading to the reasonable suspicion test within 24 hours.

Failure to comply with reasonable suspicion testing will be considered a refusal to be tested and will be grounds for termination.

Return to Duty Testing – A driver found to be in violation of the company's policy will not be permitted to return to duty in a safety-sensitive function until the driver has been evaluated and cleared by a substance abuse professional. The driver must also obtain a negative drug and/or alcohol test result before returning to duty in a safety-sensitive function.

Follow up Testing – A driver returning to duty in a safety-sensitive function after being evaluated and cleared by a substance abuse professional will be subject to at least 6 unannounced tests in the first 12 months and may be extended up to 60 months following a return to duty. The driver will adhere to all other requirements of that substance abuse professional.

Failure to comply with follow up testing will be considered a refusal to be tested and will be grounds for termination.

Controlled Substance Testing Procedures

Testing will be in accordance with the Company's Alcohol & Drug Policy & Testing Program which complies with minimum standards promulgated by DOT.

Alcohol Testing Procedures

Alcohol testing is done by testing breath, because breath is the most easily obtained bodily substance and the results are known within minutes of testing. The test results are displayed and printed in terms of

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grams of alcohol per 210 liters of breath. The testing device is called an Evidential Breath Testing Device (EBT). The EBT is a scientific instrument which determines the concentration of alcohol expressed as percent by weight. It does this by analyzing a specific volume of expired breath. The weight of alcohol in the breath sample is determined and the quantity of the alcohol converted to its equivalent value in blood. A BAC (blood alcohol concentration) of 0.10 means one tenth of a gram of alcohol per 210 liters of breath. The EBT will print three copies of each test result and the test results are numbered. A test may have two separate parts. The first test is the initial test. If the initial test shows a reading less than 0.02, the test is recorded as negative. If the initial test is 0.02 or greater, a confirmation test is done.

Refusal to Submit To a Drug and/or Alcohol Test

Drivers who are subject to this policy will not refuse to take a required test. Refusals to be tested will result in immediate termination. A refusal to be tested includes, but is not limited to the following:

- Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences, a pre-employment test is not deemed to have refused to test.
- Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test.
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen.
- Fail to provide a sufficient amount of breath for an alcohol test or a sufficient amount of urine for a drug test when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- Fail or declines to take a second test the employer or collector has directed the driver to take.
- Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER. In the case of a pre-employment drug test, the employee is deemed to have refused on this basis only if the test followed a contingent offer of employment.
- Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector or behave in a confrontational way that disrupts the collection process.
- Is reported by the MRO as having a verified adulterated or substituted test result.

Driver Co-Operation

Drivers who are subject to this policy are expected to comply fully with the testing process. Any obstructions to the testing process will be considered a violation of this policy and subject the driver to disciplinary actions, up to and including termination.

Consequences

If a driver violates any provision of prohibited conduct addressed in this policy, the driver will be subject to the following, if not terminated:

- Submit to an examination by a substance abuse professional (SAP). Upon a determination by the substance abuse professional, the driver may be required to undergo treatment for his/her drug or alcohol abuse. The driver must successfully complete the designated treatment or rehabilitation before he/she can be re-instated to performing a safety-sensitive function.
- Submit to and pass a return-to-duty controlled substance and/or alcohol test.
- Submit to unannounced follow-up testing after he/she has been returned to duty.

The driver will be suspended, without pay, while undergoing this treatment. The driver will be responsible for the cost of the treatment.

For a second positive controlled substance or alcohol test, the driver will be immediately terminated. The driver will not be considered for re-employment with the company but will be advised of the resources available to him/her in evaluating and resolving the problems associated with the misuse and abuse of controlled substances and/or alcohol.

Consequences for Alcohol Related Conduct

If a driver tested for alcohol is found to have an alcohol concentration of 0.02 or greater but less than 0.04, the driver will be subject to the following:

- The driver will be prohibited from performing safety-sensitive functions or other duties until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the administration of the test. The driver will not be paid for this time off.
- Any subsequent offense of alcohol concentration of 0.02 or greater but less than 0.04, the company reserves the right to take disciplinary action against the driver up to and including termination

Signs and Symptoms of a Drug or Alcohol Problem

Drugs can show their effect in many different ways. Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disorientated behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy and depression. Signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance and confusion.

Multiple substance abuses are the abuses of more than one drug, either at the same time or over a period of time and will involve any combination of alcohol, prescription drugs, over-the-counter drugs and illegal drugs.

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Multiple substance abuses are especially dangerous because different substances interact with each other to produce unexpected effects and dangers. Multiple substance abusers often begin with the abuse of a single substance. This may happen because once a person begins to rely on a drug, abuses of additional substances are at a high risk for developing dependence and tolerance for other substances.

Driver Admission of Controlled Substances and Alcohol Use

Drivers who voluntarily admit to controlled substances and/or alcohol misuse are not subject to the referral, evaluation and treatment requirements of Title 49 CFR, Part 40 and Part 382 and will not be subject to adverse action by the company provided that:

- The driver does not self-identify in order to avoid testing.
- The admission of controlled substances and/or alcohol misuse is made prior to reporting for duty.
- The driver does not perform any duties until the company is satisfied that the driver has been evaluated and has successfully completed education or treatment requirements in accordance with the company's voluntary self-identification program.

The company will allow a driver, on a one-time basis, without pay, sufficient opportunity (i.e., leave of absence), to seek evaluation, education or treatment to establish control over his/her misuse of controlled substances and/or alcohol problem. The driver will be responsible for the cost of this treatment.

The company will permit the driver to return to duty only upon completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert, employee assistance professional, substance abuse professional, or a qualified drug and alcohol abuse counselor.

Prior to returning to duty in a safety sensitive function the driver is required to comply with all return to duty and follow-up testing at the direction of the substance abuse professional.

Failure to comply fully with this treatment program will subject the driver to the consequences of this policy and the reporting requirements to subsequent employers.

Confidentiality of Records

The company will maintain all records and test results in accordance with DOT regulations. Any release of these records will be at the discretion of and written consent of the driver. The company may release, without the driver's consent, the records pertaining to a driver's drug or alcohol test to decision makers in civil and criminal legal matters (e.g., lawsuit, grievances initiated by or on behalf of the driver, worker's compensation, unemployment compensation, disability compensation, court of law, etc.). The company may release, without the driver's consent, the records pertaining to a driver's drug or alcohol test to authorized representatives of government agencies with regulatory authority over the company and its drivers.

V. Commercial Vehicle Inspections

Driver Pre-Trip Inspection

A properly performed and thorough pre-trip inspection will be conducted by each driver prior to operating the vehicle. The following seven steps must be completed for each pre-trip inspection. All vehicle inspections will be documented on the driver's vehicle inspection report. If anything, unsafe is discovered during the pre-trip inspection, it must be fixed immediately. The form must be completed daily.

Company vehicles must have the following standard items:

1. Copy of written company fleet safety program
2. Current insurance card
3. Accident Reporting Kit
4. Safety belt ready for use.
5. Fire extinguisher and safety triangles.
6. First aid kit.
7. Usable spare tire, jack and lug wrench.

Review Last Vehicle Inspection Report

The driver must review the last driver's vehicle inspection report to verify that any needed repairs were made to the vehicle. If an authorized signature certifies that defects were corrected or that correction was unnecessary, the driver will sign the third signature line of the form. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are corrected.

Vehicle Documentation

The driver must verify all shipping papers, vehicle registration, insurance cards and any other paperwork required by the DOT are in his or her possession.

Vehicle Overview and Inspection

A general condition review of the vehicle is required. The driver will

- Look for damage or unusual wear to the vehicle. Examples include, vehicle leaning to one side, lights broken or inoperative, tire and rim condition, and suspension and break wear.
- Look under the vehicle for fresh oil, coolant, grease or fuel leaks.
- Perform a walk-around assessment to look for people, other vehicles, objects, low hanging wires or limbs.
- Check all tires
- Check the grease on the 5th wheel

Check Engine Compartment

After verifying the parking brake is set and wheels chocked, the driver will raise the hood and inspect the engine compartment. Check the following:

- Fluid levels
- Power steering
- Batteries
- Automatic transmission
- Belts for cracks or wear
- Tightness in alternators, water pumps and air compressor
- Cracked, worn electrical wiring insulation

Start Engine and Inspect Inside the Cab

The driver will verify that the parking brake is set, place gearshift in neutral, start engine and listen for unusual noises. Then check the following:

- Look at gauges (oil, ammeter/voltmeter, coolant temperature, engine oil temperature, warning lights and buzzers)
- The condition of controls. Look for looseness, sticking, damage or improper setting (steering wheel, clutch, accelerator, brake controls [foot brake, trailer brake, parking brake, retarder controls], transmission controls, inter-axle differential lock, horn[s], windshield wiper/washer, and lights [headlights, dimmer switch, turn signal, four-way flashers, clearance, identification, marker light switches])
- The condition of mirrors and windshield/windows
- Location of emergency equipment (three red triangles, properly charged and rated fire extinguisher, tire chains, emergency phone number list and accident reporting kit)

Check Lights

The driver will make sure parking brake is set, engine is off and ignition key is out of the switch then check the following items:

- Headlights (low and high beams)
- Emergency flashers
- Parking, clearance, side marker and identification lights
- Turn signals
- Brake lights (a helper will be required to complete this task)

The driver will clean all lights, reflectors, and glass as needed.

Test Brakes

For hydraulic brakes, the driver will pump the brake pedal three times, then apply firm pressure to the pedal and hold for five seconds. The pedal should not move. For air brakes, verify the slack adjusters do not move more than one inch.

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The driver will check the following additional items:

- Brake drums (or disks), linings, and hoses for cracks or other visible damage, appropriate liner thickness and presence of oil or grease
- Check air hoses for worn areas or the presence of cuts or other damage. Shut off the engine and test low pressure warning signal
- Verify spring brakes activate with low air pressure (usually in a range between 20-40 psi)
- Check the rate of air pressure buildup (typically 85-100 psi within 45 seconds in dual air systems).
- Test air pressure leakage (with a fully charged air system typically 125 psi)
- Verify loss rate does not exceed two psi in one minute for single vehicles and three psi in one minute for combination vehicles.
- Check air compressor governor cut-in and cut-out pressures.
- Test parking brake with transmission in low gear. Test service brake for left or right pulling when service brakes are applied.

En-Route Inspections

Once on the road, the driver must examine his or her vehicle and cargo:

- At each change of duty status
- After driving for 3 hours
- After driving for 250 miles

If a problem is found, the driver must either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility. For vehicles transporting hazardous materials, the driver must examine its tires at the beginning of the trip and each time the vehicle is parked.

During each stop the driver will check the following items:

- Tires, wheels and rims
- Brakes
- Lights and reflectors
- Brake and electrical connections to trailer
- Trailer coupling devices
- Cargo securement devices

Post Trip Inspections

A properly performed and thorough post-trip inspection will be conducted by each driver at the completion of operating the vehicle for their shift. The same seven steps must be completed for each post-trip inspection as is done during the pre-trip inspection. All vehicle inspections will be documented on the driver's vehicle inspection report. If anything, unsafe is discovered during the post-trip inspection, it must be fixed immediately. The form must be completed daily.

VI. Hours of Service

Hours of service regulations can be found in Part 395 of the Federal Motor Carrier Safety Regulations. Hours of service regulations must be followed for all commercial motor vehicle drivers. A commercial motor vehicle is a truck, or truck-tractor with a trailer, that is involved in inter or intrastate commerce and:

- Weights (including any load) 10,001 pounds or more, or
- Has a gross vehicle weight rating or gross combination weight rating of 10,001 pounds or more, or
- Is transporting hazardous materials in a quantity requiring placards.

Interstate commerce occurs when the cargo is transported from one state or country to another. Intrastate commerce usually (but not always) means that the cargo stays or the services occur in a single State. The State of MA has adopted the Federal Motor Carrier Safety Administration's (FMSCA) regulations for hours of service.

The Hours of Service has three maximum duty limits that must be followed at all times. The three limits are the 14 hour "driving window" limit, the 11 hour driving limit, and the 60 hour/ 7 day and 70 hour/8 day limits.

14 Hour Driving Window

The 14-hour driving window is also called the daily limit. A driver is allowed a period of 14 consecutive hours in which the driver can drive up to 11 hours after being off duty for 10 or more consecutive hours. The 14 hours begins when start any kind of work.

11 Hour Driving Limit

During the 14-hour driving window a driver is only allowed to drive for up to 11 total hours. Once the 11 total hours have been driven the driver must be off duty for another 10 consecutive hours before driving again.

Thirty Minute Rest Break

The hours of service regulations require that if more than 8 consecutive hours have passed since the last off duty period of at least 30 minutes, a driver must take an off-duty break of at least 30 minutes before driving. Meal breaks or any other off duty time of at least 30 minutes qualifies as a break. This break does count against the 14-hour driving window limit.

60/70 Hour Duty Limit

The 60/70-hour limit is based on a 7- or 8-day period. This limit is also known as the weekly limit. The limit is based on a “rolling” or “floating” 7- or 8-day period, it is not based on a “set” week. The limit is based on one of these two limits:

- If the company does not operate every day of the week, the driver is not allowed to drive a commercial motor vehicle after they have been on duty for 60 hours during any 7 consecutive days. The driver will not be able to drive a commercial vehicle for anyone until they are off duty for enough days to get below the limit.
- If the company does operate every day of the week, the company may assign the driver to a 70 hour/8-day schedule. This means that the driver is not allowed to drive a commercial motor vehicle after they have been on duty for 70 hours during any 8 consecutive days. The driver will not be able to drive a commercial vehicle for anyone until they are off duty for enough days to get below the limit.

34 Hour Restart

The 34-hour restart is when the driver takes 34 or more consecutive hours off duty to “restart” the 60-70-hour clock. The driver may perform other on-duty tasks, such as loading or unloading and paperwork, after reaching the 60/7- or 70/8-hour limits. The driver may not legally drive a commercial motor vehicle on a public road when that limit has been reached. This 34-hour restart is an optional, not a mandatory regulatory provision.

On Duty Time

On-Duty time includes all the time that the driver is working or is required to be ready to work. The following activities are considered on-duty time:

- The time at the facility waiting to be dispatched, unless the driver has been relieved from duty.
- The time inspecting, servicing, or conditioning any truck, including fueling it and washing it at any time.
- The time driving the commercial motor vehicle.
- The time loading, unloading, supervising, or attending to the truck or handling paperwork.
- The time spent providing a drug/alcohol sample test, including any travel to and from the collection site.
- The time spent doing any other work for the company, including giving or receiving training and driving a company car.
- The time spent doing paid work for anyone who is not a motor carrier, whether paid or not, and all time the driver is doing paid work for anyone else.

VII. Driver's Daily Log

Drivers are required to log their hours to show compliance with the hours of service regulations. Logbooks do not need to be filled out if the driver falls under an exception. The logbook must be filled out as the day progresses. The pages of the logbook are for a 24-hour time period. Government inspectors may check a driver's logbook at any time. The driver must have a log for each day of the last 8 days that they were required to log (the driver may have been under an exception on some of those days). The current day's log must be current to the driver's last change of duty status.

Exceptions from Logging Requirements

A driver does not need to complete a logbook if one of the following exceptions are met:

100 Air Mile Radius

- If the driver drives within a 100-air mile radius of their normal work reporting location.
- The driver returns to the work reporting location and is released within 12 consecutive hours, and
- The driver follows all other basic hours of service rules including the 10 hours off duty and 11 hour driving requirements.

This exception is optional, the company or the driver may choose to use a logbook even though the driver is within the 100-air mile radius so that the driver does not have to be released from work within 12 hours that day.

Non-CDL Short Haul

A driver is not required to complete a logbook on if they come under this exception. The non-CDL short haul exception applies to days when the driver:

- Drives a truck that does not require a CDL,
- Works within a 150-air mile radius of their normal work reporting location and returns there each day,
- Follows the 10 hours off duty and 11 hour driving requirements,
- Does not drive after the 14th hour after coming on duty on 5 days of any period of 7 consecutive days, and
- Does not drive after the 16th hour after coming on duty on 2 days of any period of 7 consecutive days.

Logbook Requirements

The logbook must include a 24-hour graph grid and include the following information on each page:

- Date
 - The month, day and year for the beginning of each 24-hour period.
- Total Miles Driving Today
 - The total number of miles the driver drove during the 24-hour period.
- Truck Or Tractor And Trailer Number
 - The vehicle (s) number.
- Name Of Carrier That The Driver Is Working For
 - The name of the company.
- Main Office Address
 - The city and state is sufficient.
- The Driver's Signature
 - By signing the driver certifies that the log is true and correct.
- Remarks
 - This is the area where the driver must list the city/town and State abbreviation when a change of duty status occurs. They should also explain any unusual circumstances or log entries that may be unclear when reviewed later, such as encountering adverse driving conditions.
- Total Hours
 - The total hours must be added up for each duty status at the right side of the grid. The total entries must equal 24 hours.
- Shipping Document Number (S) Or Name of Shipper And Commodity
 - For each shipment the shipping document number (such as a shipping manifest number) or the name of the shipper and what is being hauled.

The Graph Grid

The driver must keep the grid on the log current to the last change of duty status. The grid will have the starting time and the hours marked above it. The driver must draw lines on the grid as follows:

- Off Duty
 - Draw a solid line between the appropriate time markers to show the periods of time you (the driver) are off duty.
- Sleeper Berth
 - Draw a solid line between the appropriate time markers to show the periods of time you (the driver) are resting in a sleeper berth.
- Driving
 - Draw a solid line between the appropriate time markers to show the periods of time you (the driver) are behind the wheel of a commercial motor vehicle in operation.
- On Duty (Not Driving)
 - Draw a solid line between the appropriate time markers to show the periods of time you (the driver) are duty, but not driving a commercial motor vehicle. Time spent driving a non-CMV for a carrier would be included here.

The “Remarks”

Each time the driver changes their duty status, they must write down the name of the city/town and State abbreviation in this section of the graph grid. This section may also be used to write down other things, such as shipping information, a note about adverse driving conditions or when a State line is crossed.

VIII. Commercial Vehicle Cargo Securement

Cargo securement is extremely important to the safety of the driver, his or her vehicle and other vehicles using the road. Loads should be examined within the first 50 miles of initial transport and again at all following stops. All tie-downs, tarps, doors, hatches, blocks/chocks, straps/chains/binders, tires, placards, lights, etc. are to be verified as secure, meaning they cannot damage the cargo or come loose and fall off the vehicle. All securement shall be in accordance with DOT and equipment/machinery Manufacturer’s requirements.

IX. Traffic and Road Reports

Robert B. Our Co., Inc. will work to select the safest delivery routes. The company will use various tools at their disposal to investigate:

- Road conditions
- Heavy traffic
- Road closures
- Dangerous intersections or roads
- Stops near crests of hills, at blind corners or on busy roads
- Tunnels, bridges and overpasses
- Road construction
- Steep grades
- Roads that may have seasonal concerns
- Heavy pedestrian areas

X. Law Enforcement Stops/Roadside Inspections/Weigh Stations

Robert B. Our Co., Inc. expects drivers to behave in a professional and courteous manner when pulled over by law enforcement, going through weigh stations or if asked to participate in a roadside inspection. Directions given by the official should be strictly followed. Failure to comply with the procedures set forth below may result in disciplinary actions up to and including termination.

Roadside Inspection Procedures

When a driver is required to participate in any of the above actions, he or she must pull off the road immediately to an area designated by the officer. If the driver believes that the designated area is unsafe for the driver and/or the officer, the driver will state his or her concerns to the officer in a courteous and professional manner. Once the inspection is underway, the driver shall follow the directions given by the officer and act appropriately.

The results of all stops and inspection must be reported to the company during the driver's next scheduled check-in call. The driver must turn in all inspection reports to Robert B. Our Co., Inc. upon arrival.

If the vehicle or driver is placed out of service, the driver must notify the Transportation Manager immediately so Robert B. Our Co., Inc. can notify the customer of any delays that may result. A vehicle that is placed out of service cannot be operated until all repairs required by the out of service notice have been completed.

Disposition of Report

Upon receiving a roadside inspection report, Robert B. Our Co., Inc., will make arrangements to correct any defects still outstanding. Within 15 days of the inspection, Robert B. Our Co., Inc. will certify that all defects have been corrected by completing the signature of carrier official, title and date signed portions of the Inspection Report Form. The form will then be mailed to the issuing agency at the address indicated on the form.

The driver will be notified when defects have been corrected. Roadside inspection reports will be analyzed for ways to reduce the number of violations and lower the out of service rate. A copy of the roadside inspection report will be retained for three years.

XI. DOT Hazardous Materials Operations

No employee will offer or accept a hazardous material for transportation in commerce unless that employee is registered in conformance with the Hazardous Materials Regulations found in Parts 171 through 180 and include:

- Part 171 – general information, regulations and definitions
- Part 172 – Hazardous materials table, special provisions, hazardous material communications, emergency response information and training requirements
- Part 173 – Shippers – General requirements for shipments and packages
- Part 174 – Carriage by rail
- Part 175 – Carriage by aircraft
- Part 176 – Carriage by vessel
- Part 177 – Carriage by public highway
- Part 178 – Specifications for packaging
- Part 179 – Specifications for tank cars
- Part 180 – Continuing qualification and maintenance of packages

All drivers who transport hazardous materials will comply with 49 CFR Part 397 – Transportation of Hazardous Materials; Driving and Parking Rules.

License Endorsement/Permits

All drivers who transport hazardous materials will possess and maintain a hazardous materials endorsement on their commercial driver's license in accordance with 49 CFR Part 383 – Commercial Driver's License Standards; Requirements and Penalties and will have a safety permit as described in 49 CFR Part 385, Subpart E - Hazardous Materials Safety Permits.

Training

Employees will be trained initially before hazardous material duties are assigned, provided refresher training every three years during the period of employment, and provided with appropriate retraining anytime changes occur in hazardous materials transportation duties.

Hazardous material duties include loading, unloading, or handling shipments of hazardous material incidental to their movement, preparing shipping papers, preparing hazardous material for transport, and operating a vehicle used to transport hazardous materials.

Training will include the following topics:

- General awareness/familiarization training
 - At a minimum, all hazmat employees will have a general understanding of the entire hazardous materials transportation program, so that they know how their jobs fit into the system

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- Function-specific training
 - Each employee (by job function) will also be trained on any requirements specific to the products being transported
- Safety training regarding measures the employee must take to protect against hazards
 - Persons handling or potentially exposed to hazardous materials during the cycle of transportation (drivers, loaders, loading dock workers, warehousemen, etc.) will be trained in safe handling and emergency response procedures applicable to the hazards to which they may be exposed
- Security risk awareness training
 - Each hazmat employee will be trained to recognize and protect against potential terrorist threats involving hazardous material shipments
- Security plan training
 - For operations that require a written security plan, each hazmat employee will be trained in company security objectives, organizational structure and specific procedures, and responsibilities or actions required
- Driver Training
 - In addition, specific training requirements for drivers will be provided based on 49 CFR Part 177 and Part 397

Training documentation will be located in the driver's qualification file and will include:

- Hazmat driver's name
- Most recent completion date of the training
- A description, copy, or location of the materials used to meet the training requirements
- Trainer's name and address
- Confirmation with certainty by signature of the person responsible for the requirements in this Hazardous Materials Operations section that the hazmat employee has been trained and demonstrates understanding of the training by successfully passing a (written test, oral test, and/or practical test).

XII. Vehicle Breakdown and Road Repair

We expect that proper vehicle inspection and preventative maintenance programs in place will minimize potential road breakdowns. We are committed to providing our drivers with expedient service for equipment breakdown.

When we have a breakdown, driver and public safety is top priority. We have developed and implemented the procedure detailed below that all drivers are required to follow.

Vehicle Breakdown and Road Repair Procedures

Before beginning a trip, driver will perform a pre-trip inspection per the procedure noted above in Section VI above. Driver will confirm that all required safety equipment is in vehicle and operable. This will be at a minimum; fire extinguisher, reflective triangles, fuses, and accident kit.

If a Breakdown Occurs:

The procedure noted below shall be implemented:

- Drivers will don and wear Class 2 or 3 vests.
- Safely stop and secure the vehicle. Set the parking brake, activate emergency flashers and ensure vehicle will not move.
- Safely place warning devices per . 392.22 of DOT within ten minutes.

The driver can then seek assistance after setting warning devices and securing vehicle. Driver shall have information on exact location (city, road, direction, mile marker, nearest exit) of vehicle and location of driver if different. Driver provide specific information about breakdown to assist maintenance department in identifying possible causes. If it is a tire related problem, have tire size information available.

Once breakdown is reported to Operations Dispatcher, he/she will forward call to fleet maintenance. Maintenance will assess situation and take appropriate course of action. Driver will be notified if a vendor or company repair person will respond.

After completion of repair, driver notify dispatcher then prepare vehicle to resume operations; turn on flashers and safely removing warning devices.

Forward all paperwork to the Maintenance Department. The information will be placed in vehicle's file.

After Hours Breakdown

If the breakdown occurs after Company normal operating hours, the driver will contact:

Maintenance:

Normal operating hours are posted as:

- | | |
|--------------------------|----------------------|
| - Monday through Friday, | 6:00 A.M. –5:30 P.M. |
| - Saturday | 6:00 A.M.—3:00 P.M. |

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Driver responsibilities during a breakdown include:

- Safely stop and secure vehicle, check load for securement.
- Safely place warning devices per DOT
- Call in breakdown with description of problem.
- Notify dispatcher either when repairs completed, or vehicle towed.
- Safely turn on flashers and remove warning devices.
- Forward paperwork to Maintenance.

Operations/Dispatch responsibilities include:

- Forward driver notification to Maintenance.
- Notify customer of a delay
- Follow up on repairs and vehicle/driver status.

Maintenance Department responsibilities include:

- Determine nature of breakdown and most effective means of repair.
- Locate, contact and dispatch vendor for repair if necessary.
- Taking care of vendor documentation on repair and billing.
- Ensure repair records are routed to vehicle file



DOT Roadside Inspection Check List
Preparation for – Please Check Off

- o Medical Card
- o Driver's License
- o Bluetooth Headset
- o Permit / Registration book -up to date & complete
- o 1 Chock block
- o 3 Reflective triangles
- o Fire Extinguisher with tag -NOT EMPTY / NOT EXPIRED
- o Proper PPE
- o Spare fuses – 1 for each type
- o Spill kit – If applicable
- o Tire Gauge

- o All tires in Good Condition
- o DVIR's completed daily

Make sure you wear your seat belt at ALL times
Use Blue tooth -NO handheld telephone uses
The above items must be in your vehicle always.

Drivers Name

Date

Signed, acknowledged & understood

Robert B. Our – Drive Time

***No Holding / Carrying Over Any Hours – NO EXCEPTIONS**

Calculating Time:

Rule of Thumb - Start time is to begin at the Job Start Time or Instructed Time to arrive from Dispatch whichever is first. End time is “arrival” back to RBO Yard.

When Pre-loaded Out from Yard – Start time is your ‘departure’ from yard, end time is “arrival” back to yard.

When Pre-loaded Into Yard – Start time is the “job start time” or “instructed time” to arrive from Dispatch whichever is first. “End time” is arrival at yard.

When preloaded Out and Into Yard – Time calculated from “departure” from yard to “arrival” back at yard.

When Dumping at Yard – 15 Minutes will be allowed for dumping at yard. Therefore, end time should be 15 minutes after arrival at RBO Yard.

Loading Out of Yard

- Self-Loading – 30 minutes to be added from departure from the Yard.
- Operator loading – 15 minutes to be added from your departure from the Yard.

Extended Morning Commute Compensation – Drivers will be compensated for morning commute outside of our regular realm of work. This will be decided on a case by case basis at the discretion of the Company.

- If you feel that you were dispatched to a job that fits this criterion, please simply call and ask.

Breakdowns – Drivers will be paid regular time for time during breakdowns.

Equipment Drop Offs and Pick Ups – Drivers will be paid regular time for trailer pick-ups, tractor drop-offs, etc.

Taking Trucks Home – Please keep in mind this is a Privilege not a Right. (Moving forward, RBO will be limiting the taking of trucks homes).

Initial _____

Robert B. Our Co., Inc. Fleet Program



When Starting Your Day with Truck at Home

- Not loaded (empty) – Time starts at “job” start time.
- Bringing the truck to Yard for fuel etc., is your responsibility
- Pre-Loaded (out) time starts from “departure” from home.

When Ending Your Day Bringing Truck Home

- Empty time “ends” upon arrival to your house
- Loaded – time ends upon arrival to your house
- In ANY case, when you bring the Truck to RBO Yard before going home, time ends at RBO yard.