

## **Chapter 10 VEHICLE SAFETY**

Vehicle safety is a critical safety factor for Sign Designs and its employees. We can control our jobsites and workplaces, but cannot control the behavior of drivers around us. We can promote safe driving behavior to protect ourselves from those drivers around us.

According to government statistics, key factors contributing to vehicle accidents include:

- Exceeding Speed Limits
- Driver Fatigue
- Distracted Driving
- Backing up Unsafely
- Driving a Poorly Maintained Vehicle

When an accident occurs, injury is much more likely when drivers or passengers are not wearing seatbelts, and when loads are not properly secured.

### **Policy**

All company vehicles will be operated only by employees authorized by company management for specific company purposes. An employee must be trained for safe operation of each vehicle. Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate manager notified.

Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.

All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.

All authorized employees must possess a valid California driver's license for the class vehicle authorized.

Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license. Drivers Motor Vehicle records must meet the company expectations outlined later in this program.

### **Responsibilities**

#### **Management**

Provide annual defensive-driver training (or equivalent) for all employees authorized to operate company vehicles.

Train employees on the safe operation of each vehicle.

Train authorized employees on vehicle inspection and accident procedures.

Maintain company vehicles in a safe condition.

Maintain active insurance policies on all company vehicles.

#### **Department Heads**

Allow only authorized employees to operate company vehicles.

Maintain a list of authorized employees in their department.

Arrange for required periodic maintenance checks on assigned vehicles.

Maintain a vehicle maintenance file for each vehicle.

Immediately remove from service any vehicle with any safety defect.

Not allow operation of any company vehicle by an authorized employee taking medication that warns of drowsiness.

Establish a key control program for all assigned vehicles.

### **Authorized Employees**

Operate company vehicles in a safe, responsible manner and obey all traffic laws.  
Participate in driver-training programs.

Participate in the company drug-testing program.

Ensure all vehicle occupants use seatbelts before moving the vehicle.

Follow safe fueling procedures.

Conduct a pre-use inspection before any first daily use.

Inspect and secure any load. Loads may not exceed the weight limit posted on the vehicle.

Immediately report any safety defects or vehicle problems.

Report use of all prescription medication. Employees are not permitted to drive while on medication, or under the influence of drugs or alcohol.

Do not permit any unauthorized passengers in any vehicle.

Secure all vehicles.

Drive with courtesy. Remember that our vehicles represent our company.

Do not abuse the vehicle.

### **Vehicle Inspection**

**Driver Inspections** - Prior to each first daily use the driver shall inspect the vehicle for proper operation. Sign Designs has established a vehicle inspection check list that is to be completed daily prior to operation of the vehicle.

## **VI Driving Safely**

### **Starting**

- Conduct pre-use inspection
- Use seatbelts at all times
- Adjust seat & mirrors before starting vehicle
- Allow a 15 second warm up time
- Check for warning lights

### **Driving**

- Do not drive if drowsy
- Think ahead - anticipate hazards
- Don't trust the other driver to drive properly
- Don't speed or tailgate
- Drive slower in hazardous conditions or hazardous areas
- Pass only in safe areas and when excessive speed is not required
- No loose articles on floor
- Do not read, write, apply make-up, drink, eat or use a phone while driving
- Do not talk on a cell phone or text while driving. If a call needs to be made or accepted, pull over when safe to make or accept the call.
- Stay at least three seconds behind the vehicle ahead
- Do not stop for hitchhikers or to provide roadside assistance

### **Backing**

- Back slowly & be ready to stop
- Do not back up if anyone is in path of vehicle travel
- Check clearances
- Don't assume people see you
- Get out & check if you cannot see from the driver's seat

### **Stopping**

- Park only in proper areas, not roadsides
- Use warning flashers & raise hood if vehicle becomes disabled

### **Accidents**

Do not admit responsibility

Notify Sign Designs and law enforcement as soon as possible

Cooperate with any law enforcement officers

Move the vehicle only at the direction of a law enforcement officer

Fill out all sections of the accident report provided in each vehicle

Do not sign any forms unless required by a law enforcement officer

At the scene get the following information

- Investigating officer name and law enforcement agency
- Make, Model & License Plate number of other vehicles
- Names, addresses and phone numbers of all witnesses
- Name, address & license of other drivers
- Photos of accident
- all 4 sides of all vehicles
- roads and intersection at the scene

- interior of all vehicles - seating & floor areas

## **VII Reviewing Drivers**

An annual review will include the evaluation of the driver's files for:

- Public complaints
- Excessive maintenance expenses or vehicle abuse
- Accident and violation history from a current Motor Vehicle Reports

### **Motor Vehicle Reports (MVR)**

All drivers are enrolled in the California Pull Notice Program

#### **Acceptable driving records include the following expectations:**

- No major violations within the last three years
- No more than two at-fault accidents or moving violations within the last three years.

Drivers who develop an unacceptable record will be considered for one-year probation. If the record continues to be unacceptable, our company will consider the following actions:

- Reassignment to a non-driving position
- Termination of employment

The driver will sign a statement indicating that he or she understands the reason for the probation and the consequences if the probation is violated. ]

### **Evaluating New Drivers**

Each new driver will receive a road test to evaluate his or her driving ability.

(Applicants with seven points or more pose a Significantly greater risk of accident potential)

### **Major Violations**

We will not hire drivers with any major violation in the past three years unless it is on a probationary period. Major violations include:

- Evading arrest
- Illegal possession
- Operating without care
- DUI/DWI (alcohol or drug)
- Refusing an alcohol test
- Driving while impaired
- Failure to stop for an accident
- Driving to endanger life
- Participating in a racing contest
- Misrepresentation to avoid arrest
- Traffic violation resulting in death
- Vehicle use in connection with a felony

- Misrepresentation to obtain a driver's license
- Revocation of driver's license for any reason
- Driving 25 mph or more over the posted limit
- Operating while driver's license is suspended or revoked
- Operating after driver's license has been denied

### **Monitoring and Communication**

All of the work vehicles used in daily operations are equipped with a GPS Tracking System. This system allows management to monitor driving habits, and unusual situations on the road. Notices are generated for speed, hard breaking, erratic driving, etc. These notifications help in determining if a driver is in distress or fatigued. Normal driving habits can be modified to achieve the safest driving practices.

When a notification is received, management may contact the driver by cell phone. Do not answer the call. Pull over to a safe place, and return the call. You and a supervisor together can assess your ability to safely continue your journey.

### **Driver Fatigue**

Driver fatigue is a serious problem resulting in many thousands of road accidents each year. These types of crashes are about 50% more likely to result in death or serious injury as they tend to be high speed impacts because a driver who has fallen asleep cannot brake or swerve to avoid or reduce the impact.

Sleepiness reduces reaction time (a critical element of safe driving). It also reduces vigilance, alertness and concentration so that the ability to perform attention-based activities (such as driving) is impaired. The speed at which information is processed is also reduced by sleepiness. The quality of decision-making may also be affected.

It is clear that drivers are aware when they are feeling sleepy. Most of the things that drivers do to try to keep themselves awake and alert when driving are ineffective. Rolling down windows, turning up the radio volume, caffeine (not preceded by a nap), etc. are temporary ineffective attempts to remain alert. Once fatigue settles in, a driver is less aware of what's happening around them. Judgment and decision-making abilities are impaired, and reaction times slow. As fatigue and drowsiness increase, a driver may lapse into short periods of "micro-sleep" when they might veer off the road or collide with another vehicle.

### **Policy on Fatigue**

Your safety is more important than any task at Sign Designs. Sign Designs will never ask you to continue to drive while fatigued. If you find that you are suffering from fatigue while driving, pull off to a safe place and call Sign Designs. If after hours, call any supervisor. You will receive instructions on the best place to rest.

Prior to resuming driving, it is important to contact Sign Designs so management can help monitor your progress, and ability to continue safe driving. Let your body direct your need to take a break.

Important: Do not communicate by cell phone unless you pull over to a safe place.

### **Symptoms of Driver Fatigue**

Watching for these warning signs can help you recognize that you're fatigued:

- Difficulty focusing and inattentiveness
- Repeated yawning, head bobbing and inability to keep eyes open
- Feeling restless, irritable or impatient
- Disconnected or wandering thoughts
- Brief lapses in memory or "zoning out"
- Drifting to the shoulder or the adjacent lane
- Shallow breathing, burning eyes and back tension
- Abnormal driving behavior, such as inappropriate speed, tailgating or ignoring traffic signs

Crashes caused by tired drivers are most likely to happen:

- on long journeys on monotonous roads, such as freeways
- between 2am and 6am (this is not typical of sign company drivers)
- between 2pm and 4pm (especially after eating)
- after having less sleep than normal
- if taking medicines that cause drowsiness
- after long working hours or on journeys home after long shifts.

### **How To Avoid Falling Asleep at the Wheel**

Driving when you are tired greatly increases your accident risk. To minimize this risk

- Make sure you are fit to drive. Do not begin a journey if you are tired. Get a good night's sleep before embarking on a long journey.
- Avoid undertaking long journeys between midnight and 6am, when natural alertness is at a minimum
- If you feel sleepy, stop in a safe place. Do not stop on the hard shoulder of a freeway
- The most effective way to counter sleepiness is to take a short nap (15-45 minutes). Do not drive immediately after the nap. Be sure to take some time to fully awaken.

### **Solo Drivers**

- At least 20 minutes of break from driving for every 5 hours of work time – including at least 10 consecutive minutes, during or at the end of five hours.
- No more than 168 hours of work time in any 14 day period.
- At least 27 hours non-work time in any 72 hour period including at least 3 periods of at least 7 continuous hours of non-work time.
- No more than 17 hours between non-work time periods of at least 7 continuous hours
- If shift work on five or more consecutive days, at least 24 hours continuous hours of non-work time between shift changes.
- At least two periods of 24 continuous hours non-work time in any 14 day period

### **Two-Up Drivers**

- At least 20 minutes of break from driving for every 5 hours of work time – including at least 10 consecutive minutes, during or at the end of five hours.
- No more than 168 hours of work time in any 14 day period.

- At least 7 hours non-work time in any 24 hours (may be spent in moving vehicle, stationary vehicle or elsewhere).
- If shift work on five or more consecutive days, at least 24 hours continuous hours of non-work time between shift changes.
- At least one period of 7 hours of continuous non-work time in any 48 hour period (cannot be spent in a moving vehicle, may be stationary or spent elsewhere).

### **Alcohol and Medicines**

Alcohol is strictly prohibited when driving for Sign Designs. Even small amounts of alcohol, well below the legal drink drive limit, will exacerbate driver sleepiness, so that a tired driver who has had some alcohol will be even more impaired and likely to crash.

Many over-the-counter medicines, including remedies for coughs, colds, flu and hay fever, cause unwanted drowsiness which might impair driving. Warnings about drowsiness are not always clear so, for example, if the label says "may cause drowsiness", assume that it will do so.

### **Training**

Any employee who drives for Sign Designs, including Installers, Service Techs, Permit Personnel, and Sales Personnel, must receive fatigue training prior to driving. Training is conducted by the installation manager, and includes:

- Causes of Fatigue
- Warning Signs of Fatigue
- Management of Fatigue
- Company Policy of Fatigue

The training also includes the "Safe-T Sleep, Alertness and Fatigue Education for Truckers" videos from the American Academy of Sleep Medicine.

# SIGN DESIGNS, INC. DRIVER'S VEHICLE INSPECTION REPORT

DATE \_\_\_\_\_ TRUCK# \_\_\_\_\_ DRIVER \_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_ ENDING MILEAGE \_\_\_\_\_  
MUST AGREE WITH PRIOR ENDING MILEAGE

### POWER UNIT (PLACE AN X IN THE APPROPRIATE BOX) EXPLAIN ANY FAILED CHECKS

Pre-Trip Pass Fail	Post-Trip Pass Fail	Pre-Trip Pass Fail	Post-Trip Pass Fail	Pre-Trip Pass Fail	Post-Trip Pass Fail
<input type="checkbox"/> <input type="checkbox"/> Fluid Levels & Leaks	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Horn, Defroster, Heater	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Front Axle	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Cooling System	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Mirrors/ Wndshld/Wndws	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Lights/Signals	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Exhaust System	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Susp/Frame & Fuel Tank	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Oil Pressure	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Steering	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Brakes-Service/Parking	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Tachometer	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Battery	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Clutch	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Safety Equipment	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Carburetor	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Reflectors	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Engine	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Tires/Wheels/Lugs	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Flags/Flares/Fuses	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Rear End	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Seatbelts	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Spare Bulbs & Fuses	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Starter	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Cab Conditions	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Reflectors	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Springs	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Air Compressor	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Other _____	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Transmission	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Air Lines	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Wipers/Washers	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Drive Line	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

### BOOM/CRANE (PLACE AN X IN THE APPROPRIATE BOX) EXPLAIN ANY FAILED CHECKS

Pre-Trip Pass Fail	Post-Trip Pass Fail	Pre-Trip Pass Fail	Post-Trip Pass Fail	Pre-Trip Pass Fail	Post-Trip Pass Fail
<input type="checkbox"/> <input type="checkbox"/> Loadline/Hood	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Boom Raise/Draw Works	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Generator-Charge Rate	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Ext Cable/Pins/Pulley	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Rotation Gearbx/Gears/	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Welder/Generator	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Guide Rods/Blocks/	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Pulleys/Belts	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Supports/Safety Devices	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Rollers/Bearings	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Gear Slap/Gear Wear	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Ladders/Baskets	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Lubrication Points	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Electrical/Brushes/	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Other _____	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Tubes	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Switches/Wiring	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Winch Box/Gears/Shafts/	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Remote Cont Cranes/	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Pulleys/Belts	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Reel & Cable	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Hydraulic Lines/Leaks	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Oil-Gear Boxes/Hyd Tank	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

### TRAILER (PLACE AN X IN THE APPROPRIATE BOX) EXPLAIN ANY FAILED CHECKS

TRAILER # \_\_\_\_\_

Pre-Trip Pass Fail	Post-Trip Pass Fail	Pre-Trip Pass Fail	Post-Trip Pass Fail	Pre-Trip Pass Fail	Post-Trip Pass Fail
<input type="checkbox"/> <input type="checkbox"/> Tires/Wheels/Lugs	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Suspension	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Landing Gear	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Hitch & Safety Chains	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Electrical Line, Plug Rec	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Cargo Security Equip	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Brakes	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Deck	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Other _____	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Lights & Reflectors	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> Emer Brake-Away Cable	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

REMARKS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAINTENANCE ACTION \_\_\_\_\_ 10-8 \_\_\_\_\_

CERTIFIED \_\_\_\_\_