

1.0 Driver Safety Rules

- The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including termination of employment.
- No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in company vehicles must wear seat belts, even if air bags are available.
- No unauthorized personnel (e.g. hitchhikers) are allowed to ride in company vehicles.
- Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- Headlights shall be used one half hour before sunset, one half hour after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
- All other state laws, local laws, or DOT motor carrier safety regulations must be obeyed.

2.0 Defensive Driving Rules

- Drivers are always required to maintain a safe following distance.
 - Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
 - Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo, and at least four seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Avoid driving in other drivers' blind spots; attempt to maintain eye contact with other drivers, either directly or through mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 miles per hour (MPH).

- Turn signals must be used to show where you are heading while entering into traffic, before every turn, or to signal a lane change.
- When passing or changing lanes, signal to alert other drivers of your intent. Use your mirrors to view your adjacent and rear surroundings. When you have determined you have ample room to safely merge into the lane, accelerate or decelerate to do so. Set up mirrors using the blind spot and glare elimination mirror setting method.
- Be aware of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a yellow caution light. Approach a stale green light with your foot poised over the brake to reduce the reaction time necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing, but when necessary, keep the distance traveled to a minimum and be careful.
 - Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing and/or have someone guide you.
 - Back to the driver's side. Do not back around corners or into areas of no visibility.

3.0 Cell Phone

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

- Employees must adhere to all federal, state, or local rules and regulations regarding the use of cell phones while driving.
- Employees shall not use handheld cell phones while driving. Should an employee need to make a business call while operating a vehicle, he/she should locate a lawfully designated area to park and make the call.
- Employees may use handsfree cell phones to make and receive business calls. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, inclement weather), the employee should locate a lawfully designated area to park and continue the call.

4.0 What to Do in Case of an Accident

To minimize the results of an accident, the driver must prevent further damages or injuries, obtain all pertinent information, and report it accurately.

- Call for medical aid if necessary.
- Secure the accident scene: pull onto the shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Call the police. All accidents, regardless of severity, must be reported to the police.
- Record names and addresses of driver, witnesses, occupants of the other vehicles, and any medical personnel who may arrive at the scene.
- Complete the form located in the accident packet located in your vehicle. Pertinent information to obtain includes:
 - License number of other drivers
 - Insurance company names and policy numbers of other vehicles
 - Make, year, and model of other vehicles
 - Date and time of accident
 - Overall road and weather conditions
- Draw a diagram of the accident scene, and note the street names and locations of traffic signs, signals, etc. Take pictures of the scene, vehicle damage, road conditions, etc. Take up-close and full-frame pictures to document the scene.
- Do not discuss the accident with anyone at the scene except the police. *Do not* accept any responsibility for the accident. *Don't* argue with anyone.
- Provide the other party with your name, address, phone number, driver's license number, and insurance information.
- Immediately report the accident to _____. Provide a copy of the accident record and/or your written description of the accident to _____ as soon as possible.
- Cooperate fully with any follow-up from insurance personnel.

Pulling out of a spot by driving forward is always safer than backing out of a parking spot. The reason is you are more aware after you have been driving than you are at the start of driving. Reverse requires more skill.

Get into the habit of doing a walk around before backing out, this will verify that there is not a child or animal behind or in front of your vehicle and you can use that walk around to ensure that you shut all of your vehicle doors, and did you strap down that ladder?

The use of orange cones is a good idea as well.

If you can avoid parking in customers driveways, try to park on the street. Your van may have an oil leak or you may be blocking a customer's vehicle from coming or going.

School has or will be starting very soon. Watch out for kids they will dart out in front of you like a deer.

Remember you are driving a BIG billboard with Metal Masters name all over it. Driving like a A-hole doesn't look good for the company's image.