

Jay Industries, Inc.

Motor Vehicle Operations Policy

7/28/22

These guidelines will ensure that Jay Industries, Inc.:

1. Hires capable operator;
2. Only allows eligible operators to drive an eligible motor vehicle
3. Trains and supervises operators;
4. Maintains vehicles properly.

This policy covers motor vehicles that are owned, leased or rented by the company or is a driver-owned vehicle operated during work time. Adherence to this written program can improve:

1. Traffic safety performance;
2. Minimize the risk of motor vehicle incidents;
3. Help to keep our employees safe and our costs as low as possible.

Copies of the written program may be obtained on the Jay Industries training intranet, from Human Resources, or from you Supervisor.

Policy

Motor vehicles will be operated in a manner that minimizes risk to the general public as well as to our drivers and employees. As far as reasonably possible, we will ensure that all vehicle operations follow regulatory requirements, applicable motor vehicles laws and reasonable and prudent risk management systems. All employees and contractors who are authorized to operate motor vehicles must be familiar with this policy and any updates.

Management

This policy will be administered by Human Resources and the Safety Officer. The Safety Officer is responsible for all policy changes including current driver related topics. All drivers must review the policy when there are major updates. Human Resources will maintain all driving related records.

The Safety Officer and Human Resources will review our existing policies and practices annually, to ensure that they encourage, rather than discourage, reporting and participation in our program. In this way, early reporting of motor vehicle incidents and hazards and meaningful employee participation in the program are more likely to occur.

Employee Involvement

All persons operating a vehicle on behalf of our organization must be qualified and authorized. Failure to abide by this policy could result in disciplinary measures.

Employees must be aware of our motor vehicle incident reporting system, so that reports of incidents and hazards are received in a timely and systematic manner. Drivers are ultimately responsible for first report of any incidents involving the operation of vehicles on behalf of the organization. This includes notice of crashes, vehicles damage, defects, maintenance needs, and safety concerns.

Drivers are expected to keep their supervisor informed of driving related issues, including road conditions, weather, congestion, or construction.

Rules of the Road

Following these rules will assist you in operating vehicles safely and legally!

General

1. Only company employees who have been approved by the company are authorized to drive company-owned vehicles. The ONLY exception to this is when the vehicle must be operated by others in an emergency.

2. Personal use of company vehicles should be kept to a minimum.
3. Company vehicles will not be used for vacation trips or other extended nonbusiness trips, unless specific prior approval has been granted.
4. A company-owned vehicle being used for personal activity shall be operated in accordance with our established rules of operation for business activity.
5. All fines, defense costs and other legal penalties arising out of ticketed offenses in a company owned vehicle are the responsibility of the driver.

Before Operation

1. Prior to starting a vehicle, drivers should inspect the vehicle's exterior, checking tires, leaks, body condition and clearances to other vehicles and objects. Any defects or concerns should be reported immediately.
2. The interior of the vehicle should be inspected for personal items, cleanliness, and that all required documents are in the vehicle (Registration, Insurance Card and Accident Reporting Form).

On the Road

1. A driver may not operate a vehicle at any time when his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
2. No driver may possess or permit possession of alcohol or illegal drugs in a company owned vehicle or a vehicle being used for business purposes.
3. The driver and all occupants are required to wear safety belts when operating or riding in a vehicle. The driver is responsible to ensure all passengers are wearing their safety belts at all times.
4. Drivers are responsible for ensuring that all doors are locked while the vehicle is in motion
5. It is suggested that drivers are required keep their headlights on at all times.
6. Only authorized/approved passengers (i.e.: those with a defined business relationship) are permitted in the vehicles during the course of business use.
7. Drivers shall not pick up hitchhikers.
8. Drivers shall not accept direct payment for carrying passengers or materials except as directed by your superiors.
9. Drivers shall not use any radar detector, laser detector or similar devices.
10. Drivers shall not push or pull another vehicle or tow a trailer without authorization.
11. Drivers shall not transport flammable liquids and gases unless a DOT or UL approved container is used, and only then in limited quantities and only when necessary.
12. Drivers shall not transport or use ignitable or burning flares. The preferred method is the use of reflective triangles.
13. Drivers shall not assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.

Post-trip

1. All accidents, mechanical defects, or other issues must be reported immediately to your immediate supervisor. Said reporting will include any forms required by your supervisor.
2. Drivers must notify their supervisor of any tickets, accidents or other violations they have received while driving. Notification must be as soon as reasonably possible.

Cell Phone Safety

Many things can distract drivers while driving. Drivers must be aware of distractions that draw their eyes away from the road or affect their ability to concentrate on the road. Curbing the use of cell phones and other electronic devices is one way to minimize the risk of accidents.

You may not use your cellular phone or similar device while driving for business needs.

You are required to stop your vehicle in a safe location so that you can safely use your cell phone or other electronic devices.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

Driver Selection and Hiring
Daily Driver Selection

CDL operators will have their driving record evaluated at hire and at least once every 12 months, by Human Resources. The results of these checks will be kept in the personnel file. Drivers are required to report any violations resulting in immediate suspension of driving privileges (such as a DUI charge) immediately. All other violations should be reported within 24 hours of conviction.

Orientation

An employee may NOT operate a motor vehicle on company business until he or she has successfully reviewed and signed this policy. All records will be kept by Human Resources.

Training - Ongoing

CDL operators must maintain their training and certificates, and submit any records to Human Resources.

Vehicle Issues

Selecting, properly maintaining, and routinely inspecting company vehicles is an important part of preventing motor vehicle incidents and related losses.

Maintenance & Inspection

Drivers should inspect vehicles prior to use. Maintenance will ensure that maintenance is performed at intervals meeting or the manufacturer's recommended practices for routine preventive maintenance and for servicing and checking of safety-related equipment. Maintenance is responsible for ensuring that vehicles are serviced upon notification of a recall.

Personal vehicles used on company business should be maintained in a manner that provides the employee with maximum safety and reflects positively on the company. Personally owned vehicles being used for business purposes must pass all state mandated safety inspections. Under no circumstances should vehicles lacking acceptable seatbelts and roll protection, motorcycles or otherwise unsafe vehicles be used for normal business purposes.

Breakdown and Road Repair

Our vehicle breakdown procedures have been developed to ensure the safety of our operators and the motoring public, securement of the vehicle and its cargo, timely customer notification of any shipment delay, and facilitation of expedient vehicle repair. Jay Industries, Inc. vehicle operators are expected to immediately contact their supervisor if on-road assistance is required.

Financial Responsibility

All personal motor vehicles operated for company business must have at least the minimum levels of financial responsibility, as required by law. Any driver operating company motor vehicles (including use of trailers) for any reason, must have at least the minimum levels of financial responsibility, as required by law.

Incident Reporting and Investigation

Motor vehicle incidents involve a motor vehicle that caused or is alleged to have caused injury, illness, or property damage. Motor vehicle incidents must be reported within 24 hours of occurrence if you are present at the time of the event or within 24 hours of your awareness of the event. There are no exceptions to this.

Motor vehicle incident reporting procedures are kept in each vehicle. You must immediately notify your supervisor and complete the information packet provided. If the incident requires it to be reported to the police, it must be done so immediately.

Print Name: _____ certify that I have read and understand the Jay Industries, Inc. Motor Vehicle Operations Policy and will abide by its rules.

Sign Name: _____ Date: _____

