

# sportgroup

THE SURFACE SPECIALISTS

## **SAFETY POLICY**

**TITLE: COMPANY VEHICLE SAFETY POLICY AND PROCEDURES**

**COVERAGE: SPORTGROUP**

**ORIGINAL ISSUE: 11/18/2019**

**REVISION: 10/15/2022, 09/01/2023**

### **PURPOSE**

Sportgroup provides vehicles for employees to use while performing company designed business according to the guidelines below. The company retains the right to amend or terminate this policy at any time. The purpose of this policy is to outline the requirements and methods of vehicle safety, reporting vehicle incidents/accidents, injuries, property damage, traffic violations, citations, and tickets

### **SCOPE**

This policy is to ensure the safety of employees who operates company vehicles or personal vehicles for company business and to provide guidance on the proper use of all these vehicles, this being either company fleet trucks, own or leased vehicles. It is the driver's responsibility to operate the vehicle in a safe manner and to prevent injuries and property damage.

The following types of events are to be reported, regardless of the nature or severity of the event, these events must be reported while operating a company vehicle or personal vehicle being used for company business.

- Vehicle accident
- Vehicle accident with injury
- Vehicle damage
- Property damage
- Traffic violations, citations, or tickets
- While using or consuming alcohol, illegal drugs or prescription medications that may affect the ability to operate the vehicle safely.
- Any other vehicle-related incident not listed in this procedure/policy

### **DEFINITIONS**

- Injury – An event that results in physical harm to an employee or someone else
- Vehicle damage - Regarding vehicle accidents, property damage usually refers to the damage done to or by a vehicle.
- Property damage - Is defined as some harm or damage inflicted upon the company's or someone's property.

# sportgroup

THE SURFACE SPECIALISTS

- Vehicle Accident – Truck, trailer, leased or owned company vehicle, personal vehicle being used for company business, etc.
  - The unintended collision of one motor vehicle with another, a stationary object, or person, resulting in injuries, death, and/or loss of property.
- Violations/Citations – All violations or citations that would be given to an employee while operating a company vehicle or personal vehicle being used for company business, etc.
  - Accident
  - Seat belt
  - Parking tickets
  - Speeding
  - Hand-held communication devices
  - DUI
  - DOT inspections
  - Any other vehicle violations not listed

## **ROLES AND RESPONSIBILITIES**

### **Employee**

These guidelines applies to employees operating a company vehicle or while operating their own vehicle for company business.

- Sportgroup expects employees to operate their vehicles in a safe and reliable manner.
- Employees must abide by all driving laws and must be 21 years or older to operate a company vehicle.
- Must maintain a valid driver's license for the state in which they are living.
- MVR (motor vehicle report) will be obtained on all drivers operating a company vehicle or driving their personal vehicle for company business every six months or no less than annually upon employment. Any driving record that fails to meet the company criteria of this policy will result in a loss of the privilege of operating a company vehicle.
- If for any reason an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the Logistics Fleet Manager, Safety Manager and/or Human Resources Director to be notified within 24 hours.
- Employees operating their vehicle for company business must have and show proof of their vehicle insurance no less than annually. Personal insurance is the responsibility of the employee.
- The transportation of a hitchhiker or stranger is prohibited.
- Seat belts must always be worn by the driver and all passengers when the vehicle is in motion.
- If at any time a driver has a conviction or guilty plea to driving under the influence of alcohol and/or illegal controlled substance the privilege of driving a company vehicle will be withdrawn.
- If a driver is on prescription medication that might hinder their ability to safely operate a vehicle, should not drive until receiving written permission from their healthcare provider.

# sportgroup

THE SURFACE SPECIALISTS

- It is against company policy for any company vehicle or trailer to be left unattended at any time without permission unless it is for approved business trips or business-related. The Logistics Fleet Manager must approve extended storage.

## **Handheld devices and communication**

It is against company policy for an employee to use a hand-held mobile communication device while operating a vehicle. This applies to receiving, sending phone calls, receiving, sending text or email while operating a vehicle. This ruling includes but is not only limited to the use of a cell phone. This policy is for any handheld devices, cell phones, laptops, and GPS. The use of hand-held devices is only allowed when the vehicle has been stopped in a safe location off the road. Hand-free devices should always be used while operating a motor vehicle.

## **Violations, Citations, and Accidents**

All violations, citations, and tickets should be reported immediately. Under no circumstances are traffic violations, citations, or tickets to be paid with a company-issued credit card.

Criteria that may indicate an unacceptable record includes, but is not limited to

- Three (3) or more moving traffic violations in a year.
- Three (3) or more chargeable accidents within a year, Chargeable means the driver is determined to be the primary cause of the accident through speeding, following to close, improper lane change, inattention, etc. Contributing factors, such as weather or mechanical problems, can be taken into consideration.
- Any three (3) combination of accidents and /or moving violations the driver will be prohibited from operating a company vehicle.

Anyone with six points or more on their license will not be permitted to operate a company vehicle. At six points it will be discussed with the employee that if they receive any more points, they will lose their privilege of operating a company vehicle.

An employee who sustains or is involved in any company vehicle accident, traffic violation, or personnel vehicle accident while conducting company business must verbally report the accident or violation to their Manager, Logistics Fleet Manager, Safety Manager or Human Resources Director immediately.

It is the responsibility of any employee, who happens upon or witnesses any workplace accident or violation listed in the scope of this policy to promptly report the event to a Manager, Logistics Fleet Manager, Safety Manager, and/or Human Resources Director immediately.

# sportgroup

THE SURFACE SPECIALISTS

## **CITATIONS, VIOLATIONS, AND ACCIDENT REVIEWS**

All citations, violations, and accidents will be reviewed by the Manager, Logistics Fleet Manager, Safety Manager, and Human Resources Director to determine preventability and appropriate coaching if any is needed.

While operating a company vehicle if citations or violations occur due to a driver's negligence and or lack of personal responsibility of the law and/or company policy, then the driver is responsible to pay the cost of all citations. Deductions of the citation will be discussed with the employee and withheld from the employee's payroll check. Employees will be notified before deductions occur.

Drivers must honor posted speed limits. Company vehicles should not be driven over the posted speed especially in school or residential areas. Speeds over the posted speed limit could result in citations. Traffic tickets and fines can vary by violation and by state.

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.

## **ALCOHOL AND DRUG TESTING PROGRAM**

Employees using drugs or alcohol are less productive and more likely to injure themselves or others in an accident. Driving a company vehicle or driving personal vehicle for business while under the influence of drugs or alcohol is prohibited and will result in termination of employment. Drivers must submit for drug testing.

Additional guidelines are available in the **DRUG and ALCOHOL POLICY**

Listed below are testing reasons

- Pre-employment
  - Anyone seeking employment with Sportgroup must submit to a drug test per company policy
- Random (CDL drivers) Drug and/ or Alcohol testing
  - Regulations require that a minimum testing rate of 50% of all CDL drivers is to be used in random drug testing. Random alcohol testing is conducted at 25%.
- Reasonable Suspicion
  - Reasonable suspicion means that a driver is believed to be under the use of drugs and/or alcohol-based on his appearance or conduct. This conduct must be observed by a supervisor or company official. The driver must be taken immediately for testing and the driver's behavior must be documented using the Observed Behavior form and signed by the supervisor and witness. Contact should be made with Safety Manager and Human Resources Director immediately once an observed behavior has been recognized.

# sportgroup

THE SURFACE SPECIALISTS

- Post- Accident
  - It is the Sportgroup policy that all employees submit to a drug test following an accident.
  - Federal drug and alcohol testing is required following a DOT recordable accident. (CDL driver's)

## **AFTER AN ACCIDENT**

- Ensure you or no one else is injured
- Call for medical aid if necessary
- Always call the police to file the report, even if there is only minor damage
- If minor, move the vehicle out of traffic flow. Otherwise, turn off the vehicle, remove keys and activate emergency flashers.
- Never admit fault in an accident but always answer police questions honesty
- Be cordial and polite
- Obtain and provide information (if another vehicle is involved)
  - Driver's name
  - Company name
  - License number
  - Name and policy number of insurances
- Pictures should be taken of all vehicles involved and/or property damage, no matter who is at fault. Pictures should be taken from multiple angles and sent with the accident paperwork
- Drivers involved in a vehicle accident must submit to drug testing.
- All accident paperwork must be completed and submitted to appropriate personnel within 24 hours.

### **Contact Information:**

Billy Wellborn – Logistics Fleet Manager 706-264-9311

Wanda Hudson – Safety Manager 706-463-1679

Tammy Kenemer – Human Resource Director 706-463-0791

# sportgroup

THE SURFACE SPECIALISTS

## **Manager, Crew Leader, or Foreman**

The manager, crew leader or foreman upon being notified of any workplace vehicle accident or traffic violation must:

- Promptly ensure all injuries, property damage, vehicle damage, or violations are reported immediately to the appropriate personnel, no matter how minor they seem.
  - Logistics Fleet Manager
  - Safety Manager
  - Human Resource Director
- Complete all reporting forms required for the event
  - Supervisor Injury Report (when required because of body injury)
  - Employee Injury Report (when required because of body injury)
  - Witness Report (when required)
  - Vehicle Accident Report – (must be completed for a company vehicle or personal vehicle while conducting company business).
- Traffic Violations or Citations

## **COMMUNICATION/ VEHICLE SAFETY RULES**

This policy and procedure will be communicated to all managers, crew leaders, and employees operating company vehicles or using their personal vehicles to conduct company business. Sportgroup is dedicated to protecting the safety and health of our employees, our customers, and the public. This policy and procedures was developed to prevent injuries, property damage, and to adhere to all federal and state regulations.

- Signal well in advance of turning, changing lanes
- Speeding, Reckless driving, or Tailgating will not be tolerated
- Obey all speed limit laws
- Maintain reasonable distance, allow for speed, road, and weather conditions
- Never contest the right of way. Always yield to avoid collision
- Merge into traffic without forcing yourself into traffic
- Adjust for others merging into traffic
- Obey all traffic signs and signals
- Do not pass vehicles at intersections, railroad crossings, or where vision is limited
- Always wear your seatbelt
- Driving while under the influence of alcohol or drugs (prescription or non-prescription that causes sleepiness or drowsiness) can result in immediate termination
- No alcohol should be transported, stored, or consumed in company vehicles and/ or company property
- No firearms are allowed on company property or in company vehicles
- No hazardous or flammable materials are to be carried in company vehicles unless approved by the Logistics Fleet Manager.
- When crew members are hauling a trailer, always make sure all items are secure
- Only company authorized loads should be transported in company vehicles
- All accidents or property damage must be reported immediately.

# sportgroup

THE SURFACE SPECIALISTS

- Tickets, citations, or violations are to be reported immediately to the Manager, Logistics Fleet Manager, Safety Manager, and/ or Human Resources Director
- No unauthorized drivers can operate 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.
- New drivers operating company vehicles or using personal vehicles for company purposes must be approved by the Manager and Logistics Fleet Manager
- Crew members operating a company vehicle must:
  - Have a valid driver's license, free of citations or points, and pass the company road test.
  - Must be able to pass a DOT physical – the DOT card must be carried with the driver and available for roadside inspections
- Crew drivers required to use ELD's must use them when driving to a job site or returning home
- Crew drivers required to turn in gas receipts must send them in once a month

- *This revised policy replaces Vehicle safety, accident and traffic violations reporting policy 11/18/2019 and 10/15/2022*

# sportgroup

THE SURFACE SPECIALISTS

## **Company Vehicle Safety Procedures, Accident and Traffic Violations Reporting Policy Acknowledgment and Receipt**

I acknowledge that the information contained in the Company's Vehicle Safety Policy and Procedures, along with the Drug and Alcohol Policy has been reviewed by me and a copy of the policies has been offered to me.

As a driver of a company vehicle, or while operating my personal vehicle for company business, I understand that it is my responsibility to operate the vehicle safely to prevent injuries, property damage, citations, and violations.

I understand any citations that should occur due to my negligence is my responsibility to pay.

I understand any accidents, citations, or violations in my personal vehicle while on company business must follow the same procedures as with the company vehicles.

Deductions of the citation or violation cost will be discussed with me before being withheld from my payroll check. I will be notified before deductions occur.

I understand and agree that it is my responsibility to read and comply with the guidelines in the policy.

---

Employee Print

---

Employee Signature

---

Date