

BIG SKY YOUTH EMPOWERMENT PROJECT, INC FLEET MANAGEMENT PROGRAM

PURPOSE

The purpose of this program is to outline driver's license requirements and vehicle fleet safety rules and regulations in order to reduce preventable accidents, injuries, property damage and maintenance costs. The intent of this program is to reduce the risk of vehicular accidents by reviewing all drivers operating company vehicles and establishing operating guidelines.

All employees who drive company vehicles and all employees assigned to positions requiring a valid driver's license must comply with this policy to maintain company-driving privileges. Company employees shall comply with the Fleet Management Program rules outlined in this procedure while operating a company vehicle or driving on company business and meet the driver record guidelines of our insurance carrier.

DEFINITIONS

Company Owned Vehicles: Any vehicle which is wholly owned and insured by Big Sky Youth Empowerment. Vehicles are for business use only. The use of company vehicles for personal and recreational use is strictly prohibited. NOTE: Rental vehicles (Hertz, Avis, etc.) which are used for company business are considered company-owned vehicles. All applicable rules pertaining to company owned vehicles also applies for rented vehicles.

Motor Vehicle Record (MVR): A record of an operator's driving history obtained through an insurance agency, insurance company or Department of Motor Vehicles.

Personal Vehicle (Non-company owned vehicle): Any vehicle that is wholly owned and insured by an individual. It also includes any vehicle which an employee receives reimbursement for using his/her personal vehicle for company business or for use on company projects.

COMPANY OWNED VEHICLES

Company owned vehicles are provided primarily for business purposes. The following rules apply to employees and personnel using company vehicles:

- Only authorized employees or personnel may drive a company vehicle.
- Company vehicles are for project use or for business related work only. The use of company vehicles for non-work related activities or recreational use is prohibited.
- No company vehicles will be allowed to be driven home or off the project location for non-work related functions without authorization from a company official.
- All company vehicles shall be parked and secured in the project yard or designated parking area upon completion of work.
- No employee shall operate a company vehicle or engage in business related driving after having consumed alcohol and/or drugs including prescription and over-the-counter drugs

which may impair driving ability. The conviction of a DUI/DWI while operating a company vehicle will result in termination of employment.

- Personal trailers, including boat and recreational vehicles, are not to be pulled by company owned vehicles.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in a company vehicle is prohibited.
- The picking-up of hitchhikers in company vehicles is prohibited.
- Driver and all passengers must wear seat belts at all times.

Exceptions to any of the above rules shall be in writing and approved by a company official. Violation of these rules will result in disciplinary action from removal of driving privileges up to and including discharge.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle or personal vehicle on company business. Therefore, driver's responsibilities include but are not limited to the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment. Employees shall comply with all state motor vehicle laws and regulations.
- Driver is responsible for inspecting the vehicle (lights, horn, fluids, brakes, etc) prior to movement. Vehicles not in good mechanical condition shall not be driven.
- When possible, drivers shall position their vehicles to eliminate the need for backing. If backing is the only alternative, the driver shall survey the area on both sides, above and at the rear of the vehicle prior to backing.
- Exercise care while using a cell phone while driving. Whenever possible, pull to the side of the road or into a safe location prior to using a cell phone.

Driver Qualifications and Guidelines

Driver qualifications for all personnel and employee driving company and personal vehicles on projects or during company business must:

- Posses and carry in their possession a valid driver's license for the type and class of vehicle he/she is operating. This applies to both company vehicles and employees driving personal vehicles on company business.
- Meet the driving record guidelines of our insurance carrier.

Obtaining a driver's license is a personal expense. The company will not reimburse employees for costs associated with license renewal, retesting or any retraining.

Fines for parking or moving violations are the personal responsibility of the driver. Under no circumstances, shall the company be responsible or pay for any fine levied against a driver.

A conviction of a DWI/DUI in a company vehicle shall be reported to a company official. This action shall occur as soon as possible and not later than 24 hours of the occurrence. Failure to comply with this provision shall be considered willful violation of this policy and may result in the permanent revocation of driving privileges or other disciplinary action.

ACCIDENTS INVOLVING COMPANY VEHICLES

1. In the event of an accident: Move your vehicle off the road if it is creating an imminent hazard. Clear the roadway of all debris to prevent additional accidents. Tend to any injured individuals. Place triangles and/or flares if available. Call for emergency vehicles and local law enforcement.
2. It is very important to watch your attitude at the scene of an accident. Even if you think you were not at fault, do not be arrogant, show anger or resentment, place blame or use threatening language. Choose your words carefully.
DO NOT admit fault or liability. Never attempt settlement-no matter how minor the accident.
3. Get out your accident investigation kit (if available) or use a piece of paper, and immediately write down everything at the accident scene.
4. Draw a diagram of the accident scene. Record road names, placement of vehicles, access points, mile markers, number of lanes, paths of vehicles involved in the accident, tire marks, signs, physical obstructions, and other data you judge important.
Always confirm the accurate number of passengers in the vehicles involved in the accident.
5. If you have a camera in your kit, take photographs of the vehicles, persons involved in the accident that are walking around after the accident, physical damage to vehicles, skid marks, obstructions, vehicles passing through the accident scene, witnesses, any passengers and their position in the vehicles, pavement conditions (wet, icy, etc.), and other items you think may be important. Look for damage that may have resulted from a previous accident.
6. Look around and be observant at the scene. Watch for things being tossed away from any vehicles. Watch for things tucked out of sight by other persons. Do you see anyone placing items in their trunk? Do you smell gasoline? Do you smell alcohol? Listen to what the other parties are saying to each other and to the police. Is anyone acting in a way that seems strange or out of place?
7. **Get important driver information including name, address, home and work phone numbers. Get the name of the other person's insurance carrier, policy number and coverage period. Also, get the names, phone numbers and addresses of all witnesses.**
8. Obtain information on the police officer/patrolman such as name, badge number, rank, and precinct/district. Obtain telephone number and address to get a copy of the accident record.
9. Turn all information into a company official immediately.

**BIG SKY YOUTH EMPOWERMENT PROJECT
EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge I have read and understand the Fleet Safety Program. I understand I may request a copy of this document after it has been properly signed. For the safety of my clients, the general public, and myself I agree to adhere to these rules at all times. I understand that failure to follow these rules may result in disciplinary action up to and including termination of employment.

I also understand my driving privileges may be revoked, at anytime, for violation of these rules. I understand my motor vehicle record (MVR) may be accessed or reviewed at any time by the company and I hereby give my permission to Big Sky Youth Empowerment and its insurance agent or carrier to obtain this information as part of my driving privilege.

Signature: _____ Date: _____

Printed Name: _____ Date of Hire: _____

Driver's License Number: _____

Expiration Date: _____ Class: (A, B, etc) _____ Issued by (State): _____

Endorsement(s): _____ Restrictions: _____

Witnessed by (Signature): _____ Date: _____

Printed Name: _____ Title: _____

Photocopy of license (copy license before filling out form)