

# Fleet Safety Program

Effective: January 1, 2025 | Reviewed Annually

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## Scope and Application

This Fleet Safety Program establishes policies and procedures for vehicle operator safety and accident prevention. It applies to all employees who operate company vehicles or personal vehicles for business purposes.

## Responsibilities

Management is responsible for implementing and enforcing fleet safety procedures, ensuring that vehicles are safe and well maintained, and providing training and supervision. Supervisors are responsible for ensuring compliance and addressing unsafe behaviors. Employees must follow company driving rules, maintain valid licenses, and immediately report hazards or accidents.

## Operating Company-Owned Vehicles

Only authorized employees with a valid, appropriate driver's license and a clean driving record may operate company vehicles. Drivers must obey all traffic laws, wear seat belts, and never operate a vehicle under the influence of drugs, alcohol, or impairing medication. All traffic citations and accidents must be reported immediately to management.

## Cell Phone & Electronic Device Policy

Drivers are prohibited from using handheld cell phones or texting while operating any vehicle, including for business purposes, per California Vehicle Code §§23123-23123.5 and FMCSA §392.80. Only hands-free systems are permitted. Drivers must not use earbuds, headphones, or any device that impairs hearing or attention while driving.

## Drug & Alcohol Testing (DOT/CDL Drivers)

Elite HR Logistics complies with Federal Motor Carrier Safety Regulations (FMCSA 49 CFR Part 382) regarding drug and alcohol testing for CDL drivers. This includes pre-employment, random, post-accident, reasonable suspicion, and return-to-duty testing. Any driver found operating a vehicle under the influence will be subject to immediate disciplinary action, up to termination.

## Vehicle Inspection & Maintenance

Drivers must perform pre-trip inspections before operating vehicles each day, checking brakes, tires, steering, lights, mirrors, and emergency equipment. Unsafe vehicles must not be operated until repaired. The company maintains preventive maintenance records for at least 12 months or until the vehicle is sold or removed from service.

## Hazard Communication & PPE

Drivers handling cargo, materials, or equipment must comply with the company's Hazard Communication Program and wear all required personal protective equipment (PPE), such as gloves, safety shoes, or reflective vests, when performing loading or unloading duties.

## Accident Reporting & Investigation

All vehicle accidents, regardless of severity, must be reported immediately to a supervisor and law enforcement. Drivers must complete an Accident Report Form, and supervisors must complete a Supervisor's Accident Investigation Report. Each incident is reviewed to determine root cause, preventability, and corrective actions.

## Driver Selection & Qualification



Driver qualifications include a valid license, satisfactory MVR, completed application, reference checks, physical exam (for CDL), and a road test. MVRs are reviewed annually to ensure driver eligibility. Any driver accumulating excessive violations may be placed on probation or lose driving privileges.

### **Driver Training & Supervision**

All new drivers must complete orientation and road testing before being assigned driving duties. Supervisors provide ongoing training on defensive driving, route safety, and regulatory updates. Safety meetings, newsletters, and periodic retraining reinforce safe behavior.

### **Maintenance Records & Documentation**

Maintenance and inspection records are retained for a minimum of 12 months per FMCSA §396.3. Records include service logs, inspection forms, and repair documentation. Drivers are required to submit daily inspection reports for review.

### **Program Review & Updates**

This Fleet Safety Program will be reviewed annually each January and updated whenever new laws, regulations, or operational changes occur. All employees are required to acknowledge receipt and understanding of this policy.

### **Acknowledgment of Receipt**

I acknowledge that I have received and read the Elite HR Logistics Fleet Safety Program (2025 Edition). I understand it is my responsibility to follow all safety procedures and that failure to comply may result in disciplinary action.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Elisabeth Graffin, Safety & Fleet Program Administrator

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