

Fleet Safety Policy

Prepared by: Acrisure

Sierra Trim, Inc.

Location:

Revision Number: 1

Our Company recognizes that our employees are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. The Company will do everything possible to prevent workplace accidents and is committed to providing a **safe** working environment for **all employees**.

Traffic related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors of which the majority is uncontrollable. The purpose of Sierra Trim, Inc.'s Fleet Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community and Sierra Trim, Inc..

To further this goal, our Company has developed a Fleet Safety Policy effective [effective_date]. The Program will consist of six components: Recruitment, Job Requirements, Training, Preventative Maintenance, Accident Investigation and Company Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

Recruitment:

Sierra Trim, Inc. focuses its initial efforts on driver selection through a variety of resources, the first being the job application. The application will require a prospective employee to list past driving experience, employers, and types of vehicles driven. In addition, the prospective employee is required to notify Sierra Trim, Inc. of any motor vehicle violations for at least the last (3 of) years. References will be required.

Driver selection will be made upon completion of a formal interview and background check to include contacting references, review of the MVR, and a negative drug screen. Authorizations will be obtained to contact prior employers and personal references.

MVRs will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, (# of) violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

Prepared by:

Date:

Approved by:

Date:

This fleet safety policy is a guideline to reduce motor vehicle accidents. It may not prevent all accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial Property and Casualty representative at All Spectrum Insurance Brokers or legal counsel to address possible compliance requirements.

Drug/Alcohol Testing:

Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by Sierra Trim, Inc.. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

Job Requirements:

All driver positions require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks. All prospective employees will be required to undergo a physical evaluation and if required, pass a Dept. of Transportation physical evaluation as well. Results of the physical evaluation will be compared to the necessary physical requirements to ensure the prospective employee can perform at the required levels of physical exertion. Commercial Drivers Licenses are required per regulatory agencies.

As part of the recruitment process, prospective employees may be required to complete a satisfactory road test. Active employees will participate in periodic road tests for training purposes. Tests will be conducted by Human Resources and/or management and will cover a variety of driving criteria. The road test will require prospective and active employees to safely and competently complete tasks associated in the following categories:

- Pre-trip Inspection
- General Vehicle Operation
- Fifth wheel connection
- Backing and parking
- Turning
- Passing
- Railroad crossing

Results of the road test will be shared with the prospective and active employees at management's discretion.

*** Use of seat belts and other safety devices are mandatory. ***

Training:

New-hire and periodic training is required. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behavior modification.

Sierra Trim, Inc. will monitor driver habits to identify potential unsafe driving habits that require additional training and/or disciplinary actions. We will utilize "ride alongs" to identify areas of improvement combined with statistical data focusing on accident types and frequency. (# of) accidents or moving violations in a one calendar year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardized if accident frequency is above the required norm with no concentrated efforts being made for improvement.

Preventative Maintenance:

To retain the safety and integrity of the vehicle, Sierra Trim, Inc. will provide the necessary resources to ensure all vehicles are operating at their best. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be maintained and promptly repaired are: brakes, tires, suspension, steering, lights, mirrors, windows, and windshield wipers.

Employees are required to conduct pre-trip vehicle inspections. Any unsatisfactory result requires a Fleet Hazard Identification form to be completed and forwarded to their immediate supervisor. Thereafter, the identification form will be forwarded to the maintenance department to confirm the equipment malfunction, complete repairs, and sign off on the completed identification form.

Accident Investigation Procedures:

Sierra Trim, Inc. realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers are required to be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third party insurance schemes.

All vehicles will be supplied with accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents immediately to the dispatcher and/or supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo. Hazmat operations, containment, and clean up will be coordinated by dispatcher, supervisor and/or driver.

Company Vehicles for Personal Use:

Personal use of company vehicles is prohibited without prior permission from management. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. Use of the company vehicle is limited to travel to and from work and work related events. The vehicle is not to be used for personal and/or entertainment purposes. Employees are expected to use their discretion.

Once again, our goal is to provide a safe working environment for all employees by protecting employees and Company property.

Appendix A

Notice to Employees

Sierra Trim, Inc.

Fleet Safety Policy Notice to Employees

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, of which the majority are uncontrollable. The purpose of Sierra Trim, Inc.'s Fleet Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community, and Sierra Trim, Inc..

All employees are expected and required to actively participate in this program for their own health and well-being. Sierra Trim, Inc. encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor. *** Use of seatbelts and other safety devices is mandatory. ***

MVRs will be requested periodically at a minimum of at least once per year. Management reserves the right to use its discretion in determining a unsatisfactory MVR. As a guideline, (# of) violations in the past three years will be grounds for an unsatisfactory MVR and cause for termination and/or disciplinary actions.

Sierra Trim, Inc. conducts mandatory random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

New hire and periodic employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behavior modification.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. Sierra Trim, Inc. realizes a proper working vehicle is the first step to ensuring everyone's safety.

All vehicles will be supplied with an accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved. **REPORT ALL ACCIDENTS IMMEDIATELY TO YOUR DISPATCHER OR SUPERVISOR.**

Personal use of company vehicles is prohibited without prior permission from management.

I have read and understand Sierra Trim, Inc.'s Fleet Safety Policy, and its requirements and expectations of me as an employee.

Employee's Signature

Date

Appendix B

Our Pledge to You

Sierra Trim, Inc.'s

Fleet Safety Policy Our Pledge to You

We expect our employees to demand the resources and support to adhere to this Fleet Safety Policy. Our pledge to you ensures your safety concerns will be met.

We pledge to:

- Provide a safe working environment.

- Maintain vehicles on a regular schedule.

- Train drivers in safe driving practices and proper use of vehicle safety features. Training is performance-based and will be periodically repeated.

- Establish schedules that allow you enough time to obey speed limits and that limit your hours of vehicle operation time according to the regulations.

- Coordinate shipments as to provide you the proper rest both physically and mentally.

- Make sure that newly purchased vehicles are equipped with appropriate occupant protection and other safety features.

If you identify a hazard, equipment malfunction or unsafe procedure, please notify us immediately so we can review the situation and make corrections accordingly. Together we can create a safe working environment!

(Signatures of President and CEO of Company)

Appendix C

Fleet Hazard Notification Form

Fleet Hazard Notification

Date:

Department:

Hazard or unsafe procedure identified:

Vehicle#: _____

Recommendations to provide a safer work environment/required maintenance:

Corrective Action Taken: (To be completed by Supervisor)

Date corrective action completed: _____ Completed By: _____
(To be completed by Supervisor/Mechanic)

Supervisor Signature: _____

Employee Signature: _____

Make safety your # 1 priority!

Sierra Trim, Inc.

Appendix D

Vehicle Inspection Checklist

Sierra Trim, Inc.

Vehicle Inspection Checklist

Date:	Location:	Year:
Make:	Model:	
Vehicle Number:	Mileage:	

Item to be checked	Pass	Fail	Item to be checked	Pass	Fail
Headlights			Instruments - Gauges		
Taillights			Horn		
Turn Signals			Windows – Windshield		
Brake Lights			Windshield Wipers - Washers		
Reflectors			Speedometer		
Tires and Rims			Steering		
Battery			Brake System		
Radiator & Hoses			Seat Belts		
Exhaust System			Seats		
Suspension			Heater/Defroster		
Fuel System			Mirrors		
Oil – Water Leaks			Safety Equipment		
Water Level			Accident Kit		
Transmission			Other		

Body Damage: (Describe):

Remarks:

Signed by: _____ Date: _____

Mechanics Report:

Mechanic: _____ Date: _____