



## **DSP FLEET SAFETY MANUAL**

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### **Mission Statement**

This company's most important asset is its people. Without each of our employees, our company will not function at its best. We are also committed to providing a safe and pleasant experience for our customers. Ensuring a safe environment is a priority for every person in our organization.

Our management team has developed this safety program as a means to establish a foundation for our safety efforts and to continuously improve our organization's performance. Achieving our safety goals requires the commitment of both management and employees.

Management recognizes that safety and health is a shared responsibility and the following responsibilities apply:

- Management accepts the responsibility for directing the safety and health effort, maintaining its effectiveness, and providing the safeguards needed to provide a safe environment.
- Management is responsible for training employees on safe work practices and developing safe behaviors within all employees. They are responsible for ensuring that work practices and driving are performed in a safe manner.
- Employees are responsible to cooperate in all aspects of the safety and health program including following all rules and work practices. They should report unsafe conditions to management and assist in implementing corrective action.

By working together, we can build and maintain a safe work environment and ensure an enjoyable experience for our customers.

Thank you for your commitment to this important effort

## PROHIBITED DRUG AND ALCOHOL USE AND ACTIVITIES

The goal of this policy is to ensure a drug and alcohol-free transportation and work environment, and to reduce and help eliminate drug and alcohol related vehicle collisions, injuries, fatalities, and damage to property.

### The following conduct is strictly prohibited:

- ✓ Employees are prohibited from using, being under the influence of, or possessing illegal drugs;
- ✓ Employees are prohibited from using or being under the influence of legal drugs that are being used illegally;
- ✓ Employees are prohibited from using or being under the influence of legal drugs whose use can adversely affect the ability of the employee to perform his/her job safely;
- ✓ Employees are prohibited from selling, buying, soliciting to buy or sell, transporting, or possessing illegal drugs while on Company/Client time or property;
- ✓ Employees are prohibited from using alcohol within eight (8) hours of driving or performing any other safety-sensitive function;
- ✓ Drivers are prohibited from using or being under the influence of alcohol at any time while driving or performing any other safety-sensitive function;
- ✓ Drivers are prohibited from possessing any amount of alcohol (including possessing medications which contain alcohol) while on duty or driving, unless the alcohol is manifested and being transported as part of a shipment;
- ✓ Testing positive for drugs and/or alcohol;
- ✓ Refusing to be tested for drugs and/or alcohol;

Employees who violate these prohibitions will also be subject to disciplinary action by up to and including discharge. In addition, any driver who is convicted by the judicial system of a felony for a drug or alcohol-related matter will be subject to immediate termination.

## TRAINING

Driver training will be presented before vehicle assignment, but no later than within 3 months of assignment. The training process is a continual learning and coaching engagement to ensure the success of establishing your safety culture and mitigating your losses.

Every new hire needs job specific training to cover, but is not limited to the following topics:

- ✓ Company fleet safety policies and procedures
- ✓ Accident reporting procedures
- ✓ Defensive driving techniques
- ✓ Orientation to company vehicle and/or specialized equipment
- ✓ Vehicle inspection process
- ✓ Safety Skills courses (if applicable)

### On-Going/Refresher Training

On-going or refresher training is useful for regular drivers to update information on operational changes, equipment, or government regulations. Refresher training should be provided periodically. This training should cover job specific issues and defensive driving.

All employees who are assigned a DSP vehicle or are authorized drivers will be required to participate in refresher training at least every 3 years.

### Remedial Training

Remedial training will be provided to those drivers with insufficient performance or skills. The findings of an accident investigation, an accident history, driver observation, or driver transfer to new department or different type of equipment may warrant remedial training.

All training and communication activities will be documented. Periodic audits will be conducted to ensure that all drivers have participated in training and that they are receiving communication materials.

### MVR (MOTOR VEHICLE RECORD) REVIEW PROCESS

A critical best practice for reducing vehicle risk is to ensure that only drivers with safe driving records are permitted to operate vehicles on organization business.

The following constitutes our MVR policy:

- ✓ All drivers must have a valid driver's license with the appropriate class and endorsements for the vehicles they will be operating.
- ✓ MVRs will be obtained on annual basis or when an activity occurs.
- ✓ Drivers must not drive if their license has been suspended or revoked.
- ✓ Drivers must report all personal and company related accidents, moving violations and license suspensions to their supervisor immediately.
- ✓ All current or prospective drivers will be required to complete an accident and moving violation report annually.
- ✓ MVRs will be obtained on new drivers at the time of employment or when transitioning into a driving position.
- ✓ Management will determine the acceptability of a driver's MVR.
- ✓ Prospective employees must have an MVR that is CLEAR or ACCEPTABLE in order to be hired for positions requiring driving.
- ✓ Current drivers must have an MVR record that is CLEAR, ACCEPTABLE, or BORDERLINE.
- ✓ Management may restrict the driving privileges of individuals with BORDERLINE MVR records or require drivers to receive additional training or monitoring.
- ✓ Drivers with POOR MVR records will be suspended from driving on organization business.

**Commented [SS1]:** Review Amazon's MVR policy to ensure alignment

The following charts will assist your organization in determining if a driver meets the criteria of an acceptable driver or prospect.

<u>MAJOR</u> violations generally include:	<u>MINOR</u> violations generally include:	<u>NON-MOVING</u> violations generally include:
<ul style="list-style-type: none"> <li>Leaving the scene of an accident</li> <li>Driving under the influence of drugs or alcohol</li> <li>Excessive speed (&gt;20 mph over the posted speed)</li> <li>Reckless, negligent or careless driving</li> <li>Felony, homicide or manslaughter involving the use of a motor vehicle</li> <li>License suspension or revocation resulting from accidents or moving violations</li> </ul>	<ul style="list-style-type: none"> <li>Speeding (&lt;20 mph over the posted speed)</li> <li>Failure to obey sign</li> <li>Failure to yield</li> <li>Illegal turn</li> </ul>	<ul style="list-style-type: none"> <li>Parking tickets</li> <li>Motor vehicle equipment violations</li> <li>Failure to have a valid operator's license available where one actually exists</li> </ul> <p>(Non-moving violations are typically not included when evaluating MVRs)</p>

MINOR MOVING VIOLATIONS (Past 3 years)	PREVENTABLE ACCIDENTS (Past 3 years)			
	0	1	2	3+
0	CLEAR	ACCEPTABLE	BORDERLINE	POOR
1	ACCEPTABLE	ACCEPTABLE	BORDERLINE	POOR
2	ACCEPTABLE	BORDERLINE	POOR	POOR
3	BORDERLINE	POOR	POOR	POOR
4+	POOR	POOR	POOR	POOR
ANY MAJOR Violations (Past 5 years)	POOR	POOR	POOR	POOR

Commented [SS2]: These are sample models that can be used to determine a drivers risk health

## **DISTRACTED DRIVING**

Drivers who attempt to multi-task while driving are at higher risk of crashing their vehicle or contributing to the circumstances where crashes are more likely. Because of this concern, we have established this policy to protect the safety of our employees, the safety of the general public, and our company's assets and reputation.

### **The following activities, should not occur while driving on company business:**

- ✓ Answering or making phone calls with hand held device
- ✓ Engaging in conversations using hand held device, two-way radios, or other communication devices.
- ✓ Creating, reading, or responding to e-mails and/or text messages
- ✓ Entering information into an electronic navigation system (GPS), computer, dispatch device or other electronic device which requires the user to enter information.
- ✓ Use of headphones, earphones, or similar devices to listen to radio, MP3 player, CD players or other entertainment devices.

### **The following distracted driving best practices are recommended:**

- ✓ Employees or managers receiving calls from other employees who are, or likely to be, driving are to ask if they are driving and if so, ask them to call back when they are safely parked.
- ✓ Addresses and other information must be entered into a navigation or dispatch device prior to putting the vehicle into motion
- ✓ Before starting the vehicle, all objects in the vehicle are to be secured, placed on the floor or other location where they will not fall or otherwise distract the driver
- ✓ Drivers are to avoid reaching for objects, papers, maps, etc. while the vehicle is in motion
- ✓ Drivers are to avoid any activity that diverts attention from the driving tasks such as reading, writing, adjusting controls, etc. unless the vehicle is stopped or parked

### **The best practices listed above apply to:**

- ✓ Operating of any vehicles on company business regardless of whether the vehicle is owned by the company or the employee
- ✓ Handheld phones and other communication devices
- ✓ All devices, whether owned by the company or by the employee; and
- ✓ All conversations, whether personal or business

## **DEFENSIVE DRIVING GUIDELINES**

- ✓ Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
- ✓ Drivers must yield the right of way to all traffic control signals and signs requiring them to do so.

- ✓ Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- ✓ Drivers must obey posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions.
- ✓ Radar Detectors are strictly prohibited in company Vehicles.
- ✓ Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- ✓ When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
- ✓ Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light.
- ✓ When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- ✓ When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.
- ✓ Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

#### The Driving Process

1. **Look Farther Down the Road** - Observe the situation farther down the road beyond the car in front to identify situations that will pose a risk.
2. **Don't Fixate Your Attention** - Don't fixate on any one thing for more than a second, because you cannot see detail beyond this point without moving your eyes.
3. **Constantly Scan with Your Eyes** - Look at varying distances in front of you as well as left and right.
4. **Periodically Check Your Mirrors** - Checking your side and rear-view mirrors every 8 to 10 seconds will allow you to identify changes within your blind spots.
5. **Use A Head Check When Changing Lanes** - This precaution eliminates the possibility of colliding with a vehicle in your blind spot. Do not depend on cameras to check your blind spots.
6. **Limit all distractions** - Remain focused on the task of driving, because every second counts.
7. **Get Out and Look (G.O.A.L.)** - Checking around your vehicle before backing is the most sure-fired way to avoid an accident. Look for pedestrians, road hazards, and any objects you can't see in your mirrors. When you reenter your vehicle, back as soon as possible to ensure that the environment has not changed.

#### DRIVER EXPECTATIONS

Drivers are expected to operate vehicles used on company business in a safe and courteous manner at all times. It is your responsibility as a driver to be aware of and comply with local traffic regulations.

In addition to complying with motor vehicle laws, the following are expectations for using motor vehicles on company business and operating a company vehicle:

1. Seat belts must be used by the drivers and passengers
2. Keys must never be left in the vehicle. Spare keys are to be kept in the office or at your home

3. Materials and inventory must not be left in plain view where they may be susceptible to theft or damage. Drivers are responsible for the security of vehicles and cargo
4. Lock an unattended vehicle
5. Maintain company vehicles in accordance with our company policy and specifications.
6. Be courteous to other drivers and pedestrians.
7. All drivers must perform pre and post inspections to any vehicle used for company business
8. Maintain awareness of what is in front of your vehicle, on both sides, and behind to reduce the need for sudden stops or quick lane changes which can make it more likely other vehicles can strike your vehicle
9. Do not drive when fatigued and plan trips to avoid fatigue
10. Drivers will ensure to use a hands-free device in using GPS or will stop vehicles for safe use.
11. Drivers will not use tobacco products or smoke in company vehicles. Smoking allowed only in designated areas.
12. Drivers will wear proper I.D. badge at all times when on duty.
13. Drivers will never allow anyone else to operate their assigned vehicle.
14. Management may check a driver's driving record at any time they deem appropriate.
15. Drivers will report immediately any medical conditions and/or prescribed medications that may impair their ability to operate vehicles safely.
16. If a driver is involved in an accident in a company vehicle that involves another vehicle, the driver is required to stay at the scene of the accident, contact the police to file a report, and exchange information with the driver of the other vehicle (name, contact information, insurance information), unless there are injuries that would prevent such from happening immediately.
17. Drivers are solely responsible for any notices of infraction received as a result of operating, or having custody of, a company vehicle, including parking tickets, red-light camera tickets, and speeding tickets. Drivers agree to resolve such notices of infraction immediately.

**Commented [SS3]:** I recommend each vehicle have accident kits in them, so the driver can follow the proper accident documentation procedures. Information is critical and the time to gather is short lived. Training should be done on who to properly utilize the accident kits.

#### VEHICLE OPERATIONS IN INCLEMENT WEATHER

Management may stop operations or prohibit vehicle operation based on an actual forecasted weather. Bad weather precautions include:

##### Here are some tips for driving in bad weather:

- ✓ **Plan Ahead.** Driving in bad weather usually takes longer and is more stressful. If you did not leave more time to reach your destination and are consequently running late, this will only increase your stress level and could adversely affect your driving. Also, check the weather before you leave.
- ✓ **Drive Slowly.** You should drive more slowly than usual in bad weather. This decreases the chance of skids and accidents.
- ✓ **Leave Room in Front.** Many experts recommend doubling the "cushion" between you and the car in front of you when you are driving in rain, snow, sleet, etc. Brake time is slower in these conditions, and you must allow yourself more room.

- ✓ **Make Sure Your Equipment is in Working Order.** Pre/post inspections are critical to determining if your vehicle is road ready.
- ✓ **Listen to the Radio.** Listen to a radio station that offers road condition information at a low volume during your trip.
- ✓ **Pull Over if You Need to.** If you are at all tired, pull over (at a safe spot totally off the road) and rest your eyes. Also, if the weather is suddenly particularly bad, it may be a good idea to find a safe place to pull off the road and try to wait out the bad weather.

#### Fog

- ✓ **Do NOT use your high-beam headlights!** Doing so will reflect light off the fog ahead of you, making it even harder to see. Instead, turn on your regular headlights, or, your fog lights, if you have them.
- ✓ **Use the white line on the right side of the road.** This will help guide you and keep you in your lane. It will also prevent your vision from being impaired by the headlights of oncoming traffic.
- ✓ **Maintain a significant distance between you and the car in front of you.** Give yourself plenty of time to stop abruptly, if necessary.
- ✓ **Use your turn signals early.** Give cars behind you plenty of notice that you'll be slowing down to make a turn.

#### Rain

- ✓ **Give yourself plenty of time to stop.** It takes longer to stop when driving in wet weather and the roads can be slick. You should also keep a good distance between you and the car in front of you – having to slam on your brakes can result in skidding.
- ✓ **Turn on your headlights.** They'll not only help you see but will make sure you're visible to other drivers.
- ✓ **Drive in the middle lanes.** Water is more likely to pool on the outer edges of the road.
- ✓ **Try and avoid puddles.** Driving over puddles of water can cause your car to hydroplane out of control. It's helpful to drive in the tracks of the car in front of you.

#### Snow/Ice

- ✓ **Test out your brakes.** Your car will perform differently in the snow than it would on a dry road. If you're new to snow driving, it's probably a good idea to practice braking in an empty parking lot so you can see how your car reacts to the amount of pressure you apply to the brake pedal.

- ✓ **Take corners slowly.** Give yourself plenty of time to slow down before turning. Taking a corner with too much speed can cause you to lose control of your vehicle.
- ✓ **Accelerate gradually.** Your tires are likely to spin in place if you try to accelerate too quickly.
- ✓ **Beware of black ice!** Black ice – a thin layer of transparent ice on a roadway – can cause your car to spin out and you can quickly lose control. Watch the road ahead of you and try to avoid driving over areas that look slick.

**VEHICLE INSPECTION PROCESS**

- ✓ Before operating a company vehicle, company drivers must be satisfied that the vehicle is in a safe operating condition and that all cargo is properly secured.
- ✓ Drivers must report all vehicle deficiencies, including malfunctions and defects, immediately.
- ✓ Employees must assist with such preventative and scheduled maintenance as directed.
- ✓ Employees must alert their supervisors immediately if they believe that recommended maintenance has not been performed on any vehicle(s) as scheduled.
- ✓ Company drivers who discover unsafe vehicle conditions while driving may continue to operate the vehicle only to the nearest location where repairs can be made.

All drivers are responsible for performing a pre-trip/post trip inspection to ensure your assigned vehicle is road ready and doesn't pose any hazards that prevent the safe operation of the vehicle. Listed below is guidance on the items that should be checked and what to look for when checking those items. This list is by no means exhaustive, and for more items to check refer to **Appendix A** contained in this program.

✓ Tires	Uneven wear, deflation
✓ Mirrors	Cracks, angle adjustment
✓ Windows	Cracks, obstruction, cleanliness
✓ Leaks (underneath)	Oil, brake and other fluid leaks
✓ Lighting	Headlight operation
✓ Signal Lighting	Turn signal function
✓ Emergency Lighting	Hazard/emergency lighting function
✓ Fluid levels	Oil, windshield washer, transmission, brake fluid levels

## SITUATIONAL AWARENESS

### The Delivery Process

- a) Assess walking surfaces (cracks, uneven sidewalks, etc.)
- b) Identify icy and other slippery surfaces
- c) Assess pets or pet danger sign postings
- d) Be aware of obstacles between you and your destination (bikes, kids toys, etc.)
- e) Visualize an easy in/easy out strategy

## PEDESTRIAN SAFETY

What you can do as drivers to minimize pedestrian incidents that could have fatal consequences:

1. **Follow the speed limit at all times** - This may be a simple rule to some but reminding ourselves of why some areas are set to lower speed limits are of even greater importance; as seen in neighborhood areas and school zones.
2. **Practice caution in bad weather** - In regard to visibility, it is just as difficult for pedestrians to remain visible to drivers, as it is for drivers to remain visible to pedestrians in bad weather. Use extra caution, when driving in these conditions, by using your lights and signals properly.
3. **Be mindful of your surroundings** - Be mindful when entering and exiting driveways, approaching crosswalks, and at other critical junctures, which are all threatened when we decide to take our focus off the road.
4. **Never pass vehicles stopped at a crosswalk** - There may be people crossing that you can't see.
5. **Be extra cautious when backing up** - Pedestrians can move into your path.
6. **Yield to pedestrians in crosswalks** - Stop well back from the cross-walk to give other vehicles an opportunity to see the crossing pedestrians so they can stop too.
7. **Be aware of school zone and school buses**
8. **Always ensure your vehicle is in good working order** - Do an occasional walk around to make sure all the lights are working properly, and you have brakes.

## VEHICLE EMERGENCY PROCEDURES

**DSP—VEHICLE EMERGENCY PROCEDURE**

<ol style="list-style-type: none"><li>1. Turn on your hazard lights</li><li>2. Pull over to a safe place (if the vehicle is still moving)</li><li>3. Turn your wheel to prevent rolling and put on the emergency brake</li><li>4. Triple-check before getting out of the vehicle</li><li>5. Call dispatch for help. If immediate emergency, dial 911</li><li>6. Donn appropriate Hi-Viz safety vest</li><li>7. Set up flares or triangles, if you have them. <i>(As long as it is safe to do so, put flares or reflective triangles behind your vehicle as follows: one near your vehicle, usually about 10 feet behind it, and the other one farther away.)</i></li><li>8. Wait for help in a safe place, with vehicle locked.</li></ol>	<p style="text-align: center;"><b>Must Have Items</b></p> <ul style="list-style-type: none"><li>⇒ Flashlight with good batteries</li><li>⇒ Jack and lug wrench for changing tires</li><li>⇒ Fire extinguisher</li><li>⇒ First aid kit</li><li>⇒ Flares or reflective day/night devices</li><li>⇒ Spare tire in good condition</li></ul>
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Amazon - DSP

## RESIDENTIAL DRIVEWAY SAFETY

The vast majority of vehicle collisions occur when someone is in reverse backing up. Insurance claim data show that 63% of all collisions are while a vehicle is in reverse, while we spend less than 1% of our time in reverse.

### Driveway Safety Tips

Follow these procedures to reduce the chances of getting into a backing collision:

1. Don't back up! When approaching a delivery attempt use a pull-through option instead of pulling into a driveway. Backing up is dangerous and should be avoided.
2. If you must enter a residential driveway, back up first when you arrive so you can pull forward when you leave.
3. When arriving at a location: focus on backing up, turn off radio and no conversations, roll down your window, scan all your mirrors, turn on hazard flashers, and sound the horn two times.
4. When you have to back up and you are not sure of what is behind you, "Get Out And Look" or GOAL.

## ACCIDENT/INCIDENT REPORTING

Below are the procedures you should follow upon being involved in an accident/incident:

- ✓ Report the incident
- ✓ Get help for anyone injured by calling 911
- ✓ Turn on hazard lights, open the hood and/or set up cones, warning triangles or flares.
- ✓ Call the police.
- ✓ Collect information using company form.
- ✓ Do not move an unconscious person unless his or her life is at stake.
- ✓ If possible, move all involved vehicles out of the way of traffic.
- ✓ Document whom you spoke with and include a summary of the conversation.
- ✓ Do not discuss the accident with anyone except police, and do not admit fault.
- ✓ Do not allow your driver's license to be photographed.
- ✓ Safely take photos of the following:
  - Each car, including license plates and all vehicle damage.
  - Other driver's auto ID cards
  - Any skid marks
  - Location markers (landmarks, addresses, street signs)
  - Accident debris
  - Other property damage
- ✓ Keep receipts for all of your related expenditures (transportation, parking, repairs, etc.)
- ✓ Do not sign any documents that are not from the police or company.
- ✓ If you are unable to capture the GPS location or take photos, draw a diagram of the accident.
- ✓ Provide to the other driver(s) the information on your proof-of-insurance card.

### Accident Policy

The following is a *guideline* regarding minor preventable accidents regarding all assigned drivers. All those involved in driving incident will be entered into the coaching process and utilize the DSP coaching provided by Aon Affinity or similar form.

**One minor**, chargeable accident within a 12-month period will result in a written warning.

**Two minor**, chargeable accidents within a 12-month period will result in suspension of no less than one working day and no more than three working days, without pay.

**Three minor**, chargeable accidents within a 12-month period may result in immediate termination.

Major, chargeable accidents will normally result in immediate termination.

All vehicle collisions should be analyzed, and a written report submitted to management for review. The objective of this process is to determine preventability, identify root cause and any contributing factors that led to the incident, to prevent future occurrences. The reviewer shall identify and examine any factor or circumstance before, during and after the incident that may have influenced the outcome of the severity. **Appendix B** has a list of possible contributing factors that may be considered.

## Appendix A

### VEHICLE SELF-INSPECTION REPORT

Inspection Completed By:				Date:	
Vehicle Make:		Model:	Year:	No.:	
Beginning Mileage:			Ending Mileage:		
Not OK	OK	Before Starting Engine	Not OK	OK	After Starting Engine
		Body			Brakes
		Brake/head/tail/clearance lights			Parking brake
		Direction signals/emergency flashers (4-way)			Engine/drive train
		Mirrors (inside and outside)			Gauges (oil/fuel/temp/air)
		Windows/windshield			Heater/defroster/air conditioner
		Wheels and tires			Speedometer
		–Air pressure to manufacturers recommendation			Steering
		–Minimum of 3/16 inch tread depth			Transmission
		–No visible sign of the tire deterioration			Other:
		Windshield wipers and washers			
		Horn			
		Seat belts (all seating positions)	<b>Remarks:</b>		
		Seats securely fastened to the floor			
		Battery			
		Belts/hoses			
		Fluid levels/leaks			
		Muffler and exhaust system			
		License plate(s)			
		Suspension system			
		Fire extinguisher			
		First aid kit			
		Reflectors/flags/flares			
		Other:			

Condition of above vehicle is  Satisfactory  Unsatisfactory

Signature: \_\_\_\_\_

## Appendix B

### FACTORS TO BE CONSIDERED DURING AN INCIDENT REVIEW

During a review of a motor vehicle incident, possible contributing factors may be considered using the following framework:

#### **Driver:**

- Driver's work schedule for at least the week preceding the incident
- Length of time on duty since the previous break prior to the incident
- Fatigue
- Scheduling demands on driver
- Motor vehicle record (MVR) history
- Training history

#### **Vehicle:**

- Maintenance and inspection records
- Vehicle condition
- Damage to the vehicle from the incident
- Suitability and safety of the vehicle for the work task
- Vehicle control layout
- Modifications to the vehicle that may have contributed to the incident

#### **Operating Environment:**

- Weather
- Road conditions
- Traffic conditions
- Route planning
- Delivery or service schedules

**Employee Acknowledgment**

My signature below indicates that I have received a copy of the DSP Fleet Safety Manual.

I understand that this manual contains information regarding the company's rules and regulations which affect me as an employee.

I acknowledge that I have read and understood the company program.

I also understand that the company may revise, supplement or rescind policies, procedures or benefits described in the manual, with or without notice.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Location: \_\_\_\_\_