



### **26.1 Purpose**

ASMG is committed to providing safe, compliant, and reliable transportation for employees, customers, and the public. This policy establishes minimum requirements and best practices for all employees who drive company-owned, leased, or personal vehicles on company business. CDL drivers should review the CDL Policy including detailed requirements for all CDL drivers. This policy applies to all employees who drive as part of their job duties or operate company vehicles. Our goals are to:

- Prevent crashes, injuries, and fatalities.
- Maintain compliance with OSHA, DOT, and FMCSA regulations.
- Promote a safe driving culture across the organization.
- Reduce costs associated with incidents and vehicle damage.
- Hire, attract and retain the most highly skilled drivers in the industry.

### **26.2 Responsibilities**

- **Management**

- Provide and document required driver training in compliance with OSHA, DOT, and FMCSA regulations.
- Train drivers on proper procedures and best practices on maintaining vehicles in safe, roadworthy conditions, with inspections and preventive maintenance per manufacturer's schedules.
- Ensure appropriate licensing, medical certifications, and background/MVR checks are completed as required.
- Maintain vehicle registration, insurance, and inspection records.
- Ensure CDL drivers are enrolled in a DOT drug/alcohol testing program.
- Collect and analyze incidents, collision, and violation data for continuous improvement.

- **Authorized Drivers**

- Only authorized, qualified employees may drive company vehicles or use personal vehicles for company business.
- Must hold a valid license appropriate to the vehicle being operated.
- Must report suspension, revocation, or restriction of their driver's license.
- Report any defects or unsafe conditions immediately.

### **26.3 Vehicle Use & Safe Practices**

- **General Driving Rules & Safe Practices**

- Employees are responsible for possessing and maintaining a valid driver's license for the type of motor vehicle they operate.
- Employees are expected to follow all traffic laws and rules of the road while on company business, including but not limited to obeying posted speed limits and maintaining safe following distances.
- Employees should minimize distractions while operating a vehicle. Distractions include, but are not limited to, eating food requiring utensils or significant effort, grooming, handling handheld radios, or using other portable electronic devices.



- **Seat Belts**
  - Seat belts must be worn at all times by the driver and all passengers while the vehicle is in motion, without exception.
  - Seat belts must be worn as intended; shoulder straps should fit snugly across the chest and must never be worn behind the back, across the lap, or behind the seat.
- **Cell phone Use**
  - The use of handheld mobile devices while driving is restricted to hands-free devices only as permitted by law. This includes making calls, texting, or any activity that requires holding the device. Instead, drivers can use hands-free devices that are voice-activated or designed for single touch or swipe operation, allowing them to keep their hands on the steering wheel.
- **Prohibited Substances**
  - The use, possession, or influence of alcohol, drugs, or controlled substances while operating a vehicle is strictly prohibited (49 CFR Part 382).
  - Prescription or over-the-counter medications that impair safe driving must be reported to a supervisor before driving.
  - Refer to the ASMG Drug Free Workplace Policies.
- **Parking and Security**
  - Vehicles should be parked only in designated areas, locked when unattended, and keys properly secured.
  - Hazard lights, cones, or other warning devices should be used when vehicles are stopped roadside.
- **Safe Backing**
  - Before backing, drivers must conduct a walk-around inspection to check for pedestrians, vehicles, obstacles, or blind spots.
  - Special attention must be given to pedestrians, traffic, and construction equipment in active work zones.
  - Use spotters when appropriate and avoid unnecessary backing whenever possible.
  - Utilize all available mirrors, backup cameras, and proximity sensors when backing.
  - Back in a controlled slow manner, allowing enough time to stop if a hazard appears.
  - Utilize horns/alarms to signal and warn others. Windows should be down, and radio volumes lowered to enhance awareness.
  - Park in a way that minimizes backing when exiting.
- **Load Securement**
  - Any cargo on or in motor vehicles must be adequately stored and secured to prevent unintentional movement of the equipment which could cause spillage, damage to the vehicle, or injury to the operator.
  - Materials, tools, and equipment must be secured to withstand acceleration, braking, turning, and road vibration in accordance with DOT standards. Loose items (e.g., cones, shovels, tools) must be stored in toolboxes, racks, or otherwise secured.
- **Hazardous Weather Driving**



- Drivers must use extreme caution in hazardous conditions such as snow, ice, fog, heavy rain, or reduced visibility.
- Drivers must slow down and increase following distance when driving in hazardous conditions.
- If conditions become unsafe such as when visibility is severely reduced, road surfaces are unsafe, or winds make control difficult; drivers should safety pull over and stop driving until weather conditions improve. Use hazard/warning lights when pulled over.
- **Fatigue Management**
  - Drivers should not be operating a vehicle when too fatigued or ill to drive safely, in accordance with 49 CFR 392.3.
  - Take breaks from driving and seek overnight lodging to prevent fatigue-related incidents.

#### **26.4 Vehicle Inspection & Maintenance**

All company vehicles must be inspected, repaired, and maintained in safe operating condition at all times.

- **Daily Inspections:**
  - Pre-use inspections should be conducted before operating any vehicle. This includes a walk-around visual inspection to identify defects and ensure the travel path is clear.
  - CDL drivers are required to conduct and document a pre-trip inspection before driving and a post-trip inspection at the end of the day. Any safety defects identified must be documented and corrected before the vehicle is placed back into service. Refer to the CMV Operation Policy for additional details.
- **State Inspections:**
  - Vehicles must meet annual state DMV inspection requirements and display valid inspection decals or stickers.
- **Preventive Maintenance:**
  - Company owned vehicles must follow a preventive maintenance program that meets or exceeds manufacturer recommendations.
- **Safety Equipment:**
  - Each company vehicle transporting flammable materials will be equipped with required safety equipment, including a properly secured fire extinguisher, reflective triangles, and a high-visibility vest.
  - First aid kits and/or spill kits will be provided in company fleet vehicles as required.
  - Anyone tampering with safety equipment is subject to the Progressive Discipline Policy, up to and including termination.

#### **26.5 Vehicle Cameras**

Cameras installed in company-owned vehicles are used to enhance safety, provide training opportunities, and protect both drivers and company assets. Footage may be used for incident review, driver coaching, or compliance purposes. Cameras are not used for continuous surveillance.

- **Operation**
  - Drivers should not tamper with, disable, or obstruct any company-installed camera equipment. Vehicle cameras are safety equipment.



- Keep Cameras Unobstructed – Dashcams must remain free of obstructions such as but not limited to visors, stickers, or hanging items.
- **Privacy**
  - Cameras are not installed or used for constant personal surveillance.
  - Footage is only retained when triggered by a safety event, alert, or manual save.
  - Retained footage is used solely for incident review, compliance investigations, or coaching.

### 26.6 Incident Procedures

- All incidents, regardless of severity, should follow the guidance below:
  - Set Reflectors, Cones, or Flags as needed.
  - Identify injured persons, provide aid within the limits of your training and comfort level, and request medical assistance.
  - As needed, call 911 to report incidents and request emergency medical services.
  - Call ASMG dispatch to report incidents. If a supervisor is not present, notify them as soon as possible.
  - Collect detailed information at the scene, including names, contact information, driver's license and insurance details, police officer information, and witness statements.
  - Take photos from all angles if it is safe to do so. Try to capture as many details as possible in the photos.
  - Be polite and non-opinionated when speaking with law enforcement or others involved in the incident. Do not admit fault or responsibility and do not sign statements other than official police or company reports. Do not speak with the news media.
  - Complete an Incident Report within 24 hours, including photos and an accident scene sketch, and cooperate with any subsequent investigations.
- For hazardous materials incidents, follow all applicable emergency and containment procedures and notify appropriate authorities immediately.

### 26.7 Driver Training Requirements

All employees authorized to drive for company business must complete driver safety training including but not limited to:

- **Defensive Driving & General Safety** – Required for all authorized drivers.
- **Accident/Incident Reporting** – Required for all authorized drivers, including emergency response.
- **Targeted Risk Training** – Periodic training on key risk areas such as hazardous weather driving, cell phone use, cargo securement, hazardous materials, fatigue management, and safe backing.
- **Remedial Training** – Additional training may be required following incidents, motor vehicle record reviews, or as a condition of reinstating driving privileges.

### 26.8 Policy Review

This policy will be reviewed as needed to ensure alignment with company operations, applicable federal and state regulations, and industry best practices. Revisions may be made at any time due to regulatory changes, operational updates, or identified improvement opportunities. Employees will be notified of significant updates and are expected to comply with the most current version of this policy.

