**DRIVING SAFETY**

Driving is one of the most dangerous yet necessary tasks we do every day. Even though it is high risk, you can be a safe driver if you stay focused and use the techniques below.

Employees (drivers from staffing agencies included) who drive motor vehicles owned by Piedmont Service Group shall observe the following rules, regulations, and practices:

• Maintain a valid driver’s license. (If your license is suspended or revoked at any time, you are required to notify your supervisor immediately.)

• The vehicle shall be operated in accordance with local, state, and federal laws and regulations and in accordance with Company practices.

• Remember, 15 mph over the speed limit is considered reckless driving in most states. Our company goal is less than 10 mph over. We do realize that when passing and merging sometimes acceleration is needed. If our drivers consistently operate their vehicles 15 mph over the speed limit then corrective action may be taken per our policy. (Compliance with Safe Work Practices.)

• The Employee shall not talk on a hand‐held phone, adjust their GPS, text, or make use of electronic mail functions while operating a company vehicle. Noise cancelling headphones are not allowed to be used while driving. See the Distracted Driving Policy below.

• Speeds shall be maintained within limits that are reasonable and prudent for existing conditions and shall not exceed the limits established by law.

• Get in the habit of looking 10 seconds ahead and keeping 4 seconds between you and the vehicle you are following.

• Legal fees and fines resulting from traffic tickets and/or other charges shall be the financial responsibility of the driver.

• Company vehicles shall not be used for personal use at any time unless Piedmont Service Group has granted written approval. Non‐Associate passengers shall not be transported in vehicles provided by the Company unless it is in the interest of Company business or an emergency.

• Drivers and employee passengers of Company vehicles who violate Company policy pertain to the use and/or possession of alcoholic beverages or controlled substances are subject to immediate dismissal.

• The vehicle’s seat belts shall be always worn by the driver and passenger(s).

• Traffic accidents and/or property damage to the Company vehicle shall be reported immediately to the driver’s Supervisor.

• The Employee is responsible for maintaining the vehicle in accordance with the vehicle maintenance program. You are responsible to keep it neat, clean and organized. A monthly checklist needs to be completed and emailed to our Fleet Manager.

• Random monthly vehicle inspections will be performed by your Supervisor or those designated by your Supervisor.

• Maintenance on Company vehicles should be scheduled with your Supervisor.

• Any damage to personal property or Company vehicles as a result of driver negligence will be the responsibility of the driver. The driver will pay the first $500 of total damages to another vehicle or the personal property when the driver is at fault. If you rear end someone, it is your fault.

• For an at fault accident, you will be required to go through a state provided 4-hour course. If you have 2 at fault accidents in a year, you will be required to complete a state provided 8-hour driving course. You would be responsible to pay for the course and be required to complete this within 30 days.

• If you have an at fault accident where you do not receive a citation and it is deemed to be just not paying attention, you may receive accident forgiveness if your previous month’s driving score is 90 or better. This applies to your first at fault accident. Multiple accidents do not qualify.

• The vehicle shall be always locked when you are not in it. PSG is not responsible for stolen items.

• The vehicle shall be operated in a safe and responsible manner at all times.

• Weapons and firearms are never allowed in a company vehicle.

### • No employee may refuel a fleet vehicle with the engine running or smoke near any vehicle that is being refueled or serviced.

• Piedmont Service Group will conduct random driver’s license checks for all employees that are required to drive for Piedmont Service Group.

• Piedmont Service Group reserves the right to put Global Positioning System (GPS) in each Company owned vehicle and a call/text limiting device for company and personal phones.

Since many accidents involving trucks occur while backing, try to position the vehicle so that the need for backing is reduced or eliminated. Remember, too, that it is safer to back the vehicle upon arrival that when departing. Employees are to adhere to the following:

• Whenever possible, park the truck or van so that backing out of a spot will not be required.

•Avoid the use of private driveways, if possible.

• When two or more Associates are in the same vehicle, have one person get out to direct the driver should it be necessary to back in the vehicle. (This does not relieve the driver of any responsibility to avoid an accident.)

• Prior to leaving a location, conduct a “walk around” safety check to ensure that all doors and bins are closed, and all loads are securely fastened.

• Whenever the assigned destination is over run, drivers should not stop and back up. It is best to circle the block or proceed to a place where a safe turn around can be accomplished.

• When parking the truck, the emergency brake should be properly engaged, and the motor turned off. Vehicles with automatic transmissions should be in “park” and those with manual transmissions should be placed in “low” or “reverse” gear. Wheel checks should be used when there is a danger of “roll‐off”.

**Distracted Driving Policy**

Of increasing concern to Piedmont Service Group are the dangers of distracted driving. Recent deadly crashes involving drivers distracted by talking and texting while driving highlight a growing danger on our roads. Numerous studies have demonstrated how the use of hand-held cell phones while driving pose a significant safety risk to motorists, their passengers and others on the road.

Therefore, all drivers of PSG vehicles are prohibited from talking on a hand-held phone, texting or making use of electronic mail functions while operating a company vehicle, using a company issued cell phone while operating a personal vehicle or using a personal cell phone while operating a personal vehicle and conducting company business. This includes, but is not limited to reading or responding to text messages, emails and adjusting their GPS while the vehicle is in motion and the time waiting for a traffic signal to change.

If you must place a call while driving

• Utilize the hands-free device provided to you by Piedmont Service Group. Do not wear the device on the job site, it should be left in your vehicle.

• Become familiar with how your cell phone and hands-free attachments work

• Take driving conditions into consideration when deciding whether to place a call even on a hands-free device.

• When appropriate, ask passengers traveling with you to place a call.

• Do not take notes or look up a phone number while driving.

• Inform the person you're calling that you are driving and that you may need to abruptly end the conversation.

• Avoid making highly emotional or stressful calls while driving.

• If a call warrants all your attention, pull into a safe location and park so that you can give the call and your driving responsibility the attention required.

• Do not back up even when using a hands-free device.

Before receiving a call while driving

• Not all calls need to be answered. Take driving conditions into consideration before answering a call.

• Use caller ID features, if available, to determine the urgency of a call.

• Allow calls to roll into voicemail whenever possible, especially calls that are not urgent.

• When appropriate, ask passengers traveling with you to answer calls.

• When speaking to anyone who is using a cellular phone, ask if he/she is driving. Inform the person that he/she may end the conversation without warning if the driving conditions dictate.

•Make calls as short as possible, know when to hang up.

**Annual Review**

Once a year, Motor Vehicle Reports will be reviewed for each employee who drives a company vehicle or

receives a reimbursement for their personal vehicle for performing company business. This includes any

drivers through staffing agencies.

The following, but not limited to, are reasons an employee would no longer qualify to drive a company

vehicle or receive a reimbursement:

• DUI/DWI in the past (5) years.

• Accumulation of more than seven (7) points in the past five (5) years (See Point System below).

• A driver with current suspensions.

• A driver with current revocations.

POINT SYSTEM USED FOR EVALUATION

•Moving Violation = 2 points

•Reckless Driving = 4 points

•Accident with Injuries = 4 points

**Accident Reporting Procedures**

• Stay calm.

• If the vehicles are drivable and it is safe to do so, move them safely out of traffic.

• Apply first aid (if properly trained).

• Don’t admit fault.

• Call Police and if necessary, ambulance.

• Get the Police Report or the Police Report number.

• Take pictures.

• Fill out the information on the PSG Vehicle Accident Report (In your Incident Kit-Grab and Go).

• Call your Supervisor or the Safety Director.

• Go for a post-accident drug screen.