

CCI OF ARKANSAS

Vehicle Operations & Safety Manual

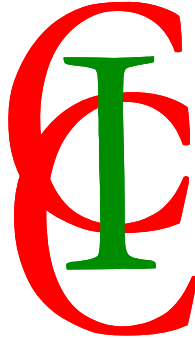


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Provided To:

XXXX – March 2010
Truck # XXX

FOREWARD

The purpose of this policy is to establish procedures by which employees formally acknowledge and accept responsibilities for operating a company owned vehicle. Further, it establishes requirements for enforcement of operating procedures and safe driving practices.

CCI operates numerous vehicles at any given time. It is company policy to perform driver background checks (MVR's) on an annual basis for all employees using company vehicles, including new hires and current employees. Standards for acceptable driving have been established within this policy and will be used as a determination for an employee's acceptability to operate CCI owned vehicles.

A company vehicle is defined as a vehicle provided for employee use by CCI while performing work for CCI.

POLICY AND PROCEDURE

All employees who are assigned a company vehicle MUST have a current Arkansas drivers license.

All employees must have a driving record which meets CCI's driving standards. Any current or future employee who does not meet these standards due to traffic offenses or accidents within the past three (3) years shall not be allowed to operate a company owned vehicle. These standards apply to offenses related to equipment or insurance violations, however, employees whose licenses are suspended for any violation will not be permitted to operate company vehicles until their license is reinstated. These standards are as follows:

1. Any combination of at-fault moving accidents or moving violations totaling three.
2. One or more serious violations as outlined below.
3. Two at-fault accidents involving CCI vehicles in three years.
4. More than 3 not-at-fault accidents in three years.
5. Special standard for driving under the influence.

Serious Violations:

1. Driving under suspension, cancellation, or revocation of a license.
2. Failure to stop and report an accident.
3. False accident reports/injuries.
4. Felling or eluding police.
5. Homicide, manslaughter, or assault with a motor vehicle.
6. Leaving the scene of an accident.
7. Reckless driving
8. Illegal possession of alcohol or drugs.
9. Permitting unauthorized driver to operate vehicle.
10. Refusal to submit to drug or alcohol testing.

Driving under the influence:

Employees convicted of driving under the influence shall be suspended from driving CCI vehicles until such time as their regular, valid drivers license is restored or for a period of 6 months, whichever is longer. A work permit does not constitute a regular drivers license. This also is terms for immediate dismissal.

Company vehicles used after work hours:

Company vehicles are for company use only. No other use is permitted without prior written consent. No other persons, including any family members, are authorized or are permitted to operate a company vehicle. All vehicle operation policies and codes of conduct will be followed and observed while operating a company vehicle outside the course and scope of employment.

OPERATOR'S RESPONSIBILITIES

1. Driver's License – You must possess and carry a valid Arkansas driver's license while operating a company vehicle.
2. Inspections – Verify that you have a current insurance card and registration in the vehicle on a regular basis. Check fluid levels once a week and more often if vehicle is in strenuous use. Check lighting systems for proper operation. Check tire condition before each daily use. Check for body damage any time vehicle is left parked or unattended for extended periods of time. Report all damage promptly to authorized personnel. Do not operate vehicle with safety deficiencies which could further damage the vehicle; report these deficiencies immediately.
3. Gas Cards – Each employee that is assigned a vehicle is also assigned a gas card. This card is to be used for company vehicles ONLY.
4. Seat Belts – State law requires the wear of seat belts any time the vehicle is in motion. All passengers are also required to wear seat belts. This is a mandatory safety requirement. Do not allow passengers to ride in the cargo beds of trucks or in any area not equipped with seat belts.
5. Vehicle Operation – Operate vehicle in a safe and courteous manner, which reflects favorably on CCI. Obey all state and local traffic laws. Abide by all operation procedures set forth in this policy. Use a vehicle or piece of equipment only for its intended purposes within the operating limitations established by the manufacturer.
6. Controlled Substances – No controlled substances, un-prescribed, or illegal drugs, or alcoholic beverages are permitted in company owned vehicles. The operator must be free of any controlled substance including un-prescribed or illegal drugs, alcohol or any prescribed drug which may adversely affect your ability to operate a vehicle. It is to be understood that refusal to abide by this company rule may lead to immediate dismissal.
7. Traffic Citations – You are responsible for all traffic citations issued to you by a law enforcement agency, with no cost to CCI. Report all citations to authorized company personnel.

8. Cleanliness – Keep vehicles clean, neat, and presentable. Remove all papers and other trash from the vehicle after each period of use. Washing of the exterior and interior of vehicle is also expected on a frequent schedule.
9. Personal Use – Do not use your company vehicle for personal business or any other unofficial use unless you have written permission from a company administrator.
10. Smoking in Company Vehicles – Do not smoke in your company vehicle, nor allow anyone else to smoke. Violation of this policy is subject to disciplinary action.
11. Preventative and Other Maintenance – As the operator, you have the responsibility to bring your vehicle in at scheduled time and date for maintenance issues including but not limited to oil changes and tire rotations. You will be notified when your vehicle is due for regular maintenance. This maintenance should be completed within the time frame indicated.
12. Tools assigned to this truck are your responsibility. If you loan a tool out, it is your responsibility to get them back. If you lose a tool, you will replace them at your own cost. A separate agreement form is attached to this policy specifically for tools assigned to the vehicle you are driving.
13. Annual Driver's Agreement – You must sign the annual driver's agreement before driving a company owned vehicle in January of each year.

ACCIDENT REPORTING

If your vehicle is involved in an accident, seek medical attention immediately if necessary by calling or having someone **call 911**.

Notify CCI immediately. Exchange information with the other driver; including addresses, phone numbers, license plate numbers, and insurance information.

Do not sign or make a statement of responsibility. Statements made in anger or haste may be legally damaging to you and the company. Try to get the name and number of all witnesses. Request a business card or other identification. If vehicle is operable, drive it to CCI for inspection as soon as feasible. If vehicle is inoperable, contact CCI for towing arrangements.

DISABLED VEHICLES

If your vehicle becomes disabled at a location away from CCI, take necessary precaution to protect yourself and your vehicle. Turn on emergency flashers and move your vehicle to a safe area if possible. Immediately contact CCI for assistance and instructions. Remain with your vehicle unless otherwise instructed and wait for towing services.

CCI OF ARKANSAS

ANNUAL DRIVER AGREEMENT

As a driver of a CCI owned vehicle, I realize that I have inherent responsibilities for safe operation, care, and security of the vehicle which has been entrusted to me. I accept those responsibilities and agree to obey all State and local traffic laws and comply with CCI vehicle operating procedures as stated in the current policy which I have read and understand. I will report any accidents or violations that I am involved in immediately to CCI. Further, I will operate my vehicle in a safe and courteous manner which reflects favorably on the image of CCI. I understand that abiding by this agreement is a condition of my employment and violation of any of these policies or procedures will result in disciplinary action up to and including termination of my employment.

Driver's Name (Printed or Typed) Date

Driver's Signature

Company Acknowledgment Date

Office Use Only:

Current Driver's License On-File? _____

Substance Screening Results Obtained _____

MVR Received? _____

Vehicle Assigned _____

Completed By: _____ Date: _____

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BILLY SAMPLE

Driver's Name (Printed or Typed)

Driver's Signature

Date

Company Acknowledgment

Date

cci office copy

Office Use Only:

Current Driver's License On-File? _____

Substance Screening Results Obtained PENDING

MVR Received/Completed? _____

Vehicle Assigned 28

Completed By: _____ Date: _____