



DRIVER & FLEET SAFETY MANUAL

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Driver and Vehicle Safety

At The DPI Group we prioritize the safety of our employees and the general public. As a company that relies on drivers and vehicles for our operations, it is crucial that we maintain the highest standards of driver and vehicle safety at all times.

Our commitment to driver and vehicle safety is based on the following principles:

Compliance with Policies, Laws, and Regulations - We strictly adhere to all applicable local, regional, and national laws, regulations, and industry standards related to driver qualifications, vehicle maintenance, and road safety.

Driver Training and Qualifications - All DPI drivers are qualified and possess the necessary licenses and certifications. Continuous training programs are conducted to enhance their knowledge of safe driving practices and promote awareness of potential hazards on the road.

Vehicle Maintenance and Inspections - DPI vehicles undergo regular inspections and maintenance to guarantee their safe and reliable operation. Any defects or issues identified during inspections are promptly addressed and resolved by professional mechanics.

Safe Driving Practices - DPI requires drivers to prioritize defensive driving techniques, obey traffic rules, and practice courteous behavior towards other road users. The use of seat belts, avoiding distractions while driving, and the responsible use of electronic devices are non-negotiable expectations.

Accident Reporting and Investigation - All drivers must promptly report any safety concerns, incidents, or near-miss events. Thorough investigations are conducted to understand the root causes, implement corrective actions, and prevent similar incidents in the future.

1. Compliance with Policies, Laws, & Regulations

At DPI we prioritize the safety of our employees, clients, and the public. We are committed to conducting our motor vehicle operations in full compliance with all applicable local, state, and federal laws governing the operation of motor vehicles. Adhering to these laws is a fundamental expectation for all employees who drive as part of their job responsibilities.

Compliance

All employees who operate a motor vehicle as part of their job responsibilities must comply with all local, state, and federal laws related to motor vehicle operation, including traffic laws, speed limits, and licensing requirements.

Employees are responsible for maintaining a valid driver's license and any additional endorsements required by law for their specific job functions.

Any changes in an employee's driving record or licensing status must be promptly reported to the appropriate supervisor or the designated authority responsible for motor vehicle operations.

Safe and Responsible Driving

Employees are expected to operate motor vehicles safely and responsibly, considering road conditions, weather, traffic, and other factors that may affect safety.

Adherence to speed limits, traffic signs, signals, and other traffic control devices is mandatory. Reckless driving, aggressive behavior, or any actions that may endanger oneself or others are strictly prohibited.

The use of alcohol, illegal drugs, or prescription medications that impair driving ability is strictly prohibited while operating company vehicles or driving for work purposes.

Vehicle Maintenance & Inspections

Employees are responsible for promptly reporting any vehicle defects, malfunctions, or maintenance issues to the appropriate supervisor or the designated authority responsible for vehicle maintenance.

Vehicles must undergo regular inspections and maintenance as required by law and manufacturer recommendations. Any repairs or maintenance must be performed promptly by authorized personnel.

Recordkeeping & Reporting

Accurate records must be maintained regarding employees' driving records, licenses, and any violations or citations received.

Employees must report any motor vehicle accidents, incidents, or citations received while operating a company vehicle or driving for work purposes. Such reports should be made immediately to the appropriate supervisor or the designated authority responsible for managing motor vehicle operations.

Training & Awareness

Training programs will be periodically conducted to reinforce safe driving practices, provide updates on regulatory changes, and promote awareness of potential hazards and best practices for motor vehicle operations.

Failure to adhere to these standards may result in disciplinary action, up to and including termination of employment, in accordance with company policies and procedures.

By adhering to all local, state, and federal laws governing motor vehicle operation, we demonstrate our commitment to the safety and well-being of our employees, clients, and the public. Together, we can ensure that our motor vehicle operations align with legal requirements and contribute to a safer environment for all.

2. Driver Training & Qualifications

All DPI drivers are qualified and possess the necessary licenses and certifications. Continuous training programs are conducted to enhance their knowledge of safe driving practices and promote awareness of potential hazards on the road.

Employees who drive for Company business must have:

- a current, valid driver's license
- proof of valid insurance, and
- submit to a motor vehicle background check

they should complete a driver improvement class before being placed on the active driver list.

Motor Vehicle Records

Motor Vehicle records (MVR) review the applicant's past driving record and confirms that the driver has a valid license. Annual MVR updates are run for all employees who operate company vehicles.

MVRs are also ordered for employees who drive their own vehicles for company business (non-owned auto exposure). These drivers should be considered as if they are regular operators of the company fleet. Certificates of personal auto liability insurance in amounts equal to the company's current policy are obtained and updated annually.

A driver's past behavior is a strong indicator of how they will behave in the future. A candidate/employee with offenses in their motor vehicle record (MVR) may be disqualified from driving company vehicles and/or vehicles rented by the company:

- The driver's license is currently suspended or revoked
- The driver does not have at least one year of verifiable driving experience (it's preferable to have at least two years' experience with the kind of vehicle they will be operating)
- In the past three years, the driver has had more than two at-fault accidents, three moving violations or two moving violations plus one at-fault accident

Candidates/employees with any of the following violations on their MVR within the last five years may not be eligible to drive as part of their assignment/employment (their own car, company car, rented company vehicle, customer vehicles):

- Driving under the influence of drugs or alcohol
- Fleeing/eluding police or resisting arrest
- Hit and run/leaving the scene of an accident
- Open container violations
- Operating vehicles with a suspended/revoked license
- Passing a stopped school bus
- Reckless driving
- Refusing a field sobriety test
- Speeding more than 15 mph over limit
- Using a vehicle to commit a felony
- Vehicular manslaughter

If an existing driver incurs a violation during their employment that prevents them from meeting DPI driving history standards, they may be disqualified from driving company vehicles until they once again meet company standards. When disqualified drivers regain their eligible status,

Driver Training

Training provides the knowledge, skills, and motivation to drive safely and control fleet losses. All DPI drivers are required to go through the RISE training on defensive driving.

Periodic safety meetings occur quarterly to discuss safe driving techniques. Topics include, but are not limited to:

- Company driving rules
- New regulations
- Defensive driving techniques
- Backing techniques
- Adverse weather driving
- Vehicle maintenance requirements
- Accident reporting
- Emergency procedures

3. Vehicle Maintenance & Inspections

The objective of our preventive maintenance program is to establish procedures that, when consistently applied, will reduce operational costs, minimize accidents caused by vehicle defects, and enhance public opinion about our company's commitment to safety and reliability.

Vehicle Selection

Vehicle selection standards should establish minimum safety requirements, be suitable for the business operation, and reflect current and future needs. accidents are less likely when drivers use properly selected and reliable vehicles.

Both initial cost and maintenance costs should be considered in selecting vehicles. Standardization by manufacturer, model type or components may be cost effective.

Some advantages of standardization are reduced parts inventory, mechanical efficiency due to familiarity with the vehicle, lower driver abuse of vehicles and better evaluation of the vehicle suitability.

Vehicle Inspection Schedule

Vehicle inspection is important in assuring that a vehicle is in safe operating condition. Early detection of defects or problems will reduce the likelihood of a breakdown or traffic collision caused by maintenance problems. DPI vehicles undergo regular inspections and maintenance to guarantee their safe and reliable operation. Any defects or issues identified during inspections are promptly addressed and resolved by professional mechanics.

Use the online vehicle inspection checklist on a weekly (if not daily) basis. This covers all critical components, including brakes, tires, lights, signals, fluids, and safety features. The results of this form are submitted to the Safety Team who also tracks the maintenance and repair history for each vehicle.

The Safety Manager will review all driver self-inspection reports. On a semi-annual basis, the Safety Manager will make a physical inspection of all company-owned vehicles and review the inspection reports submitted by the drivers.

Routine Maintenance

Each vehicle has a maintenance schedule that includes regular tasks such as oil changes, filter replacements, tire rotations, and fluid checks.

Only qualified technicians (following manufacturer guidelines and industry standards) are able to perform maintenance work on DPI vehicles.

Maintain accurate records of all maintenance activities, including dates, performed tasks, and parts replaced. These records are to be scanned and uploaded to the vehicle folders in SharePoint.

Proactive Repairs

DPI drivers must report any vehicle abnormalities or concerns promptly. Use the [Assistance Request](#) form to submit maintenance requests and ensure they are addressed in a timely manner.

Continuous Improvement

DPI will regularly review and update the preventive maintenance program based on feedback, industry advancements, and regulatory changes. We will leverage data from inspections, maintenance records, and repair history to identify patterns, potential issues, and opportunities for optimizing maintenance processes.

We want to foster a culture of continuous improvement by encouraging employee feedback and implementing their suggestions to enhance the effectiveness of the program.

By implementing this preventive maintenance program and consistently applying its procedures, we will proactively address vehicle defects, minimize accidents, reduce operational costs, and build a positive public perception of our company's commitment to safety and reliability. Together, we can create a safer, more efficient, and customer-focused fleet operation.

4. Safe Driving Practices

DPI requires drivers to prioritize defensive driving techniques, obey traffic rules, and practice courteous behavior towards other road users. The use of seat belts, avoiding distractions while driving, and the responsible use of electronic devices are non-negotiable expectations.

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about employee welfare, but also the welfare of others who could be put in harm's way by inattentive driving. As a driver, the primary responsibility is to pay attention to the road. When driving (regardless of whether it is the employee's car, a rental car, or a DPI car) on the Company business, or driving while conducting business on behalf of the Company in any other manner, state law is the controlling factor.

Cell phone use while driving is a common, often harmful, distraction. We are concerned about employee safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Employees must not accept or place calls unless it is an emergency, meaning the call cannot wait until the employee can safely pull off the road or arrive at the destination. If an employee must use a cell phone while driving, please use good judgment: keep the call short, use a hands-free device as required by state law, get to know the phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.). Employees must show concern for coworker safety. Employees who are driving when a cellphone call comes in should refrain from answering or should request that the caller wait until the driver can call back.

Employees must use sound judgment when road conditions are poor. Limit or avoid driving when rain or snow conditions threaten safety.

Employees must avoid distractions such as eating, paying too much attention to vehicle music/entertainment controls, or other distracting behavior.

Employee should not drive if the ability to drive safely is impaired by the influence of medications.

If an employee is using a vehicle not their own (rental or otherwise) mirrors should be adjusted appropriately, and the vehicle's controls should be studied before operating.

5. Accident Reporting & Investigation

All drivers must promptly report any safety concerns, incidents, or near-miss events. Thorough investigations are conducted to understand the root causes, implement corrective actions, and prevent similar incidents in the future.

Once an accident occurs:

- Stop immediately and protect the accident scene as much as possible.
- Tend to any injured persons at the scene.
- Contact DPI (Safety Team, your supervisor, or other executive) and the local police as needed.
- Do not make any statements accepting responsibility for the collision.
- Only address the facts of the event.

Try to file a report of the accident as soon as is practicable. This can be done from a cell phone via the [Employee Accident/Incident](#) report (found on either the employee website or the Dispatch). This is important to do while the details of the accident are still fresh in memory. If possible, photos should be taken of the accident scene and uploaded.

The Safety Manager will contact the insurance company to report the accident, collect the police report and review the accident report completed by the driver. After reviewing records, the Safety Manager will interview the driver to inquire not only about their version of the accident but to also discover the conditions and situations that led to the accident.

It will be determined if the accident was preventable or not preventable. Based on this evaluation, established disciplinary procedures may be taken. The Company is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding employee driving habits and operation/care of the employee's personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for the Company.

Thorough accident investigation can lead to:

- Improved driver selection procedures
- Improved vehicle inspection and maintenance procedures
- Changes in traffic routes (avoidance)

Conclusion

By upholding these policies and principles, we demonstrate our unwavering commitment to driver and vehicle safety, aiming for accident-free operations and protecting the well-being of our employees, clients, and the communities we serve.

Remember, safety is everyone's responsibility. Together, we can ensure a secure and accident-free environment for all.