



# *Vehicle Program*

14945 La Palma Drive Chino, CA 91710  
Office (909) 393-5419 Fax (909) 606-0163  
<http://secc-corp.com>

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## **Vehicle Safety Program**

All employees who are either required or requested to drive for our company (company owned vehicle or personal vehicle) are expected to do so in a safe, courteous manner and in conformance with all applicable laws.

For those individuals that have been assigned a vehicle for strictly the use of company business. As such, we will pay for all operating costs concerning those vehicles. We charge employees who are assigned company vehicles, or who regularly operate them during their duties, with the responsibility for seeing that the vehicles receive regular maintenance and repair. We will pay for all reasonable maintenance and upkeep of each company vehicle and will provide reasonable insurance to cover it and its operation. If there is a question of whether we should repair a vehicle, replace, equip with new tires, etc., the matter will be referred to Safety Manager or designee for a decision.

## **Management Responsibility**

Management is responsible for the commitment to safe operation of transportation vehicles & ensure that all jurisdictional regulatory compliance requirements will be met.

## **Employee Compliance/Disciplinary Policy**

Under our policies, all employees are required to follow company safety policies and operating procedures. When needed, employees will be provided with additional training and information, or re-training to maintain their knowledge. Employees will be recognized for following our safety policies.

The discipline policy is intended to encourage employee compliance with our safety policies and procedures. Although we reserve the right to discharge “at will,” we believe that employees found performing work in an unsafe manner that would endanger the employee or another employee shall be subject to discipline or termination by management.

The Safety Manager and the supervisory personnel will determine the course of action best suited for the circumstances that occur in their work areas. The steps to be taken, at a minimum, shall include the following:

- **Verbal Warning** – As the first step in correcting unacceptable behavior, the supervisory personnel shall review the pertinent facts with the employee. The supervisory personnel will consider the severity of the problem, and the employee’s past performance. A verbal warning will be issued to the employee, which will be documented by the supervisory personnel. If necessary, the employee will be placed on probation.
- **Written Warning** – If the unacceptable performance continues, the next step will be a written warning. The written warning will clearly state the unsafe act/policy that was violated and steps the employee must take if it is to be corrected. Probation will be a part of the written warning. It may also include time off without pay. At the completion of the probationary period, the supervisory personnel will meet with the employee to determine if the employee has achieved the required level of performance.
- **Termination** – The employee may be terminated if he does not improve his performance while on probation, or has violated another company safety policy within twelve months.

## **Driver Qualifications**

MVR's (motor vehicle reports) will be examined prior to the start of employment and the Pull Program records reviewed when received. All authorized drivers are responsible for notifying Safety Manager or designee about any accident or ticket violation involving company vehicles or vehicles used for company business. Accidents will be reported to the office immediately. It is the employee's responsibility to complete the necessary reports.

Any employee who drives a vehicle (company or personal) on company business would be qualified as follows:

### **Required**

- Completion of the "Authorization for Release of Driver Record Information" form, and an original DMV printout of driving record.
- Added to the DMV Pull Program.
- Meet Driver qualifications for Pull Notice/MVR review.
- Those qualified to operate their personal vehicles on company business will provide a Certificate of Insurance to meet \$100,000 of bodily injury liability protection per person, \$300,000 for bodily injury per accident, & \$100,000 for property coverage limits.
- Be at least 21 years of age.
- Be capable of safely operating the vehicle to be driven
- Know how to safely load and properly block, brace, and secure the cargo
- Must pass company drug test

### **Evaluating**

Once accident and violation information are obtained it will be evaluated. Generally, violations are classified as major (serious), minor, and non-moving. Non-moving are typically not included in the evaluation process.

Any exceptions to these guidelines must be referred to senior management for written approval.

The standards for driving records are as follows:

- All operators must have a valid California driver's license for at least three years.
- No new driver will be hired with a "borderline" or "poor" MVR.
- Driving records will be evaluated based on the table below, as minimum requirements.
- Driving records must remain "acceptable" or "clear," as graded on the table below, for continued employment in positions with driving duties.
- All violations and accidents will be evaluated, not just those occurring on-the-job.
- No more than a combination of 3 minor convictions or minor preventable accidents during the past 3 years.
- No serious convictions, license disqualifications, serious preventable accidents or drug- and alcohol-related offenses during the past 5 years.

Minor Moving Violations (past 5 years)	Preventable Accidents (past 5 years)			
	0	1	2	3+
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Borderline	Poor
3	Borderline	Poor	Poor	Poor
4+	Poor	Poor	Poor	Poor
Major Violations (Past 5 years)	Poor	Poor	Poor	Poor

**Examples of Minor Violations**

- Speeding < 20 MPH
- Failure to obey sign
- Failure to yield
- Illegal turn

**Examples of Major Violations**

- Leaving the scene of an accident
- Driving under the influence of drugs or alcohol (prescribed/unprescribed), transporting or possessing drug, alcohol or controlled substance
- Racing or excessive speed (>20 MPH over speed limit)
- Reckless, negligent or careless driving
- Felony, homicide or manslaughter involving the use of a motor vehicle
- License suspension or revocation resulting from accidents or moving violations
- Following too closely or tailgating
- Erratic lane-changing
- Attempting to elude a police officer
- Using a company vehicle to commit a felony.
- Uninsurable.
- Refusal to follow Vehicle Company Policy.

**Examples of Non-Moving Violations**

- Parking tickets
- Motor vehicle equipment violations
- Failure to have a valid operator's license available where one actually exists

- Warning letters sent when – a new point exceeds one in less than two years, multiple accidents listed on record.
- Letter revoking driving privileges- if a DUI shows up on record; if three points in less than three years.
- All vehicles will be kept clean inside and out and the dash and floor clear of debris. (Treat the vehicle as if it is your own. Appearance reflects upon SECC and upon you.)
- Personal and off duty use of company vehicles is prohibited.
- Only authorized employees may drive company vehicles. No other people or family members may drive our company vehicles.
- Non-employee passengers are not permitted in company vehicles at any time unless business related.
- Seat belts must be worn at all times.
- No employee is permitted to drive while impaired by alcohol, illegal or prescription drugs, or over

the counter medications.

## **Training**

Driver Safety Training will be conducted prior to any employee driving for company business.

Training will consist of:

- Reviewing the Vehicle Program.
- Completing a Road Evaluation.
- Employees will undergo training program. Program will educate drivers on the dangers that exist along with safe driving techniques to prevent injuring themselves or others.
- D.O.T. Drivers will have additional training as required.
- Supervisors will have additional training on substance abuse and recognition of at least two hours.
- SECC Driver Safety Training.

## **Vehicles Must Have**

In the “Black Book”, each driver is required to carry the following at a minimum

- Current Proof of Insurance
- Accident Report Form
- Current Registration Form

## **Car Allowance, Errands, Certificate of Insurance for Non-Owned Autos**

For those employees who drive their own vehicle, the following will apply.

*Sales Personnel, Project Managers and Applicable Employees-*

- Receive a monthly car allowance or mileage
- Current Certificate of Insurance required on file (minimum limits \$100,000/\$300,000/\$100,000)
- Are required to follow Vehicle Program and DMV’s Rules of the Road.

*Office Employees Running Errands-*

- Reimbursement of business mileage (i.e., post office, bank, errands)
- Current Certificate of Insurance required on file (minimum limits \$100,000/\$300,000/\$100,000)
- Are required to follow Vehicle Program and DMV’s Rules of the Road.

## **Accident Reporting**

**If you are involved in an accident, please follow these guidelines:**

- Report the accident immediately to your supervisor.
- Call 911 to have an officer come to the scene and write an official report.
- Get as much information about the other driver and the vehicle:
  - Driver’s License
  - Description of vehicle
  - Names of witnesses and how to contact them
  - Number of people in other vehicles
  - Vehicle ID number
  - Other drivers’ insurance
  - Notice any other damage to vehicle not caused by this accident
  - Name of people in other vehicles
- Do not make any statements regarding the accident to the people involved (only to the police officer making a report).
- If anyone contacts you regarding the accident contact the office immediately and we will confirm if it is necessary and okay for you to speak with them.

- Never make a recorded statement unless a representative (management) of our company is present.
- If there are passengers in your vehicle at the time of the accident advise them to follow the same guidelines stated here.
- If at any time you are in doubt about any questions asked of you, do not answer them, contact the office and ask for assistance.
- Take pictures of vehicles involved (you can never have too many).

### **Vehicle Maintenance**

Our concern for the safe operation of our vehicles cannot be overly emphasized. We will establish measures to assure that drivers and equipment meet the regulatory requirements whether state, local or federal agencies. Authorized drivers are responsible for assuring that preventive maintenance is completed on their assigned or personal vehicle. Adherence to systematic procedures for preventive maintenance on all vehicles and equipment is the surest way to avoid excessive repair charges and keep the vehicles operating and in top condition.

All company vehicles must be inspected by the driver prior to each use. Mechanical defects will be repaired immediately.

- All vehicles will also be maintained in accordance with the manufacturers' recommendations.
- Mechanical defects need to be repaired immediately.
- It is the responsibility of the individual assigned the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive.
- Employees operating vehicles on public thoroughfares must have valid operator's licenses appropriate for the class of vehicle being driven/operated.
- A fully charged fire extinguisher, in good condition, with at least a B:C rating is required in each company vehicle and must be visually inspected monthly.
- When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, they must be placed in closed boxes or containers that are secured.
- Employees are prohibited from riding on top of any load.
- Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.

### **Driving Safety Rules**

Fortunately, auto accidents are often preventable. By driving defensively and using good judgment, you can significantly reduce your chances of being hurt or killed in a motor vehicle. These rules of the road are mandatory for all employees driving our vehicles or driving on company business. The following is a partial list:

- All vehicles will be kept clean inside and out.
- Personal and off duty use of company vehicles is prohibited. If there are circumstances where this is necessary approval must be issued by management or designee.
- Only authorized employees may drive company vehicles. No other family members may drive company vehicles.
- Non-employee passengers are not permitted in company vehicles at any time unless it is business related.
- Employees are prohibited from riding anywhere in the vehicle except in a seat with a seat belt.
- Seat belts must be worn.

- No employee is permitted to drive a vehicle while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
- Must report all accidents involving vehicles to your supervisor immediately.
- Should be looking well ahead of where you are and always leave yourself an out in case the other driver does the unexpected.
- Always maintain a safe following distance, be at least three seconds behind the vehicle in front of you to allow yourself sufficient time to stop. Increase following distances for larger vehicles or if in slippery or rainy conditions.
- Do not tailgate.
- Never drive faster than road conditions warrant. Slow down when road conditions are poor (rain, fog, night) and never exceed posted speed limits.
- Always signal when changing lanes or turning.
- Always walk behind the vehicle before backing. This will ensure that there are no people or objects behind that cannot see from the driver's seat.
- Make sure that all loads are properly secured to prevent them from moving.
- Yield the right of way until sure the other driver is going to stop. Having the legal right of way does not mean it should always take it. Always yield the right of way to emergency vehicles.
- Headlights must be on when driving in rain and using wipers.
- Always drive under control.
- Always leave yourself an out.
- Anticipate bad driving by others.
- Expect the unexpected.
- Look ahead for hazards.
- Obey the rules of the road.
- Lock vehicle and hide/secure any visible belongings when not in vehicle.
- Drivers shall not pick-up hitchhikers.
- Drivers shall not accept direct payment for carrying passengers or materials except as directed by your manager.
- Drivers shall not push or pull another vehicle or tow a trailer without authorization.

## **Defensive Driver**

Below are 15 Defensive Driver Tips”

### **1. Always be prepared.**

Always be ready to take on preventative actions to avoid any collision.

This will require you to sit straight (instead of slouching), keep both hands on the steering wheel, stay aware and keep your focus on vehicles and road conditions. If you see a hazard, take actions such as slow down, safely change lanes or take other safe, preventative actions to avoid a collision and keep your current driving environment safer.

### **2. Keep your focus on the road and your driving.**

Make sure that you are not distracted and stay focused on your driving by doing the following:

- Put away your cell phone and any other electronic gadgets while driving; do not use your cell phone while driving.
- Stay awake; if you're sleepy, pull over and rest.
- Do not space out or daydream while driving.



- Pay attention to the road and your driving rather than what is going on inside your car.
- Do not run your chores while driving (e.g., do not eat, smoke, drink or put on makeup while driving).
- Do not become distracted by what you see outside that is not related to defensive driving. For example, do not become distracted and slow down to ogle an accident; instead, stay focused on what you need to do to drive safely away from other distracted drivers.

### **3. Always scan far ahead and keep an eye on your surroundings.**

Do not just focus on the car in front of you; emphasize your focus farther ahead and on your surroundings for possible hazards. Using your mirrors, keep checking behind you for possible hazards.

### **4. Try to predict a risk, so you can take the safest action to avoid it.**

As you are aware of your surroundings and scanning the road and other drivers, you need to be able to spot a hazard or traffic risk and make a prediction of what can happen if you do not take any actions – or, if you take an action, if it will cause another hazard.

Example: If you notice an open-bed truck on the highway in front of you carrying construction materials that can become loose at any moment, you need to be able to sense this risk. Safely change lanes away from the truck and if you predict that the truck is a high risk for other drivers, pull over to the nearest exit, and call the highway patrol and report the hazard.

### **5. Have a safe plan and good strategy when you notice a risk.**

If you see a hazard, do not stare at it; instead, have a strategy to avoid an accident.

Example: If you're scanning far ahead and you see a ladder on your path ahead, take proper actions such as slow down safely and change the lane away from the path of the hazard.

### **6. Stay a safe distance from the vehicle in front of you.**

Follow the three-second rule, meaning you should have at least 3 seconds of driving time based on your current speed between you and the vehicle in front of you. Make sure you and other drivers have enough room to maneuver around you.

### **You will need to allow more distance than the three-second rule in the following situations:**

- Bad weather conditions such as fog, snow, rain or wind gusts.
- Bad road conditions such as slippery roads or road construction.
- Bad traffic jam, especially when cars dart in and out of your lane.
- When another vehicle is tailgating you.
- When you are behind a bus, large truck or motorcycle.

### **Vehicle to your sides.**

- Make sure that you always drive in the center of your lane.
- Do not drive in another vehicle's blind spot.
- If possible, keep your vehicle in an open space situation where there are no vehicles to your sides so you can freely change lanes in case of an emergency.

### **Vehicle to your back**

- Watch for vehicles that are tailgating you. When it is safe, switch lanes to avoid the tailgating vehicle.
- If you cannot switch lanes, lightly tap your brake pedal to flash your brake lights and warn the tailgating vehicle that you will be slowing and allow them to pass you.
- If you cannot slow or change lanes, or if the driver continues tailgating you, safely pull off the road so the he or she may pass.

**7. Do not drive in another vehicle's blind spot.**

Some drivers can be tired, distracted, forgetful or just lazy checking their blind spot before changing lanes, so never drive in the blind spot of another vehicle.

**8. Do not expect that other drivers will drive the way you like them to drive.**

Pay attention to what you can control, which is your own driving. Do not expect other drivers to follow certain driving practices that you like.

Example: If you notice a driver that is driving slower than the traffic flow in the left lane, do not tailgate the driver, thinking that you will make him/her to go faster.

**9. Let the other drivers know when you are maneuvering through traffic.**

Let other drivers know what you'll be doing next by communicating with turn signals, hand signals, and your vehicle's lights.

**10. Try to stay in a safe lane of the highways.**

The far right lane is for exiting and entering the highways, and the far left lane is for passing the other cars, so try not to drive in those lanes as a long-distance driving choice.

**11. Don't keep changing lanes.**

Changing lanes unnecessarily and slipping between cars will increase the chances of getting into accidents. Examples:

- When you change lanes, another driver may change lanes at the same time and head for the same lane that you are moving into; this is a common risk that you should avoid.
- When you slip between two cars that do not have enough space between them, the car in front of you may slow down and you can rear-end the car in front of you, which will be considered your fault because you did not allow enough space between your car and the car in front of you.

**12. Watch out for drivers who keep changing lanes or slip between cars.**

If you notice a car that is dangerously speeding and maneuvering between traffic and slipping between cars, slow down and give the speeding driver enough space to maneuver around you.

**13. Be careful at intersections and watch out for drivers that go through red lights.**

If you are at an intersection and the light turns green, do not assume that the other drivers who have the red light are stopping.

Unfortunately, there are many drivers that try to make it through a yellow light when it is already red and if you are the first driver on the intersection, you will be the target for those drivers. So, if you are

at an intersection and the light turns green, check for cars that may run the red light and hit you from the side before proceeding to the intersection.

**14. Watch out for drunk, tired or bad drivers and keep your distance from them.**

If you notice a driver is drifting in and out of the lanes, driving on the center lane or lane marker, driving too fast or too slow, or tailgating, keep a good distance away from those type of drivers.

**15. Stay away from road rage situations.**

If you notice a driver is driving recklessly or is upset at your driving and honks at you, do not engage with the driver in any way or with eye contact; slow down and let the driver speed away.

**16. Avoid braking suddenly.**

Unless you have no other choice, avoid braking suddenly. Watch the brake lights of vehicles ahead. If several vehicles begin braking or slowing, brake early to avoid a sudden stop. Warn drivers behind you by tapping your brakes several times.

## **Cell phone**

Company Cell Phones will be used a means for communication. The following will be complied:

- Employees must comply with all applicable laws and regulations regarding the use of mobile technology while driving.
- Use of handheld cellular phones while driving is prohibited.
- Pull over into a safe parking area before any such use.
- If an employee must make an emergency call (911), the vehicle should first be parked in a safe location.
- Cellular phone calls using hands-free technology while driving is discouraged. To minimize the impact of distraction, calls, if any, should be brief. Extended conversations should be made while not driving.
- Sending or reading text messages or e-mails, dialing cellular phones, viewing television, videos or DVDs and inputting data into laptop computers, personal digital assistants or navigation systems is prohibited while driving.
- Accidents incurred while the employee is using a mobile device may be considered preventable, and subject to disciplinary action.

## **Accidents**

Accidents are often classified as preventable or non-preventable. Very few accidents are considered non-preventable. Examples include being rear-ended or struck while parked. Non-preventable accidents are those in-which the driver did everything possible to avoid being involved.

### **Safety Guidelines to Prevent Accidents**

- Do Not Follow too close
- Do Not Drive too fast for conditions
- Do Not Fail to observe clearances
- Do Not Fail to obey signs
- Do Not Make Improper turns
- Do Not Fail to observe signals from other drivers
- Do Not Fail to reduce speed

- Do Not Park improperly
- Do Not Pass improperly
- Do Not Fail to yield
- Do Not Back up improperly
- Do Not Fail to obey traffic signals or directions
- Do Not Exceed the posted speed limit
- Do Not Drive While Intoxicated (DWI) or Drive Under the Influence (DUI) or similar charges.

## **Dump Truck Safety**

Whether you are the driver or someone helping at the job site, it is important that you make safety a priority whenever you are working around a dump truck.

### **Pre-Use Activities**

- Review and understand information provided in the dump truck operator's manual with particular attention given to descriptions of safety procedures.
- Inspect the dump truck, including the head and taillights, horn, rear view mirrors, tires, air brakes, and fluid levels.
- If any dump truck equipment fails the pre-use inspection, notify your supervisor, and remove the truck from service by attaching a red tag that states, "DO NOT USE." Complete red tag with appropriate information.

### **Operating Precautions**

- Follow all manufacturer recommendations concerning safe operation and maintenance of equipment.
- Only authorized and trained drivers are allowed to operate the vehicle.
- When entering or exiting the cab of a dump truck, always use the hand hold and steps.
- Know the locations of obstacles such as boulders, overhead electric lines, fences, and low tree limbs in areas where loading, hauling, and dumping are to occur.
- Be aware of blind spots when backing a dump truck. Carefully adjust rear view mirrors to maximize your field of view. As necessary, use a "spotter" to back a dump truck.
- Know where other workers are when loading, hauling, and dumping.
- Maintain awareness of the relationship between increasing braking distance as the dump load weight increases. Loads should be evenly distributed to enhance vehicle stability.
- Engage the dump-box lock bars before performing maintenance or other tasks under a raised dump box.
- Recognize surface areas hazardous to dumping, such as uneven and sloping surfaces or poorly compacted fill.
- Dumping loads while located on hazardous surface areas may result in vehicle tip overs.
- Assure length of travel is reasonably level and compacted before spreading material by dumping from a moving truck.
- Prevent vehicle tip overs by deflating the air bags before raising the dump box.
- Commit to maintenance and daily inspections.
- Make sure you are on level ground before unloading.
- Make sure you are driving on level ground and check your dump truck for proper clearance before driving on uneven ground.

- Distribute the load evenly.
- Do not skip the truck bed liner.
- Know how to signal.
- Do not overload the dump truck.
- Clear the area of people and other obstacles.
- Do not drive while the truck bed is raised.
- Keep the tractor and the trailer lined up properly.
- Be super careful if you are working between the bed and the frame, make sure that you have safely and properly blocked the bed.
- Make sure that the truck stays stable, balanced, and safe. Do not take any chances or risks with your safety or that of others. Make safety part of your daily routine.
- Keep tires properly inflated and not worn down.
- Keep your truck and trailer in a straight line when backing up, and never move faster than walking speed.
- Stay in the cab with your seat belt on during the entire dumping process. Never attempt to exit or jump from an overturning truck. Remaining in the truck is the single best thing drivers can do to protect themselves.
- Control downhill speed and use proper gears.

#### **Off-Road Conditions**

- Drivers maintain speeds appropriate to road conditions.
- Never drive faster than road conditions warrant.
- Slow down when road conditions are poor (rain, fog night, etc.)
- 4X4 required for off-road travel (if available)
- Drivers observe all postings and signs, and all environmental limitations
- Drivers observe Off Highway Vehicles (OHV) rules and procedures
- Survey conditions prior to driving in off-road conditions and utilize spotter (if available)

#### **Rollover**

- Driver uses low gears down declines.
- Driver navigates turns at a conservative and safe speed.
- Plan your turns ahead of time and give yourself a time to slow down
- Consider soil conditions when driving off road. Drivers maintain speeds appropriate to road conditions.
- Know your ground clearance, use low gear, use a spotter

#### **D.O.T Drug Policy Federal Drug & Alcohol Testing Program Compliance**

In compliance with Federal Highway Administration Regulations, any driver with Commercial Drivers Licenses and operates commercial motor vehicle will be required to adhere to our Drug and Alcohol Testing Program. Training on the program and its requirements will be handled by Safety Manager or designee.

## Accident Scene Photography

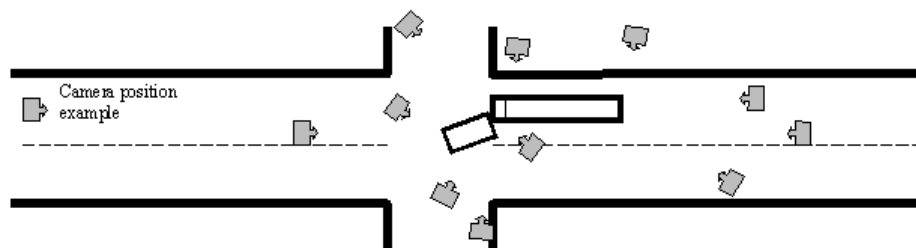
A camera is a necessary tool to help protect yourself against potential fraud, limit your liability, assist in claims cases, and help drivers become more aware of safety issues. Here are some do's and don'ts concerning taking photos at the scene of vehicle accidents.

### DO

- Take photos BEFORE vehicles are moved.
- Follow our company's accident procedures. When taking pictures, be careful. Do not position yourself where you may be hit.
- You have 15 pictures in the camera. Plan to "tell a story" with those 15 pictures. Take a shot of overall scene from a distance.
- Take a photo of interior of vehicles (if possible, odometer, radar detectors, headsets, cans/bottles, cell phones, etc.)
- Photograph condition of road such as potholes, obstructions and debris.
- Take 2 photos of the auto or other object you collided with. If this is an auto, make the photos from opposite corners of the auto so you can see all 4 sides of the car. All other objects should show the damage from 2 angles. Stand 10 feet from the auto / vehicle or object to get a better view / image.
- Take 4 photos of your vehicle that collided with the other object. Make these from the opposite corners.
- Take photos of the other people, if any, involved in the accident if they do not appear injured.
- Take photos of the license tags, ID numbers, unique markings of autos / vehicles belonging to persons who claim to be witnesses but won't identify themselves.
- Take photos of any skid marks or gouge marks left on the pavement or dirt areas. Step off the length of these marks and photograph them from both directions.
- Take all remaining shots of items you feel will help show how or why this accident happened. Be sure to take a picture of traffic controls and signs, if any are present or should have been present.
- Take all the photos your camera has available or ask someone at the scene to take them for you.
- Use flash, even in daylight. Remember, flash is only effective to about 10'.
- Hold camera as still as possible when taking photos.

### DO NOT

- Take photos of injured people. Take photos of any graphic scenes.



## **Company Owned Vehicle Agreement**

### **Authorized Use**

You are authorized to use a company vehicle for business purposes. No other drivers may operate the vehicle unless authorized by the Company. Use for personal purposes is prohibited. Violation may result in disciplinary action including, but not limited to, loss of driving privileges and/or termination.

### **Employee Responsibilities**

- Ensure that all Company policies with respect to operation of the assigned vehicle are followed.
- Obey and observe all traffic laws.
- Report all citations and changes in your driving status to your supervisor immediately. Costs for fines and/or defense will be the sole responsibility of the authorized operator, including parking tickets.
- Ensure that the vehicle is maintained in a safe operating condition. Repairs must be made promptly. Scheduled maintenance will be performed on a timely basis.

### **Alcohol/Drug Policy**

Under no circumstances will any driver operate a vehicle while under the influence of alcohol or controlled substances. Violation of this policy will result in disciplinary action. Drivers who are or may believe that they are impaired and/or unable to safely operate the vehicle are encouraged to utilize public or alternative transportation.

### **Insurance/Motor Vehicle Records**

Each company vehicle is required by state law to contain an insurance identification card. The card must be placed in the glove compartment. It is your responsibility to ensure that the current ID card is in the vehicle. Replacements can be obtained from the office. The company will periodically check the driving record of all drivers.

### **Disciplinary Procedure**

Authorized drivers who violate this or other company policies and programs will be subject to disciplinary action. Nothing in this section shall be constituted as limiting management's right to utilize discretion in enforcing its policies. Examples include but are not limited to: Loss of driving privileges, termination, and demotion to a non-driving position, probation or other actions deemed appropriate by management.

### **Gasoline Credit Cards**

Company credit cards are issued to facilitate ease in maintenance and operation of the assigned vehicle. These cards are for use only by the assigned driver. The cards are for the use of only refueling, oil and routine lubrication. Any other purchases are subject to disciplinary action and reimbursement.

I have read this agreement and I agree to comply with its terms.

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CA - Driver's License #:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Employee Signature\*:** \_\_\_\_\_

**Employer Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Please note:** This agreement is in effect to all authorized company drivers whether it is signed or not. By receiving a copy of the agreement, it ties you to the agreement and policies of our company.

## **Company Non-Owned Vehicle Agreement**

### **Authorized Use**

You are authorized to use a vehicle for business purposes.

### **Employee Responsibilities**

- Ensure that all company policies with respect to operation of the vehicle are followed.
- Obey and observe all traffic laws.
- Report all citations and changes in your driving status to your supervisor immediately. Costs for fines and/or defense will be the sole responsibility of the authorized operator, including parking tickets.
- Ensure that the vehicle is maintained in a safe operating condition and insured.

### **Alcohol/Drug Policy**

Under no circumstances will any driver operate a vehicle while under the influence of alcohol or controlled substances. Violation of this policy will result in disciplinary action. Drivers who are or may believe that they are impaired and/or unable to safely operate the vehicle are encouraged to utilize public or alternative transportation.

### **Insurance/Motor Vehicle Records**

Each vehicle is required by state law to contain an insurance identification card. The card must be placed in the glove compartment. It is your responsibility to ensure that the current ID card is in the vehicle. The company will periodically check the driving record of all drivers.

### **Disciplinary Procedure**

Authorized drivers who violate this or other company policies and programs will be subject to disciplinary action. Nothing in this section shall be constituted as limiting management's right to utilize discretion in enforcing its policies. Examples include but are not limited to: Loss of driving privileges, termination, and demotion to a non-driving position, probation or other actions deemed appropriate by management.

I have read this agreement and I agree to comply with its terms.

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CA - Driver's License #:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Employee Signature\*:** \_\_\_\_\_

**Employer Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Please note: This agreement is in effect to all authorized company drivers whether it is signed or not. By receiving a copy of the agreement, it ties you to the agreement and policies of our company.



## Sample Letters

Date of Letter

Employee Name, Address

RE: Driving Record

Dear Name:

This is to advise you that you have received another point violation on your driving record. This is the second one within a one year-one month time frame.

If you have three point violations within a three-year time span, your driving privileges can be revoked. This is in accordance with our Driving Guidelines and in keeping with our working relationship with its insurance company.

This is a notice only advising you if you receive another one, it would not be in our best interest to allow you to operate any company owned, rental or personal vehicles used for company business purposes.

Please contact the undersigned should you have any questions.

Sincerely,

cc: File

Date of Letter

Employee Name, Address

Re: Driving Record

Dear Employee name:

In keeping with our working relationship with our insurance company, they have advised us that it is not in our best interest to allow you to operate any company owned, rental or personal vehicles used for company business purposes.

To that end, we find it necessary to prohibit you from operating any vehicle outlined above because our insurance does not provide coverage for your operations of these vehicles.

We trust that you understand the reasons for your driving exclusion, and thank you in advance for your cooperation. Should any supervisor, co-worker or other person direct you to violate these instructions, we request that you refuse the instructions and contact me immediately.

Please contact the undersigned should you have any questions.

Sincerely,

cc: File

I have received a copy of this driving prohibition and agree to abide by its terms and conditions.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

### Authorization for Release of Driver Record Information

I, \_\_\_\_\_, Driver License Number, \_\_\_\_\_ as issued by the

State of \_\_\_\_\_, hereby authorize, Garrett/Mosier Insurance Services, Inc. as representative for SECC and/or the Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to SECC.

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

Executed at: CITY	COUNTY	STATE
DATE	signature and title of authorized representative	
	X	

I, \_\_\_\_\_, of \_\_\_\_\_,

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecuting for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Section 1808.45 and 1808.46.

Executed at: CITY	COUNTY	STATE
DATE	signature and title of authorized representative	
	X	

**Vehicle Accident Report**

Do not talk to anyone about the accident except your employer, the police or employer representative. Please be courteous.

<b>Reporting Party Information</b>	# of Vehicles	Date of Accident	Accident Location (City/County)		On Private Property Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Time of accident <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Moving <input type="checkbox"/> Stopped in Traffic <input type="checkbox"/> Parked <input type="checkbox"/> Pedestrian <input type="checkbox"/> Bicyclist <input type="checkbox"/> Other				Driving For Employer Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Driver's Name (First, Middle, Last)			Driver License Number	State	
	Driver's Street Address					
	City		State	Zip Code	Telephone Numbers Work ( ) Home/Cell ( )	
	Vehicle (Year, Make and Model)		Vehicle License Plate or Vehicle Identification Number		State	Damages over \$1,000 Yes <input type="checkbox"/> No <input type="checkbox"/>
	Vehicle Owner (Person or Company Name)					
	Address		City		State	Zip Code
	Insurance Company Name (Not Agent or Broker) At the Time of the Accident				Policy Number	
	Policy Period From:		To:	Policy Holder Name		
<b>Other Party Information</b>	<input type="checkbox"/> Moving <input type="checkbox"/> Stopped in Traffic <input type="checkbox"/> Parked <input type="checkbox"/> Pedestrian <input type="checkbox"/> Bicyclist <input type="checkbox"/> Other				Driving For Employer Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Driver's Name (First, Middle, Last)			Driver License Number	State	
	Driver's Street Address					
	City		State	Zip Code	Telephone Numbers Work ( ) Home/Cell ( )	
	Vehicle (Year, Make and Model)		Vehicle License Plate or Vehicle Identification Number		State	Damages over \$1,000 Yes <input type="checkbox"/> No <input type="checkbox"/>
	Vehicle Owner (Person or Company Name)					
	Address		City		State	Zip Code
	Insurance Company Name (Not Agent or Broker) At the Time of the Accident				Policy Number	
	Policy Period From:		To:	Policy Holder Name		
	<b>Injury/Death Property Damage</b>	Name and Address of Individual Injured or Deceased				<input type="checkbox"/> Injured <input type="checkbox"/> Deceased
Name and Address of Individual Injured or Deceased				<input type="checkbox"/> Injured <input type="checkbox"/> Deceased	<input type="checkbox"/> Driver <input type="checkbox"/> Bicyclist	
Other Property Damaged (Telephone Pole, Fences, Etc.)				Damages over \$1,000 Yes <input type="checkbox"/> No <input type="checkbox"/>		
Property Owner's Name and Address						
<b>Misc. Info.</b>	Police Officer's Name and Badge #				Report #	
	Name and Initials of Person Completing Report					
<input type="checkbox"/> Reported to Insurance Company <input type="checkbox"/> Pictures Taken <input type="checkbox"/> Police/CHP Called <input type="checkbox"/> Driver Disciplined/Warning Letter Issued						

*Witness Questionnaire*

The company requires that all vehicle accidents be reported accurately. Your assistance to our driver by filling in this card is appreciated.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Did you see the accident?  Yes  No

Was anyone injured?  Yes  No

Were you involved in the accident?  Yes  No

In your own words, describe what happened:


*Witness Questionnaire*

The company requires that all vehicle accidents be reported accurately. Your assistance to our driver by filling in this card is appreciated.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Did you see the accident?  Yes  No

Was anyone injured?  Yes  No

Were you involved in the accident?  Yes  No

In your own words, describe what happened:




**Driver Road Test / Performance Evaluation (Class A)**

Driver's Full Name:	
Driver's License #/State/Exp Date:	
Vehicle Number:	

ITEM TESTED ON	Satisfactory	Unsatisfactory	Corrected
<b><i>Before Starting</i></b>			
Pre trip inspection			
Seat adjustment			
Seatbelt adjustment			
Mirror adjustment			
<b><i>Starting</i></b>			
Trans in neutral or park			
Emergency brake on			
Instrument check (Driver indicate)			
<b><i>Backing</i></b>			
Hands at 9 and 3 o'clock			
Thumbs not hooked under wheel			
Use of mirrors			
Use of horn			
Slow speed			
Smoothness			
<b><i>Pulling Out</i></b>			
Signal use			
Clear lane of traffic			
Traffic observation			
Smooth acceleration			
<b><i>Following Other Vehicles</i></b>			
1,000 and 4 Rule			
Leave yourself an out			
Gets the big picture			
<b><i>Intersections</i></b>			
Reduces speed			
Surveys road			
Yields Right of Way			
Takes Right of Way			
Smooth handling			
Counts to 3 before following			
<b><i>Towing</i></b>			
Connecting hitch to vehicle			
Stops short of tracks			
Connecting signals			
Checking all lights			
Backing using mirrors			
Correct speed for Towing			



**Driver Road Test / Performance Evaluation (Class A)**

<b>Overall Driver Performance</b>			
*Aims high in steering			
*Gets the big picture			
*Keeps eyes moving			
*Leave yourself an out			
*Makes sure they see you			
Driver attitude			

**General Performance:**      \_\_\_\_\_ Satisfactory      \_\_\_\_\_ Unsatisfactory      \_\_\_\_\_ Needs Training

Explain additional training if needed, other items discussed Height of vehicle, pulling trailer etc.:

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I certify that the above named driver is capable of driving a vehicle for SECC Corporation.

\_\_\_\_\_  
**Supervisor Name (print)**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Name (print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**



**Driver Road Test / Performance Evaluation (Class C)**

Driver's Full Name:	
Driver's License #/State/Exp Date:	
Vehicle Number :	

ITEM TESTED ON	Passed	Failed	N/A
<b><i>Intersections and Turning</i></b>			
Enters intersection prepared to stop			
Checks for cross traffic			
Yields to others			
Signals intentions proper distance in advance			
Gets in the proper lane well in advance			
Turns only when the way is clear			
<b><i>Signs and Signals</i></b>			
Looks ahead for signs and signals			
Approaches signs and signals prepared to stop			
Slows vehicles gradually			
Comes to complete stop at stop signs			
Starts slowly from stopped position			
<b><i>Passing</i></b>			
Allows sufficient space for passing			
Passes only when there is long term advantage			
Passes only in a safe location			
Signals when changing lanes			
Alerts driver ahead of intentions to pass			
Proceeds in proper lane			
<b><i>Speed</i></b>			
Observes posted speed limit			
Uses timed internal following distance			
Observes speed limit consistent with conditions			
Maintains steady speed on the open road			
Adjusts speed for curves and other danger			
<b><i>Zones</i></b>			
<b><i>Braking and Slowing</i></b>			
Brakes as soon as need is recognized			
Avoids sudden stops			
Stops and re-starts without rolling back			
Uses brakes properly on grades			
Avoids riding brakes			
<b><i>Backing</i></b>			
Avoids unnecessary backing			
Checks the area before backing			
Warns others when backing			
Makes smooth backing maneuver			





**Driver Road Test / Performance Evaluation**

<b>Parking</b>			
Selects safe area to park			
Parks to avoid backing when leaving			
Parks correct distance from the curb			
Turns the wheels to the curb			
Sets the parking brake			
Puts in gear			
Checks traffic and signals when pulling from the curb			
<b>General</b>			
Grips the steering wheel properly			
Good driving posture			
Centers the vehicle in the driving lane			
Reads traffic lights in advance			
Evaluates traffic patterns early; aware of traffic around unit			
*Aims High in steering			
*Gets The big Picture			
*Keep Your Eyes Moving			
*Leave Yourself An Out			
*Make Sure They See You			
Uses safety belts			
<b>Manual Transmission / Shifting</b>			
Proper use of clutch			
2 speed			
Engine and RPM			
Shift points			
Smooth shifting habits			

General Performance: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_ Needs Training

Explain additional training if needed, other items discussed Height of vehicle, pulling trailer etc.:

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I certify that the above named driver is capable of driving a vehicle for SECC Corporation.

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date