

*JSK Trucking Company Inc
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Introduction to Safety and Regulations Manual

This manual is designed to provide drivers, employees, and all other concerned parties with information regarding the operational policies, safety policies and general practices of this company.

A wide scope of information is provided herein. However, it is not the intent of the company to list all its programs, policies and or procedures in this manual. It is also understood that the information contained herein is subject to change at the discretion of the company.

Additional policies and directives may be issued at any time. It is the intent of this company to operate safely and in accordance with the regulations set forth by the Department of Transportation and all other applicable agencies.

Nothing in this manual is designed to supersede these regulations. All drivers are expected to operate safely and courteously on the highways. Evidence that this requirement is not being honored will result in the immediate revocation of the safety clearance of the offending driver.

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JSK Trucing Company's Safety & Regulatory Policy

Employment:

JSK Trucking Company Inc. has been and will continue to be an EQUAL OPPORTUNITY EMPLOYER. No associate or applicant for employment will be discriminated against because of race color, religion, national origin, sex, age, disability, or veteran status. As a result of this policy:

1. Persons are recruited, hired, trained, and promoted for all jobs without regard to race, religion, color, national origin, sex, age, disability, or veteran status.
2. Placement decisions are based solely on the individual's qualifications for the positions being filled.

Off Duty/Orientation:

JSK Trucking Company Inc. strives to hire only professional drivers and expects all drivers to conduct themselves in a professional manner when off duty and during orientation. Drivers failing to do so (for example: negative reports from private motorist, tardiness in orientation, complaints from customers) will be subject to disciplinary action.

Abusive Language or Harassment:

Any occurrences of verbal abuse, inappropriate language or harassment will subject driver to disciplinary action, up to and including termination.

Customer Satisfaction:

You are our company representative to the customer. Any complaint from a customer will be investigated and disciplinary action will follow if the complaint is found valid.



Safety Policy

It is the policy of this company to conduct all operations as safely and efficiently as possible. As a motor carrier we have the ultimate responsibility to perform our work and driving skills in a professional manner. It is our duty and moral responsibility to drive in a manner that reflects a genuine concern for the motoring public, those with whom we share the nation's highways.

The purpose of a safety policy and procedure is to assure that each employee who operates a vehicle on municipal business maintains acceptable standards of proficiency and safety.

Policy and Practices

A. JSK Trucking Company Inc. desires to eliminate any conditions that adversely affect the well-being of employees and threaten financial stability through accident losses.

B. Employees shall operate all vehicles safely and economically. To accomplish this, employees must comply with the following practices:

1. All drivers will have a valid state driver's license for the vehicles they operate.
2. Employees will comply with all applicable motor vehicle laws. The vehicle operator is responsible for any traffic citations
3. JSK Trucking Company Inc. prohibits unauthorized passengers or drivers to either operate or ride in the vehicle
4. Employees will report and participate in the investigations of all vehicle's collisions or property damage accidents.

C. Employees will operate vehicles only when they are in safe operating condition. Each driver shall inspect the vehicle to assure that the vehicle is in sound operating condition.

D. Each driver's privilege to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner. A record of "preventable" accidents shall result in appropriate disciplinary action.

E. Employees performing work that requires the operation of a motor vehicle must notify JSK Trucking Company Management if their license is expired, is suspended, or is revoked. Failure to report shall be cause for disciplinary action.

F. The Office Manager shall be responsible for coordinating municipal Fleet Safety programs in cooperation with the Safety Director and Personnel Office.



Driver Selection, Performance Evaluation & Monitoring

A. Driver Selection

JSK Trucking Company expects manager to comply with the following when hiring individuals who will drive vehicles:

1. Evaluate driver qualifications through the following:

- a. Previous Employer Reference. Check to verify employment and to help determine the driving qualifications and history of the applicant.
- b. Motor Vehicle Records: Inquiry to State Agencies
- c. Personnel File if current employee. Review to consider record of preventable accident, driving history, driving certifications etc.

2. Manager and supervisors may consider drivers as qualified to drive when they meet following criteria:

- a) Possess a valid driver's license of the proper class and driving record that meets all performance and other standards.
- b) Capable of passing a physical examination when a question of fitness to drive arises because of illness or injury.
- c) Capable of passing driving tests.

3. Manager and supervisors must examine applicants driving records carefully and consistently as a routine part of the screening, background investigation, and hiring process. They must:

- a. Reject applicants with poor driving records for positions that require vehicle operation.**

The following is a partial list of conditions or convictions that should cause immediate concern:

- Two at fault accidents in the past three years, or
- Two minor traffic convictions in the past three years, or
- A combination of one at fault accident and one minor traffic conviction in the past three years, or
- Operating under the influence of liquor or drugs, or
- Operating with an unlawful blood alcohol content, or
- Failure to stop or report an accident, or
- Negligent homicide, manslaughter, assaults involving the operation of a motor vehicle, or
- Driving on a suspended or revoked license.



b. Verify that applicants possess, or are eligible to obtain, any special license endorsements the law requires for the type or types of vehicles they will operate in performing their duties. Here we speak primarily of the Commercial Driver's License (CDL) requirements.

c. Determine the candidate's physical and mental fitness to operate motor vehicles after extending a job offer.

4. The Personnel Office shall maintain a Driver Record in each employee's personnel file. Supervisors are responsible for reporting vehicle operator information to the Personnel Office.

B. Performance Evaluation and Monitoring

Because careless or poor driving may lead to worker injuries and to decreased public confidence in JSK Trucking Company Inc., we require manager and supervisors to monitor and evaluate employees who operate vehicles. They must:

1. Check all employees' driving records at least annually.
2. Assign a specific individual to oversee the license review and screening process. This individual should also manage the entity's compliance with Commercial Driver's License, federal random drug testing and other legal requirements. The review should conform to the guidelines in your motor vehicle operations policy.
3. Take appropriate corrective action for current employees with unacceptable records. Corrective actions may range from reassignment to non-driving related positions up to discharge. Falsification of information about driving records by employees is cause for immediate termination.
4. Establish corrective actions necessary to restore employee to driving position and period for completion. Document actions taken.
5. Forward all documentation of the annual review and the actions the supervisor has taken to Human Resources.

ACCIDENT REPORTING PROCEDURES

A. An employee involved in an accident shall obtain appropriate medical treatment, if needed, as outlined in the municipality's health and safety policies.

B. The employee, if physically able, shall call for a police officer as provided in the reporting policies. The employee shall also request that all parties and properties concerned remain at the



scene of the accident, if possible, until a law enforcement representative has released them.
C. Employees shall refrain from making statements regarding the accident to anyone other than the investigating police officer, municipal management, and representatives of the municipality's or an employee's personal insurance provider. Employees shall limit statements to factual observations.

D. The Safety Director (or other designated individual) must receive a copy of all police reports and any accompanying statements within 48 hours. The Safety Director will report such accidents to the insurance carrier and the employee Health and Safety Committee chairperson.

E. If the collision involves an injury, the employee and his or her supervisor will file appropriate reports as provided by policy.

F. The employee shall fill out a Vehicle Accident/Incident Report within forty-eight (48) hours and submit it to his or her supervisor. The supervisor will send copies to the Safety Director for comment and then file the report with the Personnel Office for inclusion in the employee's personnel file. If the accident may result in someone alleging liability against the municipality, the Safety Director shall also file the report with the insurance carrier. If the accident is serious, the Safety Director should report it to the insurance carrier immediately.

G. The employee shall report damage to the vehicle on the "Auto Accident Notice" form available from his or her supervisor.

H. The employee shall submit to a drug test as specified by policy.

FLEET INSPECTION AND MAINTENANCE

To protect the safety of employees and increase their productivity, reduce accidents, extend the life of the fleet, and maintain good public relations JSK Trucking Company Inc. requires regular inspections and maintenance of vehicles as an important part of its Fleet Program.

A. Management

The management of JSK Trucking Company Inc. supports the inspection and maintenance program. They will assure that adequate funding is available for the program and will hold managers and supervisors accountable for assuring that the program is well established and adequately supervised.

B. Manager and Supervisors

Manager and supervisors are responsible for:

1. Supporting the inspection and maintenance program. They must assure that the



program is adequately supervised and effective. This includes controlling the maintenance-operations schedule so that it provides safe equipment for operational needs.

2. Providing equipment, tools and adequate shop facilities necessary for the program to work.
3. Supervising drivers to assure that they participate and comply with fleet inspection and maintenance requirements. This may include establishing an incentive and award program to encourage employee participation and compliance.

C. Drivers

Drivers are responsible for the condition and safe operation of their assigned vehicles. JSK Trucking Company Inc. requires drivers to check their vehicles for possible defects and report them according to policy.

Preventable Accidents, Motor Vehicle Operations

The National Safety Council's definition of a preventable accident is:

"A preventable accident is any occurrence involving a [JSK Trucking Company Inc] owned or operated vehicle which results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred; in which the driver in question failed to do everything he reasonably could have done to prevent the occurrence."

Intersections

The driver is responsible for approaching intersections prepared to take such action as is necessary to avoid accidents, regardless of the actions of other drivers. Failing to obey the law or to heed traffic control devices on the other driver's part does not automatically make the accident non-preventable. In deciding, you should consider the driver's failure to take every precaution before entering the intersection. If a driver fails to check cross traffic to be sure that vehicles are going to stop, or if he forces the right-of-way instead of yielding, any resulting accident should be ruled preventable. You must carefully review accidents involving special intersections such as alleys, driveways, plant entrances, etc., to determine what action the driver could have taken to avoid the accident. Many of these intersections are blind and the other driver's vision is blocked. Therefore, you can consider the failure to slow down, sound a warning or yield the right-of-way sufficient cause to rule the accident preventable.



Changing Traffic Lanes

Passing is a voluntary action and failure to pass safely indicates that the driver made a faulty judgment or a lack of consideration of all the factors affecting the maneuver. Actions of oncoming traffic or of the traffic the driver is passing do not excuse him or her. The driver should anticipate and consider these actions before starting the maneuver.

The professional driver yields to a passing vehicle by slowing down or moving to the right if the passing driver is trapped and a sideswipe or cutoff is imminent. Lane encroachment accidents on the highway or in merging traffic indicate an unwillingness to yield to vehicles or to wait for a safe break in traffic. Blind spots are not a valid excuse. The driver must use extra caution to allow for areas of limited vision.

The driver can avoid "squeeze plays" involving fixed objects or other vehicles by dropping back when it is apparent the other driver is forcing the issue or contesting a common portion of the road.

Pulling away from a parked position is a change of traffic lane and, as such, places responsibility on the driver pulling out. Any accident that results from your driver's actions while pulling out from the curb is preventable.

Failure to observe any of these defensive-driving techniques should result in the accident being ruled preventable.

Front-end & Rear-End Collisions

The driver can prevent front-end collisions by always maintaining a safe following distance. Tailgating is one of the most frequent causes of accidents and is never excusable. Regardless of abrupt or unexpected stops or actions of the driver ahead, the driver must be able to stop safely. The driver must pay attention to the road ahead to anticipate the actions of the vehicle in front. The driver should adjust his or her speed at night so that the stopping distance is not greater than the forward distance illuminated by the headlights.

Drivers risk being struck from behind by failing to maintain a safe following distance. Failure to signal intentions or failure to slow down gradually for traffic signals or grade crossings, thus trapping the following driver, should be cause for ruling the accident preventable.

Rolling back into a vehicle is the result of not keeping the vehicle under control and is preventable.

Backing

It is extremely rare that a backing accident is ruled not preventable. Even when a person is guiding the

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driver, the driver is responsible for backing safely. The guide is just an aid and cannot control the movement of the vehicle. The driver must make check clearances for himself.

Turns

Any time a professional driver leaves a traffic lane, the complete responsibility for the maneuver is his or hers. Signaling is not enough. The driver must check traffic on both sides and to the rear carefully before making a change. "Squeeze plays" resulting from left or right turns are the responsibility of the driver making the turn. If a driver fails to signal, signals too late, fails to properly position for the turn, to check mirrors before and during the turn or to take any other necessary defensive action, the resulting accident is preventable.

Accidents involving turns by other drivers require careful investigation. If the non-turning driver fails to recognize that a turn was pending from the actions of another vehicle and thus did not respond accordingly, or if he or she tried to force the right-of-way, the lack of defensive driving means the accident is preventable.

You should rule any accident involving a U-turn on your driver's part to be preventable.

Vehicles Going in Opposite Direction

The head-on or sideswipe accident involving vehicles going in opposite directions is one of the most difficult to classify. Only by learning the exact actions of each vehicle prior to the accident can you determine whether the actions and maneuvers of the opposing vehicle should have given your driver adequate warning of a possible involvement.

If the opposing vehicle was passing and intruded into your driver's lane and he or she failed to slow down, stop or pull to the right, then the resulting accident is preventable because your driver failed to take proper defensive measures.

In deciding you should also consider whether the passing driver warned the other driver by horn or flickering headlights.

Mechanical Failure

Before starting a trip, a driver should inspect the vehicle and report unsafe conditions. The driver should obtain immediate repairs if continued operation could cause an accident. If a mechanical failure that the driver should have reasonably detected causes an accident; the accident is preventable.

If a mechanical defect occurs or develops during a trip the driver should notify management. If the driver continues the trip without such notification and an accident occurs, then the accident is preventable.

Abusive driving which creates abnormal strain and leads to mechanical failure resulting in an accident is



also preventable.

Weather

Rain, fog, snow, ice and sleet do not cause accidents. They are environmental conditions to which the driver must adjust. Failure to properly adjust driving to the existing conditions or to get off the road if conditions are severe should be sufficient to decide that the accident was preventable. Failure to use appropriate weather-related equipment that the organization provides should be considered as failure to adjust to conditions and any resulting accident to truck, cargo or property should be ruled preventable.

Fixed Objects

You should consider collisions with fixed objects such as low overheads, buildings, poles as preventable accidents. Asking a bystander's opinion on clearance does not relieve the driver of his responsibility. Resurfaced pavement causing low overhead and other changes in conditions along a route are not valid excuses.

Pedestrians, Bicycles, Motorcycles

The law generally considers that pedestrians have the right-of-way over vehicles even though their actions may be unorthodox. Shopping areas, school zones, play areas and areas of congested pedestrian traffic require reduced speed; in many cases much below the posted limits. Rule any accident that results from the driver "going too fast for conditions" to be preventable.

Bicycles, mopeds and motorcycles frequently perform sudden, unexpected maneuvers. A driver, who fails to reduce speed, pull over, or otherwise take precautions when this type of equipment is near, has failed to take proper defensive driving measures and the accident is preventable.

Parked Vehicles

Even though your vehicle is stationary, an accident can be ruled preventable. Unconventional parking locations, crooked parking, double parking, failure to put out warning devices, and so on reveal a lack of defensive driving. These actions make an accident preventable.

You should consider roll-a-ways of a parked vehicle to be preventable in almost all cases. Failure to properly block the wheels, not turning the wheels against the curb, or failure to take any other precaution to avoid vehicle movement are lack of defensive driving techniques. Therefore, any accident resulting from such failure should be ruled preventable.

Non-Collision

Jack-knifing, over-turning, running off the road are generally the result of emergency action taken to



avoid collision. Examine the driving immediately preceding the accident to determine whether the driver's speed was unsafe for conditions or if he or she was tailgating or driving in some other manner that did not permit him or her to keep the vehicle under control. Committing any of these errors will result in the judgment that the accident was preventable.

Dropping an improperly secured trailer when pulling out should be judged preventable if the driver could have foreseen the occurrence during his pre-trip inspection.

You must consider passenger accidents that do not involve collisions as preventable if they resulted from faulty driving.

Passenger injuries resulting from evasive action to avoid a collision are preventable if the driver failed to use defensive driving techniques, which would have eliminated the need for sudden or violent action. You must consider sudden starts or stops, speeding over bumpy roads, fast turns, and abrupt acceleration when operating a passenger vehicle as unsafe driving, even though such maneuvers would be acceptable with other types of vehicles. Any accidents resulting from such actions are preventable.

Damage to property or persons from projecting loads, losing part of a load, parts of the vehicle being loose (chains, doors) are preventable if the driver failed to properly secure them, or if the driver failed to secure them tightly during pre-trip inspection.

You should rule cargo damage resulting from violent maneuvers to avoid collision preventable if driving defensively would have eliminated the need for violent action. Damage caused by sudden starts, stops, fast turns, or speeding over bumpy roads, must be considered as a failure to adjust to conditions and is preventable.

Vehicle Struck from Behind

Have any of your municipal vehicles been struck in the rear? Many times, these "Non-preventable" accidents are preventable. That is, there is something your driver could have reasonably done to avoid the accident. Here are four things you can train your drivers to do to avoid this type of accident.

Signal Your Intentions

Use your directional signals (or arm signals) and brake lights.

Stop Smoothly

Come to a slow, smooth stop to alert a vehicle behind you that you are stopping. Abrupt stops might not give the driver behind you adequate warning that you are stopping.

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Stay Away from Tailgaters

- Never allow a tailgater to make you angry. Simply slow down or move to the right. This generally encourages the driver to pass you.
- Increase the following distance between your vehicle and the one ahead of you. This will eliminate the need to brake suddenly and reduce the chance of being hit by the tailgater.
- Force the driver to slow down, thereby making it easier for him to stop safely when you stop.

Avoid A Rear-End Collision When Stopped

Being struck from the rear while stopped in traffic accounts for most rear-end collisions. This may happen to you when you are stopped behind a driver who intends to make a left turn. To avoid being struck in the rear while stopped in traffic:

- Keep a foot on the brake to activate the brake lights.
- Stop at least 10 feet behind the vehicle ahead to prevent any domino effect. A good way to do this is to stop so you can see the rear tires of the vehicle ahead.
- Keep lights on at dusk or in rain and snow.

REMEMBER: The best "DEFENSE" against being rear-ended is to maintain adequate distance between you and the vehicle ahead of you.

Sign: _____ / Print: _____ / Date: _____ /