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# DRIVER SAFETY MANUAL

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**Safety rules and guidelines for drivers**

752 Pasadena Ave.  
Winnipeg, MB R3T 2T3  
Phone: 204-510-0246  
Fax: 204-809-6126  
[info@interlandcarriers.com](mailto:info@interlandcarriers.com)

## **INTRODUCTION**

This manual is designed to provide Interland Carriers Inc.'s drivers with safe work rules, policies, and procedures. Interland Carriers Inc. is committed to helping our drivers / contractors conduct all operations in a manner that protects and preserves safety, health, security, and the environment. This means strict compliance with applicable safety and environmental protection laws and the everyday work practices that eliminate incidents, improve efficiencies, and reduce costs.

Please read this carefully and keep it handy for future reference.

Working together, we can eliminate incidents and create a workplace that provides the highest level of safety, security, and environmental protection.

## **COMPANY POLICY**

Safety, health and security are key business objectives. Working safely and responsibly is a condition of employment.

We are all responsible and accountable for safely performing all work operations and protecting customers, assets, and the general public. Building and maintaining a culture that is committed to safety, health, security, and environmental protection will help us:

- Minimize or prevent personal injury, occupational disease, property damage, and/or damage to the environment.
- Meet applicable federal, state, and local regulations and exceed those requirements where the business warrants it.
- Reduce costs associated with injuries, collisions, theft, and future environmental clean up liability.
- Improve worker productivity and morale.
- Promote a socially responsible image to the public and our customers.
- Every driver will have access to our safety manual.

## **DRIVER RESPONSIBILITY**

Your attitude and work practices go a long way toward creating a safer workplace and achieving environmental objectives and targets. You have a responsibility to yourself and to your co-workers to perform every work assignment in a safe and secure manner while being supportive of the company's environmental policy.

As a driver, you have a responsibility to:

- Help all newly hired employees understand the importance of driving and working safely.
- Observe all safety rules, safe driving guidelines, and safety and security-related work procedures at all times.
- Report and/or correct any work-related hazards immediately.
- Report and correct any environmental problems immediately.

- Report all hazardous roadways and conditions that may affect you or other drivers.
- Report all accidents, injuries, collisions, unsafe conditions, or unusual occurrences immediately to your supervisor.
- Properly use appropriate personal protection equipment and tools.
- Practice good housekeeping in your facility or vehicle.
- Suggest safety and environmental protection improvements where needed.
- Participate in safety meetings, training sessions, and inspections as appropriate.

Safety, health, and security activities are an important part of the work environment and must be integrated into your daily work operations. Collisions, injuries, and harm to the environment can be prevented if safety, health, security, and environmental standards and procedures are properly followed.

### **RISK ASSOCIATED BEHAVIOR**

Sub-standard safety and health performance (risk-associated behavior) can result in collisions and injuries. Risk associated behavior is not tolerated. Working safely is a condition of employment.

A driver's behavior is considered risk-associated when the:

- The driver receives a written warning
- The driver violates company procedures in such a manner that the violation increases the risk of preventable injuries, illnesses, and collisions.

### **CORRECTIVE ACTION**

When a company director determines that a driver has engaged in risk associated behavior, corrective action is taken for everyone's safety.

Important: Corrective actions must be uniform for violations resulting in collisions, injury or illness and those in which no collision, injury or illness occurred. The primary purpose of the corrective action is to prevent future occurrences of risk associated behaviors and is not to penalize the driver for having a collision or injury.

The extent of corrective action depends upon whether it is the driver's first, second, or third violation of risk-associated behavior within a rolling three year period. Any combination of risk-associated behavior related to non-compliance of company procedures, related government regulations, preventable collisions, or moving violations must be considered cumulatively for the purpose of determining the appropriate corrective action.

NO. OF INCIDENTS IN A ROLLING THREE YEAR PERIOD	CORRECTIVE ACTION
First	Provide verbal counseling on how risk-associated behavior could have been prevented
Second	<ul style="list-style-type: none"> <li>• Suspend the employee without pay for a period of three days</li> <li>• Issue a warning letter to the employee. Inform the employee that additional disciplinary action, up to and including termination, can result from future risk associated behavior</li> <li>• Require that the employee provide the director with an action plan to eliminate risk associated behavior</li> <li>• Agree to attend remedial training</li> </ul>
Third	Terminate the employee

## RIGHT TO DECIDE PHILOSOPHY

We empower every driver the “right to decide,” when immediate action is required to correct potentially unsafe conditions or situations. This means that drivers have both the right and responsibility to stop any work or activity, including driving duties, when they are unable to proceed safely. They have the right to do this without fear of retribution.

Management will be supportive and will not pressure drivers to take unsafe risks. Drivers are expected to take whatever actions are required to correct potentially unsafe conditions or situations when time does not permit resolution through normal levels of responsibility, as described in this policy.

Drivers are responsible for determining their general ability to work or drive safely. If conditions are or will prevent a driver from completing a task safely, they should notify dispatch immediately and determine a proper and safe solution. Unsafe conditions may include bad weather conditions, driver fatigue, illness, or equipment failure.

Be aware that weather conditions sometimes change and improve rapidly. Therefore, drivers may be temporarily delayed in departing, depending on existing or continuing conditions. Drivers should report to their work location and decisions will be made regarding safe dispatch or operations.

Note: If a driver decides to proceed under unsafe conditions, you may be held personally accountable for unsafe work practices or operating a vehicle during unsafe conditions. If a driver has any questions, needs guidance, or clarification on the details of this policy, please contact the Director.

## **SAFETY RULES GENERAL**

Drivers are expected to work accident, collision-and injury free. Working safely is a “condition of employment.”

Drivers should:

- Come to work well rested. Driver fatigue is a major contributing factor in many collisions.
- All drivers must meet with their supervisor to review their locations and/or vehicle’s safety work rules, building evacuation procedures, location of emergency/first aid equipment, and related procedures.

## **DRIVING POLICY**

We are committed to safety, service, and quality for both our employees and customers. Drivers are to operate company-owned leased or rented vehicles in accordance with the Driving Policy outlined below:

- Company-owned, leased or rented vehicles are to be used solely for official company business. **Unauthorized use is grounds for immediate termination.**
- Vehicles are not to be operated unless they are in a safe operating condition.
- Drivers must be physically and mentally able to drive safely.
- Drivers must be licensed, qualified, and approved to operate equipment.
- Drivers must conform to all traffic laws and must maintain a safe speed and following distance, with allowances made for adverse weather and traffic conditions.
- Drivers must respect the rights of other drivers and pedestrians.
- Drivers may not use drugs or alcohol prior to, or while operating a company-owned, leased or rented vehicle.

## **SAFE DRIVING TECHNIQUES**

- Drivers/employees must operate company vehicles safely, observing regulatory signs and traffic safety controls.
- Stay on your approved and authorized route. Route deviations are costly and expose you to known and unknown hazards.
- Drive with both hands firmly gripping the steering wheel (generally in the 10 and 2 o’clock positions). This will help to maintain control of the vehicle if you should incur a front axle tire blowout.
- Aim high. Look ahead 12-15 seconds or approximately quarter of a mile on the open road. In urban areas, look ahead two blocks. Being alert and looking ahead in the distance allows you to see everything in front of your vehicle, and to plan and react accordingly.
- Keep your eyes moving. Scan your mirrors every three to five seconds and never focus or stare at a single object for more than two seconds. Your vehicle is capable of traveling great distances while you are distracted.

- If sunlight glare or other intense light is limiting your vision, clean your windshield, use your sun visor, and consider wearing sunglasses. Avoid looking directly at the light source and try to focus temporarily on the lane lines/markers.
- All posted speed limits must be obeyed. Deliberately operating your vehicle in excess of this limit, tampering with the speedometer and/or facilitating adjustment of the speedometer will result in disciplinary action, up to and including termination.
- Operating speeds should always be adjusted and consistent with existing conditions, such as lighting, traffic, road and weather conditions. Never overdrive your personal line of sight. Drive at speeds that will allow you to come to a controlled stop within the area you can see.
- Posted speed limits are for optimum conditions, such as daylight, clear field of vision, clear weather, straight road, no construction, and/or light traffic. Incrementally decrease your speed as conditions deteriorate.
- Never over drive your headlights. Over driving your headlights means driving at speeds where you can't see upcoming road hazards because your stopping distance is greater than the effective illumination of your headlights.
- Engage turn signals for a minimum of three flashes and re-scan your mirrors a final time to ensure clearance prior to changing lanes, merging, or turning.
- If faced with lane encroachment where there is potential impact from opposing traffic, always first look to go right in a "controlled and slowing maneuver." Use caution to remain on the roadway. Be aware that going to the left may expose you to opposing head-on impact and the lane that the opposing vehicle would be trying to return to.
- Approach intersections prepared to stop within the available sight distance, allow cross traffic to clear no matter if you have the right of way or not. Be established in the proper lane and do not change lanes while crossing intersections. Look left, right, left, and then right again before entering the intersection.
- When making right and left turns, signal your intentions early and position yourself in the most right hand turn lane available. If going right, control traffic access to your right between you and the curb. When going left, stay in your lane and closely monitor traffic from your left.
- Be aware of low overhead clearances such as overpasses, awnings, canopies, low hanging utility wires, or tree limbs. Know the height of your vehicle.
- You are required to fully utilize all safety-related, collision prevention equipment as trained and directed by the company. Notify dispatch immediately of any operating deficiencies.
- Do not jump from the truck cab, the back of a van or trailer, the "catwalk" area behind the cab, or from any other part of a vehicle. When entering or exiting a vehicle, always use the "three points of contact" method.

## **DISTRACTED DRIVING**

While driving, avoid:

- Using your cell phone to talk or text

- Programming your GPS
- Eating
- Adjusting the radio
- Retrieving items from the floor
- Gawking at accidents

## **FIREARMS / WEAPONS**

To ensure that we maintain a workplace safe and free of violence for all employees, customers and guests, the company prohibits the possession or use of weapons on company premises or property, including company-owned, leased, or controlled vehicles. Weapons include, but are not limited to, firearms, explosives, knives and other weapons that could cause harm.

**Note: Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.**

## **FATIGUE MANAGEMENT**

No driver shall operate a vehicle on company business, and management shall not knowingly require or allow an employee to operate a motor vehicle if the driver's ability or alertness is impaired from fatigue, and potentially unsafe to operate a motor vehicle. The company's "right to decide" policy applies to fatigue management.

**Note: Failure to comply with this policy will result in disciplinary action up to and including termination of employment.**

## **HOURS OF SERVICE (HOS)**

- Drivers are required to document their hours of service (HOS) activities "accurately," and as legally required by Federal Motor Carrier Safety Regulations [FMCSR].
- The company will never ask a driver to violate HOS regulations under any circumstances.
- Intentional "fraudulent" HOS documentation will result in disciplinary action, up to and including termination.
- HOS violations within a rolling 36-month period will be considered Risk Associated Behavior (RAB) and will result in disciplinary action up to and including termination. Furthermore, this involves the strict 11-hour driving rule, 14-hour on-duty rule, and the 60/70-hour rules. (US only – in Canada Canadian HOS rules apply)
- Driving safely is primarily a driver's responsibility. If you are running late, stay late. Do not hurry to make-up time and take unnecessary risks.
- Drivers are required to allow and document a minimum of 15 minutes each for the completion of a pre-and post trip vehicle inspection. Specialized equipment may take longer.
- Drivers must approve and sign their previous logs before their next departure.

## **DRIVER REQUIRED REPORTING**

In addition to prompt reporting of all accidents, collisions, work-related injuries or unsafe conditions, drivers are required to report the following occurrences to their supervisor/manager within 24 hours:

- Receipt of any traffic citation (personal and/or company vehicle)
- Conviction of any traffic violation
- Suspension, revocation, or cancellation of a driver's license or loss of the
- right/disqualification to operate a commercial motor vehicle
- Receipt of any roadside inspection, regardless of the outcome

If receipt is not provided at the scene, request the inspector's business card and/or inspection case number in the event your supervisor decides to make an official follow-up inquiry.

Note: Failure to promptly report these to your supervisor will result in disciplinary action, up to and including termination.

## **INJURIES AND ILLNESSES**

All work-related injuries must be reported immediately to your supervisor. Failure to do so in a timely manner may result in disciplinary action, up to and including termination. If you are ill, do not report to work. Contact dispatch in advance of your scheduled work time. If you become ill during your shift, report this to dispatch immediately.

## **COLLISIONS**

A collision is defined as any occurrence involving a motor vehicle driven by an driver on company business, which results in death, injury, or property damage, unless the vehicle is properly parked.

If a collision occurs:

- Get safely off the road, turn your vehicle ignition off, give or receive emergency medical care (if qualified), secure the scene, notify local authorities, and display your reflective triangles in accordance with safety regulations
- Report the collision to dispatch immediately. Failure to provide timely supervisory notification may result in disciplinary action, up to and including termination. Dispatch may direct you to make other notification/ support phone calls as necessary.
- Photos of the scene should be taken as soon as possible. Include all of the vehicles involved (damage details, four sides, license tag, and vehicle number), property damages, the roadway and any skid marks, spills or debris, traffic controls, and the roadway approaching the point of impact.
- Obtain witness names, addresses, and phone numbers. Make note of any bystanders, stopped vehicles, and tag numbers.
- Obtain and provide a valid driver's license, vehicle registration, and insurance documents.

- Drivers, employees, and supervisors should exercise professional restraint following a collision. Never admit guilt, negligence, or speculate on the causes. Discuss the details only with the investigating authorities, managers, or other verified representatives approved by the company.
- Do not talk to the media – if you are approached for comment, refer them to the company’s Director.
- Regulatory required post-collision alcohol and drug testing will be performed as soon as possible if the collision results in a fatality, or if our driver receives a citation coupled with either emergency medical treatment away from scene or a vehicle being towed.
- It will be investigated and reviewed thoroughly to determine the root cause, preventability, and to ensure that appropriate preventive follow-up actions are taken.
- It will be considered preventable when the results show that the driver failed to prevent the collision by anticipating hazards, the unsafe actions of others, or not applying appropriate defensive driving methods.
- If the collision is determined to be preventable, it will also be considered Risk Associated Behavior (RAB). RAB is defined as sub-standard safety performance by an employee resulting in injuries and collisions.

**Note: Working safely is a condition of employment.**

## **MINOR COLLISIONS**

“Minor” preventable collisions occurring within a rolling 36-month period will result in the following corrective disciplinary actions against the responsible employee:

- **1st Offense** – Verbal Counsel
- **2nd Offense** – 3-day suspension, written reprimand, remedial training, and employee action plan
- **3rd Offense** – Termination

## **MAJOR COLLISIONS**

“Major” collisions involve any of the following:

- Fatality
- Emergency medical treatment away from the scene
- Damages exceeding \$30,000

Major collisions determined to be “preventable” will result in employee termination. The involved driver has the right to request a formal collision review board within three days of receiving the preventability decision. If drivers have questions, they should review the details with their supervisor.

Collisions will be considered “non-preventable” if the driver applied appropriate defensive driving techniques, controlled the vehicle by making allowances for road, traffic and weather conditions, and took the necessary precautions and actions to avoid the collision.

## **DRIVER VIOLATIONS JEOPARDIZING EMPLOYMENT**

Drivers begin their employment based on their prior three-year driving record. Maintaining a safe driving record is the foundation for continued employment. Drivers could be considered for termination if any of the following violations occur:

- Excessive speeding, which is driving 15 miles per hour or more above the posted speed limit
- Possession of alcohol in a vehicle
- Driving while under the influence
- Violating a traffic control law in connection with a fatal accident
- Driving while physically impaired
- Driving with an expired license
- Violating out-of-service orders
- Reckless or careless driving as defined by state or local law or regulation, including but not limited to, offenses of driving a motor vehicle in willful or wanton disregard for the safety of persons or property
- Improper or erratic traffic lane changes
- Following a vehicle too closely

Also included are the following violations arising in connection with a collision:

- Violation of laws relating to motor vehicle traffic control (other than parking, vehicle weight, or vehicle defect violations).
- Leaving the scene of an accident.
- Other acts directly contributing to the cause of a collision.

## **MAJOR PREVENTABLE COLLISIONS**

Drivers may be considered for termination if they have any major preventable collisions. A preventable collision is a traffic incident where the driver did not do everything possible to avoid the mishap, which resulted in:

- Fatality
- Serious medical treatment, away from the scene of the collision, for one or more individuals involved in the collision
- More than \$20,000 in total property damage
- One or more vehicles being towed due to disabling damage (damage preventing the vehicle from leaving the scene of the collision under its own power)

## **SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVER'S LICENSE**

Drivers may be terminated immediately if the annual review of their Driver's Abstract indicates that their driver's license is currently suspended, revoked, or cancelled, including for administrative reasons (non-safety related) or if their Abstract shows convictions resulting from drug charges or a felony while driving a personal or commercial motor vehicle.

## **DRUG AND ALCOHOL USE, ABUSE AND TESTING**

Any driver who receives a citation or other motor vehicle action for driving under the influence (DUI), or driving while intoxicated (DWI) while on company business, must report the motor vehicle action to dispatch within 24 hours of the action or citation.

Interland Carriers Inc. has the right to suspend driving privileges or terminate any driver, if that driver receives a DUI or DWI motor vehicle action.

## **ATTIRE CLOTHING**

- Wear appropriate protective gloves, eye protection, reflective vests or other clothing or equipment (personal protection equipment) when performing hazardous tasks and/or as directed by client / dispatch.
- If vehicle fuel, cleaning solvents, or chemicals are spilled on your clothing, wipe it off as soon as possible, and if excessive, change clothing.
- Wear reflective, high-visibility vests when in congested, high traffic areas such as warehouse operations or by the roadside at collisions or breakdowns.

## **SAFETY SHOES**

We require that employees wear safety shoes whenever on duty driving, in the vehicle, or a hazardous work area safety shoes must be:

- Lace-up style and with ankle protection (minimum of 6" high boot), toe protection, enhanced slip resistant soles, and in good condition

## **PERSONAL PROTECTIVE EQUIPMENT**

- Proper protective equipment must be worn (gloves, glasses, goggles) when working with various hazards.
- When working outdoors during cold weather, gloves, jackets, and additional protective footwear must be worn to guard against frostbite and wetness, as well as to reduce the chance of slipping.

## **TIRE AND WHEEL SAFETY**

Drivers should:

- Check tire pressure daily.
- Only operate a vehicle with properly inflated tires. Tires should be checked daily for proper required tread depth and to ensure no sidewall damage exists (bulges, gouges, cuts, and tread separation).
- Check wheel lugs daily for tightness.
- Ensure there are no signs of oil/wheel seal problems.
- Never climb on tires or wheels. Greasy surfaces may only serve to contribute to slips, trips or falls.

## **KEY CONTROL / VEHICLE AND CARGO SECURITY**

- All unattended vehicles must be properly parked with the engine turned off, brakes set, and keys removed, including company-owned and operated vehicles.
- Leaving a vehicle running without a driver at the controls of the vehicle for any reason is prohibited.
- Do not leave vehicle keys inside parked equipment under any circumstances.
- Ensure that parked equipment is locked when unattended.
- Ensure that vehicle cargo doors are secured (if applicable), seals are in place, and that uncoupled trailers are secured with kingpin or other suitable locking mechanisms.
- Do not park vehicles at locations that encourage unauthorized entry, vandalism or damage.

## **PRE-TRIP AND POST TRIP RESPONSIBILITY: PRE-TRIP INSPECTION**

When conducting a Pre-trip Inspection, the driver should:

- Ensure that their pre-trip inspection is in compliance with company policy.
- Validate that the previous DVIRs previous vehicle defects have been examined to ensure the motor vehicle is safe to operate. (This excludes any listed defects on a towed unit that is no longer part of the vehicle combination.)

**Important: A motor vehicle shall not be operated in such a condition if it is likely to cause an accident or a breakdown that could result in an out-of-service order.**

## **POST TRIP INSPECTION**

When conducting a Post trip Inspection report, the driver should:

- Confirm that aDVIR form is being used when defects are found during the inspection

On the DVIR that has defects listed, the driver must:

- Complete information on vehicle identification (tractor number, trailer number)
- Carrier name
- Location number
- Driver's name
- Date and time the workday started
- Mileage at the end of the workday for that tractor
- Ending mileage where driver is no longer pulling a trailer

**Note: To improve communication with the maintenance technician, always indicate what side of the motor vehicle the defect is on by checking either left (L) or right (R).**

In addition, drivers should:

- Provide details in the remarks sections to further document the motor vehicle defects, including a specific trailer number if multiple trailers were used.

- If no defects or deficiencies are known, this must be indicated on the DVIR
- Sign the report in the “Driver Signature In” field (if required to complete a DVIR).

## **OTHER CIRCUMSTANCES**

- **Two-driver Operations** – if a vehicle has been operated by two drivers in one day, only one driver needs to sign the DVIR if the DVIR contains defects.
- **Drivers Operating Multiple Vehicles** – a driver who operates more than one vehicle in a given day must complete an inspection for each power unit or combination vehicle. If the vehicle contains defects, a post trip inspection report/DVIR must be completed.
- **Drivers Operating in Canada** – must document both the pre-trip and post trip. Separate DVIRs must be completed for the tractor and the trailer. For example, tractor-trailer drivers must have four DVIRs for each day they operate in Canada: tractor pre-trip; trailer pre-trip; tractor post trip; and trailer post trip. In addition, the time of the inspection must be noted on each DVIR.

## **FOR VEHICLE REPAIRS**

FMCSR and the Ministry of Transportation (MOT) require motor carriers to repair any items listed on the DVIR that could affect the safe operation of the vehicle.

When the DVIR indicates repairs are necessary, the driver should discuss the repairs with the Director to ensure the shop has a clear understanding of the repairs needed.

## **POST REPAIR CERTIFICATION**

FMCSR and the Ministry of Transportation (MOT) require that when a deficiency or defect is listed on the DVIR, the motor carrier must certify the completion of those repairs before that vehicle can be dispatched again. Certification includes:

- Deficiency/defect listed on DVIR has been corrected.
- Correction was not needed.
- Vehicle must be placed out-of-service.

## **ROADSIDE INSPECTIONS**

Roadside inspections are required to kept for 12 months.

## **VEHICLE SAFETY PROCEDURES ENTERING OR EXITING VEHICLE CABS AND TRAILERS**

Drivers should follow these procedures when climbing into a vehicle cab:

- Inspect the floor, steps, grab bars, and parking area for snow, ice, water, or oil. If present, clean or clear off before proceeding.
- Secure two firm handholds on the vehicle grab handles on each side of your body that will assist you with the climb.
- Step up on the first step placing your foot firmly onto the step. Next, raise the other foot onto the same intermediate step, placing firmly next to the other (double foot

accommodation step). If the first step is a single foot accommodation step, raise the other foot to the next step.

- Ensure both feet are firmly secured on an intermediate step before attempting to move to the next handhold position.
- Move one hand at a time to a secure handhold position that will allow entry into the cab.
- Finally, lift your body one foot at a time onto the cab floor and slide into the vehicle seat.
- Maintain a minimum of three solid points of contact while climbing.
- Always lean slightly into the vehicle when climbing up or down.

**Caution: Do not climb with anything in your hands.**

Drivers should follow these procedures when climbing out of a vehicle cab:

- Before leaving the cab, familiarize yourself with the location of all steps and handholds.
- Always face the vehicle.
- Always lean slightly into the vehicle when climbing up or down.
- Secure two firm handholds on the vehicle and grab handles on each side of your body that will assist you with the descent.
- Lower one foot to the first intermediate step and place firmly on the step.
- Next, lower the second foot to the same step (double foot accommodation step). If the first step is a single foot accommodation step, lower the other foot to the next step.
- Ensure both feet are firmly secured on an intermediate step before attempting to move to the next handhold position.
- Move one hand at a time to a secure handhold position that will allow further descent.
- Finally, lower your body carefully one foot at a time onto the ground, making sure each foot has a solid footing before releasing the grab handles.

**Caution: Do not climb with anything in your hands.**

Trailer entry and exit procedures incorporate all aspects of the three-point stance procedure mentioned above in the cab procedure. In addition, the following considerations need to be addressed:

- Ensure handholds and steps are in good operating condition and free from damage
- Do not use inappropriate mechanisms, such as door closing straps or cargo as climbing aids
- If climbing is too difficult or dangerous because of a physical limitation or equipment design, use a platform ladder or A-frame step ladder to allow for safe entry and exit
- Minimize the number of times needed to enter the trailer by thinking ahead and positioning cargo that can be unloaded from the ground

- Always know your position in relation to the end of the tailgate to avoid accidentally stepping off the edge
- Avoid walking backward in the rear of any vehicle
- Any elevated work on trailers requires the use of a platform or A-frame step ladder (use of straight or extension ladders is prohibited)

**Caution: Do not jump from the vehicle.**

## **CRUISE CONTROL**

- Cruise control should not be engaged unless driver is traveling on a rural interstate/limited access type highway, with good visibility. Cruise control should not be engaged in hilly, curving terrain or adverse weather conditions. Never engage cruise control if feeling tired or fatigued.
- Strive to maintain a “safe following distance” at all times. Reduce your speed and incrementally add additional seconds/space for adverse weather conditions, such as rain 1+ or snow 2+. Never tailgate.
- The operating speed of vehicles through highway entrance and exit ramps and construction zones should always be a minimum of 15 mph less than the posted speed limit and reduced even more as other conditions may warrant.

**Note: Posted freeway entrance and exit ramp speeds are for passenger vehicles.**

## **SEAT BELTS**

Drivers/passengers must properly wear seat belts and shoulder belts when a vehicle is in motion. This policy also includes usage of bunk restraints when in the sleeper. Riding on any vehicle, except in the seat, is prohibited.

**Important: Failure to follow this policy will result in disciplinary action, up to and including termination.**

## **UNAUTHORIZED PASSENGERS**

Unauthorized passengers, employees, relatives, customers, or pets are prohibited in vehicles. Any passengers riding in vehicles are required to have written approval on file with the company prior to the trip.

## **CELL PHONES AND TEXTING**

Company drivers must follow applicable laws relating to the use of mobile phones. In addition to all government laws we require all employees to abide by the following rules when using mobile phones for company business or while driving company-owned, leased, or rented vehicles:

- Do not use mobile phones in potentially hazardous conditions that could jeopardize employee or public safety. Hazardous conditions, include driving in heavy or congested traffic, construction zones, on slippery roads, during poor visibility, near railroad crossings, in parking lots, while backing or transporting hazardous material, in residential areas, school zones, or areas where children play.

- The only exception to using a mobile phone in potentially hazardous conditions is during times of an emergency, such as reporting collisions to emergency personnel, calling law enforcement for assistance, reporting road hazards to the authorities, or notifying authorities of erratic drivers.
- All mobile phones used for company business must be equipped with voicemail to allow employees to return incoming calls during non-driving periods.
- Eliminate or minimize mobile phone communication during drive times.
- Use a hands-free phone or device when the vehicle is moving.
- Keep calls as short as possible and ensure calls are made only for business or emergency purposes.

**Important: Non-compliance with this policy may result in corrective action, up to and including termination.**

## **RADAR DETECTORS**

The use of radar/laser detectors is forbidden in all vehicles owned, leased, or rented by the company. Drivers using radar detectors will have their driving privileges revoked.

## **HEADLIGHTS**

Drive with your headlights on at all times to increase your visibility to other motorists.

## **SAFE BACKING**

Drivers should always get out of the vehicle and check clearances prior to beginning a backing maneuver and should:

- Always look up and around for overhead cables, tree limbs, and awnings.
- Park in an area where you can pull forward out of a parking spot, rather than backing out of a space, whenever possible.
- Engage four way flashers while backing and while stopped at a delivery site
- Physically check clearances behind, overhead, underneath, both sides and in front of the vehicle.
- Use traffic cones/beacons to better facilitate checking of clearances. Mark the intended path of travel, serve as a marker(s) or block cross traffic.
- Turn off the radio, roll down the window(s).
- Tap your horn twice prior to backing your vehicle.
- If using a spotter, keep them in sight and be aware of the driver's ultimate responsibility to back safely.
- Repeat this entire process or relevant parts as often as needed to back safely.

## **SECURITY RULES GENERAL**

We have a zero tolerance policy regarding any instances of work place harassment, intimidation, threats, violence, or theft. Any employee violation may result in disciplinary action, up to and including termination.

If you become aware of or witness any illegal or unethical conduct, or acts of theft or dishonesty, you must report this to your supervisor immediately.

## **SECURITY WHILE DRIVING**

- Be aware of your surroundings and anything that does not look right.
- At stops/deliveries, always remove the ignition keys, lock the vehicle, and keep keys in your personal control for the duration of the stop if exiting the vehicle.
- Avoid unscheduled, unauthorized stops.
- Try to park in well-lit areas where other truckers are present.
- Be aware of vehicles that seem to be following your vehicle, especially when departing from distribution centers.
- Be aware of any unknown person(s) who seem to be watching or filming vehicles/warehouse operations.
- Keep your vehicle cab and access panels locked at all times and the windows completely rolled up.
- If unattended, turn off the engine, remove the keys, and fully lock and secure the vehicle.
- If on a driver team, leave your vehicle one at a time to ensure it is supervised. Do not drive your vehicle home, to any other personal residence, or leave it unattended in unsecured parking areas.
- Do not pick up hitchhikers or allow unauthorized passengers in the vehicle.

## **SUMMARY**

This manual is intended to provide drivers with a basic understanding of the hazards present in the workplace. It identifies many common safety misconceptions and violations. Two things can cause an accident – an unsafe act and an unsafe condition. The driver controls them both.

It is a driver's responsibility to develop and implement safe work habits and to complement these work habits with the common sense safety practices. Any driver who ignores or abuses safety rules and procedures will be disciplined accordingly, and continuous violations could result in termination.

Driver supervisors are available to discuss or clarify any items in this manual. For further information on a specific standard or interpretation of a regulatory requirement, contact your Director.

Interland Carriers Inc. strives to create a safe work environment where our drivers can perform productively and effectively. Your commitment to working safely and securely will help us create a work environment that is collision and injury-free.