



## Transportation Safety



### Intent

To ensure that we meet and maintain high safety standards while operating customer vehicles, company-owned vehicles, rental vehicles, and personal vehicles for company business.

<b>Audience</b>	All employees that operate vehicles for company business.
<b>Schedule</b>	Add time for this talk into your schedule. It should only take 10-15 minutes.
<b>Prepare</b>	A day ahead: 1) Print and review this talk. 2) Review the Transportation Safety Program Policy; be familiar with key topics and regulations (DOT) related to your specific work environment.
<b>Follow up</b>	Ensure all DOT vehicles are compliant with the ELD requirement by December 2019, and that all Crew Chiefs and above possess a valid driver's license.

### Safe Operation, Regulations, Drugs, and Alcohol.

**Explain:** Safe vehicle operation applies to all employees. Whether you operate a company-owned vehicle, a customer's vehicle, personal vehicle on company business, or a DOT regulated truck, there are key safety elements.

**Discuss:** Elements of safety for safe vehicle operation.

**Explain:** Each driver must be aware of the local and state "rules of the road," have the required documents (driver's license, proof of insurance, and registration), and know how to report incidents/accidents that occur while on company business.

**Explain:** Drivers of DOT regulated vehicles have additional requirements: electronic logging device, medical card, on-board documents and equipment, e.g., leasing agreement, log books, spare fuses, fire extinguisher, and emergency triangles.

**Tell:** Operating any vehicle while under the influence of drugs or alcohol is strictly prohibited.

### Answers

**Question 1:** Name at least 3 elements of safety to consider for safe vehicle operation.

Valid driver's license; wearing seatbelts; seat and mirror adjustments; guiding in and guiding out; distractions, such as cell phones, loud music, visibility.

**Question 2:** What documents and equipment are required to be in the vehicle you operate for company business?

Non-DOT and DOT: driver's license, proof of insurance, registration.

DOT only: electronic logging device, medical card, on-board documents and equipment, e.g., leasing agreement, log books, spare fuses, fire extinguisher, and emergency triangles.

**Question 3:** When is it permitted to operate a vehicle under the influence of drugs or alcohol?

This practice is NEVER permitted.

### Call to Action:

- 1) Set expectations that all DOT vehicles must be 100% compliant with the ELD requirement by December 2019.
- 2) Ensure all Crew Chiefs and above possess a valid driver's license.
- 3) Ask participants to log into the LMS and complete the acknowledgment for this talk.
- 4) Ask if anyone has questions. If there are questions or concerns you cannot answer, notify your leadership team.