

Transportation Safety Program Approval QRG

Purpose

All employees who drive a company-owned vehicle or their personal vehicle for Company business must be approved as a "Driver" according to the company's Transportation Safety Program. The Safety Department will work with managers to administer the program. Department Managers will facilitate the approval process with their employees.

For reference, please review the official Transportation Safety Program Guidelines.

Overview

- Who is Defined as a "Driver"
- New Driver Approval Process
- Approval Requirements
- Manager Responsibilities and Maintaining Driver Status
- FAQs
- Related Resources

Who is Defined as a "Driver"

Anyone that drives a company-owned or personal vehicle for company business is defined as a "Driver" and must go through the Transportation Safety Program.

"Driver"	NOT a "Driver"
<p>These employees must be approved to drive according to the company's Transportation Safety Program requirements.</p> <ul style="list-style-type: none"> • Discount Tire Mobile Installation (DTMI) drivers • Fleet drivers (Mobile Service and Sales Reps) • Distribution department (employees authorized by a manager to make mail runs using a company-owned vehicle) • Security • Facilities (corporate and regional) • Employees using a personal vehicle for daily job requirements • Regional Safety Quality Managers • Fitment & Technical Department 	<p>These employees do NOT need to go through the company's Transportation Safety Program.</p> <ul style="list-style-type: none"> • Store employees who use their personal vehicles for tire runs • Corporate employees using a personal vehicle to pick up paperwork at another location, etc.

New Driver Approval Process

To start the process for adding a new driver, please contact Suzanne Dimaio at Suzanne.Dimaio@discounttire.com.

Manager Responsibilities and Maintaining Approved Driver Status

Managers are responsible for helping their Drivers maintain approved driver status and/or communicating status changes to their Drivers.

After initial approval, Drivers must maintain their approved driver status.

Requirements include but are not limited to:

- Annual driver assessment
- Monthly training modules

Changes to driving records (violations, accidents, etc.) will be considered.

FAQs

Q. How do I initiate the process to add a new Driver?

A. Contact Suzanne.Dimaio@discounttire.com

Q. How do I know if my employees completed the training?

A. Managers may request a report for their department from Transportation Safety.

Q. Can Drivers use a personal email address if they don't have a company email address?

A. Yes. An email address is required in order for the employee to receive the link for the driver assessment as well as the monthly safe driver modules.

Q. What automatically disqualifies a Driver?

A. 1. Anyone who has received a DUI or DWI within the past three years; 2. Anyone who receives a citation for a "Disqualifying Criteria" such as 15+ MPH over the speed limit; Texting while driving; Hit and Run, etc; 3. Anyone at fault for 3+ accidents and/or 3+ moving violations.

Related Resources

- Transportation Safety Program Guidelines

Contact

For questions, contact Rob Alexander at Rob.Alexander@discounttire.com or 480-606-6941.