

FLEET SAFETY POLICY

_____, Inc.

Address

FLEET SAFETY POLICY

Introduction

Policy Statement.

This Fleet Safety Policy (VSP) establishes guidelines and procedures to be followed to protect the safety of employee/volunteer drivers operating a motor vehicle. Protecting these, their passengers, and the general public is of the highest priority to the organization.

Many employees/volunteers operate organization owned, leased, rented or personal vehicles as part of their work. Employees/volunteers are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of _____, Inc. to provide and maintain a safe work environment, to protect our employees/volunteers from injury and property loss. The commitment of management and employees/volunteers is critical to the success of this program. Clear communication of and strict adherence to the Policy's guidelines and procedures are essential. Elements of this program include:

- Assigning responsibilities at all levels of work.
- Vehicle use and insurance requirements.
- Employee driver's license checks and eligibility
- Accident reporting and investigation.
- Organization accident review.
- Vehicle section and maintenance.
- Training standards.
- Safety regulations.

Responsibility

Administrators and employees/volunteers are responsible for meeting and maintaining the standards set forth in this program.

Scope

This policy applies to employees/volunteers who operate organization-owned, leased, rented, borrowed, and/or non-owned vehicles as part of their work and will be reviewed by administrators to ensure full implementation and compliance.

Definitions

Accident: Any incident involving a “Vehicle” that results in bodily injury or property damage.

At Fault Accident: An “accident” where the “driver” received a moving violation ticket issued by a police officer.

Vehicle: A motor vehicle owned, leased, rented, borrowed by the organization, and non-organization vehicles used for work including a temporary replacement vehicle.

Driver: An employee/volunteer who operates an organization-owned, leased, rented, borrowed, and/or a non-organization vehicle as part of his/her work/services.

Motor Vehicle Record (MVR): A document supplied by the appropriate State Department of Motor Vehicles providing information on motor vehicle violations and license status of a specific driver.

Moving violation: Any actions conducted while driving that violate any laws that regulate vehicle operations on streets and highways.

Non-Organization Vehicle: Any motor vehicle used for organization business not provided by the organization, including privately owned, leased, or rented vehicles.

Preventable Accident: Any accident where the driver could have avoided the accident.

Serious Accident: Any accident where there is a fatality, or an injury requiring the transportation of the injured party from the accident site to a medical treatment facility.

Responsibilities

Everyone shares in the responsibility to make the Vehicle Safety Policy a success. To avoid confusion or misunderstanding, specific responsibilities are outlined as follows:

Organization Director

The Organization Director is responsible for directing the Vehicle Safety Policy within the Organization.

Organization Administrator

- Implement the VSP within the organization and ensure accountability for program requirements;
- Assure the performance standards of all drivers are maintained;
- Ensure the *Driver History Forms* are completed by each “Driver”, and additionally provide signed authorization for the organization or its designated representative to obtain a “Motor Vehicle Records” report.

- Obtain and review “Motor Vehicle Reports” (MVR) and accident information to ensure that any violations are identified and brought to the attention of administrator;
- Ensure that all drivers participate in organization safe driving training programs;
- Ensure Driver History Forms and acknowledge forms are forwarded to CCAS Risk Management.
- Secure and retain training documentation for all safe driver training;
- Investigate all accidents and ensure that accident reports are completed as described in section– Accident Reporting, Recordkeeping and Analysis.
- Assure proper maintenance and inspection of vehicles

Drivers

- Read, understand and follow requirements contained in the VSP;
- Always operate a vehicle in a safe manner as explained under the section- Safety Regulations;
- Participate in organization-sponsored activities or programs designed to improve driver safety;
- Maintain a valid driver’s license, adhere to license restrictions and maintain insurance requirements on personal vehicles used in organization business.
- Complete the *Driver History Form*, and thereby provide signed permission for the organization or its designated representative to obtain “Motor Vehicle Records”;
- Sign the *Fleet Safety Policy Acknowledgement Form*.

Driver Selection

Qualification

Effective driver qualification controls are important elements of a successful Vehicle Safety Policy.

Drivers must be 25 years or older and have a valid US driver’s license to operate a vehicle. International Driver’s license holders will need to comply by all state specific regulations.

- State regulated driver qualification parameters must be met. Regulatory information will be obtained from applicable state departments of transportation and motor vehicle services.
- When applicable, drivers will comply with DOT Commercial Driver License (CDL) regulations.
- Drivers involved in intra or interstate operations with GMVR of 26,001 pounds or more must have a CDL license and be enrolled in a DOT Drug and Alcohol Testing Program.

Evaluation

Drivers will be selected and evaluated based on their driving ability. Drivers must provide the following information prior to drive and provide updates when changes occur.

- A completed Driver’s History Form (DHF) (Including a copy of Driver’s License).
- Authorization for a “Motor Vehicle Record” search.
- Fleet Safety Program Acknowledgement.

- Provide proof of preventive driving training.

Review of Motor Vehicle Records (MVR)

The Organization will check the driving history of an applicant driver through the use of a Motor Vehicle Record (MVR) before they are granted driving privileges, and obtain an updated MVR for all approved drivers every 3 years thereafter.

An applicant driver will be prohibited from operating vehicles on Organization business under any of the following conditions:

- Applicant doesn't have a valid driver's license, or the license has been suspended or revoked;
- Applicant's MVR indicates more than two at-fault accidents, three moving violations, or two moving violations and one at-fault accident in the past five years (ten years for CDL holders)
- Applicant's MVR indicates any one of the following major violations within the past five years (ten years for CDL holders);
 - Driving under the influence
 - Reckless driving/speed contests
 - Hit and run
 - Vehicular manslaughter/homicide
 - Leaving the scene of an accident
 - Fleeing/eluding a police officer
 - Passing a stopped school bus
 - Refusing a chemical test
 - Operating with a suspended or revoked license

Traffic Violations and Citations

Drivers are responsible for all citations received. Traffic violations and citations must be reported to the Organization Administrator as soon as possible. The Organization Administrator will review the driving privileges of any driver charged with a serious offense. Disciplinary action may include warnings, probation or suspension of driving privileges. For those jobs that require operation of a company vehicle, including non-organization vehicles, loss of driving privileges may result in termination.

Vehicle Use

Vehicles

The Organization Administrator determines who is authorized to operate vehicles on Organization business. No employee/volunteer is allowed to operate an organization vehicle, or their own vehicle, unless the Program Administrator has authorized that person to drive. No relative of an employee/volunteer is permitted to drive an organization vehicle.

Personal Vehicle on Organization business

Employees/volunteers who drive their personal vehicles for work are subject to the requirements of this policy including:

1. Maintaining auto liability insurance with minimum limits of at least \$100,000 per person, \$300,000 per accident for bodily injury and \$100,000 for property damage with combined single limit of \$300,000.
2. Maintaining current state vehicle inspections when required.
3. Maintain own vehicle in a safe operating condition when driven on organization work.
4. Proof of insurance (copy of declaration page) will be sent to the administrator.
5. Acceptable Motor Vehicle Report (MVR).
6. No “work use” exclusion on personal insurance policy.

Rental Vehicle

Rental vehicles will be leased from any major rental car company

Collision/comprehensive damage waiver will be purchased. (Consult with CCAS Risk Management when in doubt)

Unauthorized Use of Vehicles

Assigned drivers and other authorized employees/volunteers will not allow an unauthorized individual to operate an organization vehicle. No exceptions! Additionally, if unauthorized use results in an accident, the responsible member will be required to make restitution for the damages.

Accident Recordkeeping, Reporting and Analysis

The Organization considers elimination of motor vehicle accidents as a major goal. To meet this objective, all accidents will be reported to, investigated, documented and reviewed by the CCAS Risk Management office. The investigation identifies need for:

- A more intensive driver training and/or remedial training
- Improve driver selection procedures
- Improve vehicle inspection and/or maintenance activities

Motor vehicle accident recordkeeping procedures consist of the following components:

- Documentation of causes and corrective action
- Management review to expedite corrective action
- Analysis of accidents to determine trends, recurring problems and the need for further control measures

Responsibility

Implementation of these procedures remains the responsibility of both the driver and the administrator.

Driver: Since the driver is the first person at the accident scene, he/she will initiate the information-gathering process as quickly and thoroughly as is feasible. The driver will report accident data via the Accident Report Form and/or verbal communication and will forward information to administrator and CCAS Risk Management. It is important for the driver to determine the extent of the accident, especially if it involves injury or death to another driver, passengers, or other parties.

The Accident Report Form will be forwarded to CCAS Risk Management for further escalation to the insurance carrier; along with any additional support data (e.g. witness statements, photographs, police reports, etc.)

Determining Accident Preventability

The administrator will make a determination as to the preventability of the accident, and record this determination in the applicable section of the *Accident Report Form*.

The Guide to Accident Preventability may be used by the administrator to assist in making the determination.

Training

Drivers will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.

New drivers will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the organization policy, understand their responsibilities and are familiarized with their vehicle. Areas that must be addressed, with the driver, include:

- Understand, review and given a copy of the Fleet Safety Policy.
- Guide for Determining Motor Vehicle Accident Preventability
- Steps to follow when in a car accident
- Vehicle Safety Policy Acknowledgement Form
- Organization sponsored driving training

Safety Regulations

Vehicle Safety Belts

The driver and ALL OCCUPANTS are required to wear safety belts when operating or riding in a motor vehicle. The driver is responsible to ensure all passengers are wearing their safety belts.

Impaired Driving

A driver may not operate a motor vehicle at any time, when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury.

Cell phone use while driving

Drivers may not use cellular telephones or any other type of mobile electronic devices while operating a motor vehicle under any of the following situations, unless a hands-free device is used and the activity is not prohibited by government regulations:

- When driver is operating a vehicle owned, leased, borrowed, or rented by the organization.
- Anytime when a driver is operating a personal motor vehicle, in connection with organization activities, including during off-the-work hours.
- When the motor vehicle is on organization property.
- When the cellular telephone or mobile electronic device is organization owned or leased.
- When the driver is using a personally owned cellular telephone or mobile electronic device to conduct organization activities, including during off-the-work hours.

Traffic Laws

All drivers are required to abide by federal, state, and local motor vehicle regulations, laws and ordinances.

Vehicle Condition

Each driver is responsible for ensuring that the motor vehicle is maintained in safe driving condition. At least daily, a walk-around safety inspection by the driver is required.

Drivers of rental cars should check for obvious safety defects before leaving the rental lot and request another vehicle if the first vehicle is not safe to drive. Drivers are encouraged to utilize rental cars which have air bags and/or ABS brakes when available in authorized rental class.

Additional Safety Rules

Drivers may not:

- Pick up hitchhikers;
- Accept payment for carrying passengers or materials (this does not apply to company endorsed car pools);
- Use any radar detector, laser detector, or similar devices;
- Push or pull another vehicle, or tow a trailer without authorization;
- Transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary;
- Use ignition or burning flares. The preferred method is the use of reflective triangles; or
- Assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.

- Use cellular telephones or any other type of mobile electronic devices while operating a motor vehicle, unless a hands-free device is used and the activity is not prohibited by government regulations.

Organization and Personal Property

Drivers are responsible for company property such as computers, work papers and equipment under their control. The organization will not reimburse the member for stolen personal property.

Vehicle Selection, Inspection and Maintenance

Introduction:

Proper selection and maintenance of equipment are important aspects of this program. Reduced operational costs and accidents from vehicle defects are the direct result of a well implemented maintenance policy.

Vehicle Selection:

Selection of vehicles begins with understanding the wrong equipment can result in excessive breakdowns, create hazards to personnel, incur costly delays and contribute to poor service and customer complaints. The company will purchase vehicles designed for their intended use.

Vehicle Inspection:

The driver responsible for the vehicle will inspect the vehicle monthly using the Vehicle Maintenance Procedures and forward the report to the Administrator. More frequent inspections and reports may be required based on heavy use.

Vehicle Maintenance:

Vehicle maintenance can take the form of three distinct programs: preventive maintenance, demand maintenance, and crisis maintenance. While all three types have their role in the Vehicle Safety Program, the most cost effective control is preventive maintenance. The groundwork for a good preventive maintenance program starts with management. A review of manufacturer's specifications and recommendations for periodic preventive maintenance should be integrated with the actual experience of the vehicles.

- Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.
- Demand maintenance is performed only when the need arises. Some vehicle parts are replaced only when they actually fail. These include light bulbs window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the vehicle condition report. These include tires, engines,

transmissions, universal joints, bushings, batteries, etc. Since these situations are identified through periodic vehicle inspection, they can actually be classified within the PM program.

- Crisis maintenance involves a vehicle breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventive maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

Recordkeeping:

This company's vehicle selection, inspection and maintenance program is only as good as its recordkeeping procedures. Employees will forward all vehicle maintenance records for maintenance performed each quarter to the Vehicle Safety Coordinator.

Guide for determining motor vehicle accident preventability

Introduction

This guide will assist, when investigating an accident, in determining whether the accident was preventable or not on the part of a Driver.

As the accident is investigated, it is expected to obtain as many facts as possible and to consider all conceivable conditions in arriving at final decision.

An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, who received a traffic citation, or whether a claim was paid has absolutely no bearing on preventability. If there was anything our Driver could have done to avoid the collision, then the accident was preventable.

An accident is non-preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign, or traffic condition.

General Conditions to Consider

When judging accident preventability, here are some general questions to consider. Further on in this guide are some specific situations for consideration.

- Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits which need to be changed?
- Does the investigation indicate driver awareness? Such phrases as "I did not see", "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
- Was the driver under any physical handicap which could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?

- Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car which pulls the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regular schedule maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.
- Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce hazardous situations encountered?
- Could the driver have done anything to avoid the accident?
- Was the driver's speed safe for conditions?
- Did the driver obey all traffic signals?
- Was the driver's vehicle under control?

Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle.

Regardless of stop signs, stop lights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

- Did the driver approach the intersection at a speed safe for conditions?
- Was the driver prepared to stop before entering the intersection?
- At a blind corner, did the driver pull out slowly, ready to apply the brakes?
- Did the driver look both ways before proceeding through the intersection?

"U" turns disrupt the normal smooth flow of traffic. Accidents which occur while this maneuver is being attempted by our Driver are considered preventable.

Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or vice versus. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this means driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane.

A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or pedestrian, such an accident may be preventable.

However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into the driver's lane.

Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled access highways.

Sideswipes to doors of a vehicle that are opened when the vehicle is in motion are considered preventable.

Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

Questions to consider:

- Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
- Did the driver signal before pulling away from the curb?
- Did the driver look back rather than depend only upon rear-view mirrors?
- Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

Head-on Collision

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken less evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Skidding

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall.

Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions or choosing to drive rather than not driving is the most common reasons why these types of accident are preventable.

Questions to consider:

- Was the driver operating at a safe speed considering weather and road conditions?
- During inclement weather was the driver keeping at least twice the safe following distance used for dry pavement?
- Were all actions gradual?
- Was the driver anticipating ice on bridges, in gutter, ruts, near the curb?
- Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand ruts, etc.?
- Did the driver keep out of other vehicle tracks or cross them at wide angles?

If a driver goes off the road or strikes another vehicle because of skidding the accident is preventable.

Pedestrian Collision

All types of pedestrian accidents, including collision with pedestrians coming from between parked cars, are usually preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

- Did the driver go through congested sections expecting that pedestrians would step in front of the vehicle?
- Was the driver prepared to stop?
- Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
- Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
- Did the driver wait for the green light or stop for the caution light?
- Was the driver aware of children and prepared to stop if one ran into the street?
- Did the driver give all pedestrians the right-of-way?
- Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

Animals Collisions

Collisions with animals are normally preventable, unless the movement on the part of the animal was unusual and unexpected. Usually, these types of accidents occur after dark in sparsely populated areas, which are well known to have deer and other animals present. Hence, often the inability to avoid collision is the result of overdriving the headlights, i.e. driving too fast for conditions.

Backing a Vehicle

Backing a vehicle into another vehicle, and overhead obstruction, or a stationary object is normally preventable. The fact that someone was directing the driver in backing does not relieve the driver of the responsibility to back safely.

Questions to consider:

- Was it necessary to back out? a) Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of backing out? b) Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed out?
- If the driver could not see where he or she was backing:
 - Did the driver try to get someone to guide him or her?
 - Did the driver look all around the vehicle before backing?
 - Did the driver back immediately after looking?
 - Did the driver use the horn while backing?
 - Were the back-up lights working?
 - Were the back-up lights working?
 - Did the driver look to the rear without relying totally on the rear-view mirror?
 - If the distance was long, did the driver stop, get out, and look around occasionally?

- Did the driver back slowly?
- Did the driver judge clearances accurately?

Parked or Stopped Vehicle

Doors on our driver's parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore, be prepared to stop, should move closer to the center line or change lanes.

It is driver's responsibility to park the vehicle so that it will remain stationary. A runaway type of accident is preventable and blaming such a collision on ineffective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non preventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

Questions to consider:

- Was the vehicle parked on the proper side of the road?
- Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
- Did the driver have the park on the traveled part of the highway, on the curve, or on the hill?
- When required, did the driver warn traffic by emergency warning devices?
- Did the driver park parallel to the curb?
- Was it necessary to park so close to an alley or directly across from a driveway/

Maneuvers

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

Shifting Cargo and Cargo Damage

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused by rough or abusive handling. It is a driver's responsibility to secure cargo properly to prevent damage to the cargo. Cargo should be safety stowed to prevent flying objects that can strike or distract the driver.

Contacts

Phone numbers and faxes

CCAS Risk Management (CT):
P. O. Box 1122 Cheshire, CT 06410
Ignacio Bono ibono@arcol.org
Cell phone (914)330-2317

Insurance agent: (Arthur Gallagher)

Name Kim M. Hunt
Office phone (860) 676-3022
Email: Kim@wdkinsurance.com

Insurance carrier: (Church Mutual)

Loss reporting: 1-800-554-2642
Fax: 1-715-539-4651
Email: www.churchmutual.com

Appendix

Forms/attachments

- Vehicle Safety Policy Acknowledgement Form
- Driver History Form
- Training Video (The Road to Safety Transportation)
- Steps to follow when in a car Accident
- Accident Report Form

Vehicle Safety Policy Acknowledgement form

I hereby acknowledge that I have received and read a copy of the _____, Inc Fleet Safety Policy. I agree to comply with the policies and procedures contained in the policy. I understand that following the policies and procedures in this Fleet Safety Policy is an important part of my responsibilities and failure to follow any of them shall result in disciplinary action up to and including termination of employment/volunteer services.

Driver's Signature

Date

Driver's name (Print)

Driver History Form

Driver's Name (Print): _____

Driver's License Address: _____

City: _____ State: _____ Zip: _____

Place of Work, School/C. of Apostolate/C. of Formation: _____

1. Do you have a valid Driver's License? Yes _____ No _____

In what State are you a Licensed Driver? _____

If you have held a license in any other state during the past 5 years, please provide the following information:

Dates	State
From _____ To _____	_____

From _____ To _____	_____
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4. Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past five years (ten years CDL, bus driver)? Yes () No () If Yes, give explanation(s) and date(s):

5. Have you refused to submit to a Blood Alcohol Content (BAC) test within the past five years (ten years CDL, bus driver)? Yes () No () If yes, give explanation(s) and date(s):

6. Have you been convicted of reckless driving, or leaving the scene of an accident, or committing a felony involving a vehicle within the past five years (ten years CDL, bus driver)? Yes () No () If yes, give explanation(s) and date(s):

7. Have you had your operator's license suspended, revoked or administratively restricted within the past five years (ten years CDL, bus driver)? Yes () No () If Yes, give explanation(s) and date(s):

8. Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past five years (ten years CDL, bus driver)? Yes () No () If Yes, list the date(s):

9. Have you been convicted or found at fault for any none fatal accidents involving a motor vehicle during the past five years (ten years CDL, bus driver)? Yes () No () If Yes, list the date(s):

10. Have you been convicted of any other moving vehicle violations during the past five years (ten years CDL, bus driver)? Yes () No () If Yes, list type(s) and date(s):

I certify that the answers provided to the questions on this form are true to the best of my knowledge. I authorize _____, Inc. or its designated representative(s) to obtain information regarding my driving record in any state from any source at any time while I am authorized to drive for organization purposes any vehicle, including my personal vehicle, which is regulated by the _____, Inc. Transportation Manual for verification of above information. In the event that my MVR indicates that I may not qualify as a driver as defined in the Fleet Safety Program, I understand that my authorization to drive any vehicle, including my personal vehicle, for organization purposes may or could be revoked. I understand that any misstatement of the facts on this form may be grounds for termination of employment/volunteer services from the organization.

Driver's Signature

Date

Important Note: Attach photocopy of both sides of driver's license

DEFENSIVE DRIVING BASICS

OLD REPUBLIC INSURANCE

TRAINING VIDEO

<https://learn.localgovu.com>

Steps to follow when in a car accident

Member will take the following actions when there are injuries to persons and/or damage to other vehicles or property.

- If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt. Call the police and do not go anywhere until they have come and investigated the accident.
- Secure the names and addresses of drivers and occupants of any vehicles involved their operator's license numbers, insurance company names and policy numbers, as well as the name and addresses of injured persons and witnesses. Record this information on the Auto Accident Report Form. Do not discuss fault with, or sign anything for anyone except an authorized representative of _____, Inc., a police officer, or a representative of Church Mutual Insurance. (NOTE: Often times this information will be provided in the police report)
- Immediately notify the Administrator. In addition, if any injuries were involved, contact CCAS Risk Management as well. (Ignacio Bono 914-330-2317, ibono@arcol.org). The administrator will be responsible for providing all relevant reports and information to CCAS Risk Management for further escalation to insurance carrier.
- You will be contacted by CCAS Risk Management to advise you how to arrange for repairs to the vehicle. Do not have the vehicle repaired until you receive authorization from CCAS Risk Management.

When there is theft of or damage to your vehicle only:

- If you did not witness the damage to the vehicle, you must notify the local police department immediately.
- Immediately notify the Administrator. The Administrator will be responsible for providing all relevant reports and information to CCAS Risk Management for further escalation to insurance carrier.
- You will be contacted by CCAS Risk Management to advise you how to arrange for repairs or replacement of the vehicle. Do not have the vehicle repaired until you receive authorization from CCAS Risk Management.

Note: Accident reporting kits: every company vehicle should have an accident reporting kit in the glove box. This should include an accident report form, pen or pencil, and an inexpensive or disposable camera.

Accident report form

To: Ignacio Bono
CCAS, INC.

From: _____
Address: _____

Telephone: (914) 330-2317
Email: ibono@arcol.org

Your Phone: _____
Your Fax: _____

Date of Accident: _____ Driver of Vehicle _____

Time and Location of Accident: _____

Year: _____ Make: _____ Model: _____ Vehicle Identification Number: _____

Damaged Area: _____

Estimated Amount of Damage: _____

Where can vehicle be seen? _____

Police Department: _____ Violations/Tickets: _____

Description of Accident: _____

Other Vehicle Information

Year: _____ Make: _____ Model: _____

Owner's Name & Address: _____

Daytime Phone: _____ Evening Phone: _____

Damaged Area: _____

Any Injuries? _____

ADMINISTRATOR/BM: The Administrator will make a determination as to the preventability of the "Accident", and record this determination.
