

Midland Engineering Co., Inc.

VEHICLE SAFETY

POLICY

Midland Engineering Co., Inc.'s employees who drive vehicles during the scope of their work will demonstrate defensive driving skills and other good road safety habits at all times. It is the policy of Midland Engineering Co., Inc. to systematically inspect, repair, and maintain all company vehicles.

SUMMARY

Midland Engineering Co., Inc. does not tolerate distracted driving nor will it be permissible during company hours. Distracted driving greatly increases likelihood for accidents and includes, but is not limited to, texting, self-grooming, eating or drinking, alcohol or drug consumption, and use of any electronic device, while driving. Midland Engineering Co., Inc. believes in getting the most out of their equipment and vehicles by investing in a regular maintenance program. A maintenance schedule promotes highway safety, prolongs the life of equipment, reduces unscheduled downtime, and reduces unscheduled repairs.

RESPONSIBILITY

For passenger cars, pick-ups, and vans, each assigned vehicle operator will be responsible for the unit's maintenance and repair. It is the employee's responsibility to drive without distractions. **Violation of the Vehicle Safety Program can result in disciplinary action, including termination.**

SAFE WORK PRACTICE

- All employees operating vehicles and the passengers in the vehicles are required to wear seat belts at all times.
- Drivers must have a current, valid vehicle operator's license.
- Drivers must comply with all federal, state, and local traffic regulations.
- Drivers will not text, email, or in any form use the cell phone while driving.
- All employees should maintain professional conduct at all times while in a vehicle.

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Transporting Personnel and Material

- Personnel will not be used to support or steady loads while a vehicle is in motion.
- Pick-up truck running boards may not be ridden.
- Employees must be seated, with arms and legs within the confines of the vehicle and mount or dismount vehicles only when fully stopped.
- Personnel may not stand and ride in a moving vehicle.
- Personnel are to vacate all vehicles being loaded by a crane, backhoe, shovel, loader, etc., and are to move away from the vehicle.
- Loads extending beyond the back of a truck or wagon are to be flagged, and marked at night with red lanterns or clearance lights. Loads are to be secured to prevent any movement.
- Only three (3) people may ride in the cab of a truck. Seat belts must be used.
- When left unattended, vehicles must be shut off, and left in gear with brakes set. If vehicle is parked on a grade or incline, wheels must be chocked. Vehicles are not to be left running while unattended.
- When repair work or maintenance of any sort is performed on any vehicles, the parking brake shall be set and the wheels chocked to prevent movement of the vehicle.
- Personnel should know the mechanical condition of their vehicles at all times and communicate any problems that could develop into a breakdown.
- The vehicles should be maintained in accordance with the manufacturers' suggested guidelines and a record of the service and repairs should be maintained in the rear of the owner's manual.
- Prior to the start of each day the operator must do a basic inspection to determine fluid levels, tire pressure, cleanliness, etc. This is especially important prior to long trips.
- Monthly inspections of passenger cars, pick-ups, and vans utilizing the Drivers Daily Inspection Form. This form records the condition of critical components. Completed reports should be turned in to the Fleet Safety Coordinator for record keeping.

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- If necessary, vehicles will be removed from operation until repairs are completed.

Vehicle Equipment

All vehicles used on site will be equipped in accordance with state and local laws and regulations.

- Non-glare rear view mirror.
- Left-hand outside rear view mirror.
- Seat belts to accommodate all passengers.
- Turn signals.
- Three flares for emergency use. Flares should be placed 300' behind, 150' behind and adjacent to the disabled vehicle.
- Two windshield wipers.
- Back-up lights.
- First-aid Kit.
- Snow tires and chains, where conditions warrant.
- A minimum 2-1/2 pound ABC rated fire extinguisher.
- A working horn.
- A back-up alarm.

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HANDHELD DEVICES

Any Midland Employee driving a commercial vehicle greater than 10,000 LBS GVW (stake bed trucks and larger) must be properly qualified under Indiana DOT rules and regulations. Qualification involves a DOT approved physical, a review of the employee's DMV report and adherence to the State of Indiana's prohibition of usage of hand held communication devices while operating a motor vehicle.

YOU MUST MEET ALL DOT REQUIREMENTS BEFORE USING A MIDLAND VEHICLE GREATER THAN 10,000 LBS GVW.

Regarding the usage of hand-held communication devices, the following apply:

- Drivers can communicate with their cell phone or PTT only while parked (vehicle in Park) and off the roadway.
- If vehicle is not in Park and off the roadway, communication can only be made via a blue-tooth device.
- Midland will be issuing a blue-tooth device to all properly DOT qualified drivers.
- Losing, forgetting, or inability to operate blue-tooth technology is no excuse for drivers to use hand held communication through TEXTING, PTT, or talking.
- It is the driver's responsibility to ensure blue-tooth devices are present and in proper working order prior to departing in a company commercial vehicle.
- Traffic violations received by drivers for distracted driving, operating a hand held communication devices, will be paid for by the driver in question.
- Drivers issued a blue-tooth device are responsible for accountability and maintenance of the device. Any device lost, stolen, or demolished, outside of fair wear and tear, will be the driver's responsibility to replace.

RECORDS

All vehicles will be inspected using a vehicle safety inspection checklist. Completed inspection forms will be kept on file. Also, Vehicle Safety Program violations will be kept on file.

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VEHICLE SAFETY INSPECTION CHECKLIST

Date: _____

Vehicle Make: _____ Model: _____ Unit Number: _____

Instructions: Complete the following checklist on a daily basis. The condition column should be marked with an S for Satisfactory or a U for Unsatisfactory.

Item	Condition	Corrective Action
Oil	_____	_____
Lubrication	_____	_____
Starting System	_____	_____
Instruments	_____	_____
Cooling System	_____	_____
Air System	_____	_____
Hydraulic System	_____	_____
Operating Controls	_____	_____
Glass/Mirrors	_____	_____
Defroster	_____	_____
Brakes	_____	_____
Steering System	_____	_____
Tires	_____	_____
Lights/Reflectors	_____	_____
Horn	_____	_____
Wipers	_____	_____
Fire Ext.	_____	_____

Operator Signature: _____