



Vehicle Safety Program

Purpose

This portion of the safety program applies to all Hagen Decorator/NCI owned vehicles. Our vehicle safety program has been instituted to promote safe driving, and reduce the frequency and severity of collisions within our vehicle operations. Safe fleet operation will also promote a positive public image.

We will provide safe and reliable transportation for authorized drivers and the resources for proper maintenance. It is the driver's responsibility to ensure proper vehicle maintenance, exercise defensive driving, maintain a good driving record, and adhere to Hagen Decorator safe driving expectations and objectives of this program.

Note: DOT Safety Regulations apply to Commercial Motor Vehicles over 10,000 lbs. GVWR, and drivers of these vehicles should be familiar with these requirements.

Driver Evaluation

Employees assigned Hagen Decorator/NCI vehicles or regularly operating personal vehicles for Hagen Decorators are expected to maintain acceptable driving records. Allowing the use of our Hagen Decorator vehicles and the operation of non-owned vehicles by employees with poor driving records exposes our company to potentially significant liability. Therefore, a driver evaluation procedure has been implemented with the following parameters.

- Prospective employee (whose jobs require operation of a Hagen Decorator/NCI vehicle) may be hired only on the condition of obtaining an "acceptable" Motor Vehicle Record (MVR). If the MVR proves to be unacceptable (refer to "definition of unacceptable driving record"), the conditional offer of employment will be withdrawn.
- Driving records of current employees operating Hagen Decorator/NCI vehicles will be audited annually *and* after any vehicle accident. Drivers who

have unacceptable driving records (refer to “definition of unacceptable driving record”) will be subject to disciplinary procedures.

- Drivers are required to report an accident or moving violations to their supervisor at the time of the occurrence.

Driver Safety Guidelines

Employees assigned Hagen Decorator vehicles, or those using their own vehicle for company purposes, are expected to perform in accordance with these objectives:

- Practice defensive techniques and obey all traffic laws to avoid vehicle accidents and traffic violations.
- Keep vehicles well maintained. You will be expected to keep track of maintenance in accordance with the *Vehicle Maintenance* section of this policy.
- Exercise courtesy to other drivers and pedestrians. Other drivers who call our company to complain about a driver will be documented and stored in employee personnel files. This information will be utilized to identify your driving habits and will be used in your evaluations.
- Don't use drugs or alcohol when operating a motor vehicle. Check with your physician about possible adverse effects of prescription drugs.
- Transport authorized passengers only. Picking up "hitchhikers" is strictly forbidden. Only the assigned driver or other Hagen Decorator personnel engaged in the course of their job functions are permitted in Hagen Decorator vehicles.
- Always use seat belts and ensure passengers do as well. Remember that air bags are only as good as the restraints used to keep you in your seat.
- Maintain a safe following distance. Our vehicles are larger than a typical automobile, and therefore take longer to stop. To help avoid collisions, always maintain a safe following distance. In the case of bad weather, or poor road conditions, the distance should be increased.
- Personal use of Hagen Decorator vehicles is not permitted without prior management approval.

Cellular Phone Safe Use Guidelines

- 1. Get to know your wireless phone and its features such as speed dial and redial.** Carefully read your instruction manual and learn to take advantage of valuable features most phones offer, including automatic redial and memory. Also, work to memorize the phone keypad so you can use the speed dial function without taking your attention of the road.
- 2. When available, use a hands free device.** A number of hands free wireless phone accessories are readily available today. Whether you choose an installed mounted device for your wireless phone or a speakerphone accessory, take advantage of these devices to allow you to keep your hands on the steering wheel and your eyes on the road.
- 3. Position your wireless phone within easy reach.** Make sure you place your wireless phone within easy reach and where you can grab it without removing your eyes from the road. If you get an incoming call at an inconvenient time, if possible, let your voice mail answer it for you.
- 4. Suspend conversations during hazardous driving conditions or situations.** Let the person you are speaking with know you are driving; if necessary, suspend the call in heavy traffic or hazardous weather conditions. Rain, sleet, snow and ice can be hazardous, but so is heavy traffic. As a driver, your first responsibility is to pay attention to the road.
- 5. Do not take notes or look up phone numbers while driving.** If you are reading an address book or business card, or writing a "to do" list while driving a car, you are not watching where you are going. It's common sense. Don't get caught in a dangerous situation because you are reading or writing and not paying attention to the road or nearby vehicles.
- 6. Dial sensibly and assess the traffic;** If possible, place calls when you are not moving or before pulling into traffic. Try to plan your calls before you begin your trip or attempt to coincide your calls with times you may be stopped at a stop sign, red light or otherwise stationary. But if you need to dial while driving, follow this simple tip - - dial only a few numbers, check the road and your mirrors, then continue.

Definition of an Unacceptable Motor Vehicle Record

An Unacceptable Motor Vehicle Record for any applicant or current employee is one with any one of the following major violations occurring in the last five (5) years from the date of inquiry:

One major violation defined as:

- Any felony in which a vehicle is used including homicide resulting from the operation or any unreasonable risk or with a high degree of negligence.
- (DWI/DUI) Driving under the influence of intoxicating liquor or illegal drug.
- Refusal to take a breath analyzer test.
- Failure to stop, report or comply with state statutes when involved in an accident.
- Driving while license is suspended or revoked.
- Reckless or dangerous driving which results in injury to a person.
- Racing.
- Passing a stopped school bus with the stop arm extended and red lights flashing.

An Unacceptable Motor Vehicle Record for any applicant or current employee with the following violations or accidents occurring in the last three(3) years from the date of inquiry includes:

- Three (3) or more moving violations not specifically listed above.
- Two (2) or more at-fault accidents.
- One (1) at fault accident and two (2) moving violations not specifically listed above.

Disciplinary Action

Drivers who develop an unacceptable record will be counseled and at least one of the following actions may be taken:

1. Reassignment to a non-driving position.
2. Termination of employment. All final decisions and rationale will be documented and approved by management. Information shall be retained in the driver's personnel file indefinitely.

Special Note: *Such drivers will be required to sign a statement indicating understanding of the reason for the disciplinary action.*

Vehicle Maintenance

Employees operating Hagen Decorator vehicles over 10,000 lbs. GVWR are expected to make a safety check of their vehicles before driving. The inspection should verify proper functioning of lights, horn, turn signals, brake lights, oil level, coolant level, tire pressure and condition, and adjustment of mirrors. The operator is responsible for completing the "Drivers Vehicle Inspection Report."

The fleet manager will be responsible for coordinating our vehicle maintenance program. All maintenance including oil changes, lubrication, repair, parts, etc., will be recorded on a maintenance log. All scheduled maintenance will be in accordance to manufacturer's recommendations. Drivers are to communicate any problems they are having with their supervisor.

Accident Reporting

In the event of an auto accident, DO NOT admit fault.

First, check all those involved to determine if there are injuries. Call 911 if necessary.

Complete a Vehicle Accident Review Form:

- Get name, address, phone number, make of vehicles, driver's license number, license plate numbers, and names of other passengers and witnesses.
- Carefully examine damage to all vehicles involved.
- Discuss the accident with the police only.
- Obtain a police report at the scene if possible. If not, find out when and where to obtain one.
- Report the claim immediately to your supervisor.

Vehicle Accident Review Forms are found in the Safety Manual in each vehicle. The driver of the vehicle will provide the completed form to Management within twenty-four (24) hours of the accident.

New Employee Conditional Offer Notice

Vehicle Safety Program Acknowledgment

I acknowledge receipt of the Vehicle Safety Program for Hagen Decorators and have familiarized myself with its contents. I agree to abide by the safety guidelines and procedures described in the program and will contact management with any questions about it.

I have been assigned a driving position with Hagen Decorators prior to implementation of this Vehicle Safety Program. I understand that if my driving record is found to be unacceptable upon initial Motor Vehicle Record check I may not be hired for the position.

Signature: _____

Date: _____

VEHICLE USAGE POLICY & ACKNOWLEDGEMENT

Hagen Decorator owned vehicles and/or those used by Hagen Decorator employees will be operated in a safe and economical manner with acknowledgement of the following:

1. I acknowledge receipt of the Vehicle Safety Program for Hagen Decorator and have familiarized myself with its contents. I agree to abide by the safety guidelines and procedures described in the program and will contact management with any questions about it;
2. Hagen Decorator vehicles will be operated in a manner consistent with the Vehicle Safety Program of Hagen Decorators. Operating any vehicle outside outlined rules in the Driving Policy may result in forfeiture of all driving privileges;
3. All traffic violations received while operating the assigned vehicle will be paid by the employee;
4. Vehicle defects will be promptly reported to management so that necessary repairs can be made;
5. Hagen Decorator vehicles will not be driven by anyone other than the assigned employee driver. Other drivers may be allowed if permission is obtained by management.
6. Accidents will be reported to the manager consistent with Hagen Decorators "Accident Reporting Policy."

I have read, understand, and agree to the terms set forth in this Vehicle Usage Policy.

Signed

Date