

SHARPNACK VEHICLE SAFETY RULES

The purpose of VEHICLE SAFETY RULES is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. **Your supervisor is obligated to hold you responsible** for your safety by enforcing these rules and by providing you a safe place to work.

- I understand that everyone in a vehicle are required to wear seat belts at all times.
- I will immediately report to my supervisor all accidents or near misses, and injuries, no matter how slight, that occur on the job.
- I will obey all traffic laws.
- I will be courteous to others at all times.
- I will cooperate with and assist in the investigation of accidents to identify the causes and to prevent recurrence.
- I will promptly report to my supervisor all unsafe acts, practices or conditions that I observe.
- I will avoid engaging in any horseplay and avoid distracting others.
- I will inspect all vehicles prior to use and report any unsafe conditions to my immediate supervisor.
- I will NOT use a cell phone or any other devices while driving.
- I will NOT Eat, Read or engage in anything that could be distracting while driving.
- I will submit any suggestions for accident prevention which may assist in improved working conditions or work practices to my immediate superior.
- I will not smoke or vape while driving.
- I will NOT abuse company or customer vehicles in any way.
- I will always lock any vehicle after use.
- I will not have in my possession, or use any kind of intoxicating liquor or illegal drugs while at work or in a company owned or customer owned vehicle.
- I will accept possible discharge for these illegal actions.

I HAVE READ AND UNDERSTAND THE ABOVE ITEMS AND REALIZE THAT FAILURE TO FOLLOW THESE RULES MAY BE GROUNDS FOR DISMISSAL.