

## Safe Driving Policy for Dreams To Reality Trucking Llc

The Purpose of this policy is to minimize vehicle incident and at-fault work related road collision costs and injuries.

### Objectives of the Policy

1. To make drivers aware of the main risks they face or create when driving for work
2. To make sure that drivers demonstrate safe, efficient driving skills and other good road safety habits at all times.
3. To maintain all company and leased vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers and reduce the impacts of company vehicles on the environment.

### Code of Conduct

The code of conduct for **Dreams To Reality Trucking Llc** states: “While driving company or leased vehicles for work purposes, drivers must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.” The following actions in company or leased vehicles will be viewed as serious breaches of conduct and termination of contract may be a consequence:

- drinking or being under the influence of drugs while driving
- driving while disqualified or not correctly licensed
- reckless or dangerous driving causing death or injury
- failing to stop after a collision
- acquiring penalty points leading to suspension of license
- any actions that warrant the suspension of a license
- carrying a firearm on person or in truck(even if you have a permit) is PROHIBITED

### Responsibilities of Driver

Every driver must:

- make sure they hold a current driver license for the category of vehicle they are driving and this license is carried when driving a company or leased vehicle
- immediately notify Danita and/or Nicole if their driver license has been suspended or cancelled, or has had limitations placed upon it
- take time to familiarize themselves with the truck’s handbook
- be responsible and accountable for their actions when operating/driving truck
- carry out a full daily pre trip check prior to using the truck
- display the highest level of professional conduct when driving truck
- regularly check the oil, tire pressures, radiator and battery levels
- comply with the Rules of The Road and the safe Driving for Work Handbook at all times
- assess hazards while driving and anticipate ‘what if’ scenarios
- drive within the legal speed limits, including driving to the conditions
- wear a seat belt
- only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- avoid distraction when driving – if you need to, adjust or set gps / car stereos / mirrors before driving off. If you need to re-adjust whilst driving pull over safely in order to do so
- report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy
- report vehicle defects before the next truck use

- never carry any hazardous substances
- take regular and adequate rest breaks per ELD prompts
- stop when tired
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments
- do not exceed 14hrs workday and 11hrs drive time per ELD and DOT guidelines
- the driver must seek the owner's agreement before using the truck for personal use
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts

### **View Safety Video**

Distracted Driving at the following link:

[https://www.youtube.com/watch?v=ufWY2V6\\_OLY&feature=youtu.be](https://www.youtube.com/watch?v=ufWY2V6_OLY&feature=youtu.be)

### **Responsibilities of Dreams To Reality Trucking Llc**

Dreams To Reality Trucking Llc will take all steps to ensure company vehicles are as safe as possible and will not require drivers to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

Dreams To Reality Trucking Llc will do this by giving priority to safety features when purchasing new vehicles and making sure all trucks have a first aid kit, a fire extinguisher, flares and an emergency triangle and PPE to include safety vest.

The person/position responsible for safety is Nicole Traylor, DMD Freight Safety Manager.

Dreams To Reality Trucking Llc will ensure all vehicles are well maintained and that the equipment promotes driver operator and passenger safety by:

- servicing the vehicles according to manufacturers' recommendations
- setting up procedures where employees check their vehicle's oil, water, tire pressures and general cleanliness on a monthly basis, then record the inspections on a pre and post check sheet
- keeping maintenance schedules of all vehicles, which are completed each time the vehicles are serviced in any way
- following the maintenance schedules in the vehicles' manuals
- setting up a procedure to identify and rectify all defects no matter how small, as soon as practicable

Collecting and collating statistics on incidents, collisions and their causes, including:

- the number of collisions
- who was thought to be at fault
- the probable causes of the collisions and other contributors, such as unrealistic work schedules
- the financial cost of all collisions
- the number of prosecutions
- the number of near-miss events
- other costs, such as downtime, compensation claims and lost productivity

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

- requiring professional drivers of medium duty commercial vehicles to comply with both driver's hours regulations and DOT regulations

Taking into account individual drivers' needs by:

- reviewing ELD data and requiring employees to keep driving logs that are regularly checked by the safety manager.

### **Driver Training**

Identifying driver training needs and arranging appropriate training or refresher training, including providing:

- a thorough induction to the company's road safety policies and procedures
- driver training opportunities to all employees
- driver assessment and required training as part of all employees inductions
- training aimed at managing the driving risk or specific practical training as required and identified
- regular employee seminars or refresher meetings on safety features, fatigue, driver responsibility, drink-driving and fuel-efficient driving
- driver training log updates on personnel files

### **Safe Driver Behavior**

Encouraging safe driving behavior by:

- not paying employees' speeding or other infringement fines
- forbidding the use of mobile phones in vehicles while driving (including hands-free)
- encouraging regular breaks while driving
- making sure the employer is informed if existing employees become unlicensed

### **Fuel Efficiency**

Encouraging better fuel efficiency by:

- providing training on, and circulating information about, travel planning and efficient driving habits

### **What to do in the event of an incident in a company or leased vehicle**

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

1. Apply the handbrake and switch off the engine.
2. Switch on the truck's hazard warning lights.
3. Ensure your own safety first, put on your safety vest before exiting the vehicle.
4. If the vehicle is on fire – get out immediately if it is safe to do so.
5. Help any injured people and call for assistance if needed.
6. Try to get the following information:
  - details of the other vehicle(s) and registration number(s)
  - name(s) and address(es) of the other vehicle owner(s) and driver(s)
  - name(s) and address(es) of any witness(es)
  - name(s) of insurer(s)
7. Give your name and address and company details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the Police:

- if there are injuries
- if there is a disagreement over the cause of the crash
- if you damage property other than your own
- if damage to the vehicle looks to be substantial.

Only Move the Vehicle if:

- Instructed to do so by a member of the emergency services
- It would be more dangerous to others keep it at its current location
- You know that the Police have not been called to the scene
- Any damage is only slight and leaving the vehicle where it was would cause serious inconvenience to other road users
- It is safe to do so and you have already provided your name and address as well as the name and address of the vehicle's owner, registration and insurance details.

**IMPORTANT**

If the vehicle cannot be driven arrangements must be made for its removal.

All valuables should be secured

Follow-up with Safety Manager, If there is an injury or major damage, report the crash to your manager as soon as possible.

**Breakdowns**

In the event of a breakdown do not try to repair the vehicle. Contact Terry ASAP

1. Ensure nothing is done to endanger yourself or others
2. Make sure you wear your safety vest
4. Move the vehicle off the roadway (onto the hard shoulder on a motorway) and switch off the engine
5. Switch on the vehicle's hazard warning lights
6. Phone the emergency services or breakdown service as appropriate. Make sure to give accurate location details. If on a roadway use the emergency SOS telephone to call for help – this will accurately inform the Police of your location

Policy review, This policy will be reviewed after its first year and every year thereafter. You must acknowledge each section and submit to affirm your compliance to all rules and regulations.

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Signature

\_\_\_\_\_  
Date

Dreams To Reality Trucking Llc Milwaukee, WI 53217