

# ***Prowess Utility Group Inc***

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*Rev. 2/2024*

***FLEET SAFETY***

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YOUR OSHA COMPLIANCE SOLUTION

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## **1 OBJECTIVE**

It is the intent of Prowess Utility Group Inc to provide employees who operate company vehicles with not only a safe vehicle to perform their job, but the tools and knowledge to safely operate the vehicles.

## **2 ADMINISTRATOR**

Julian Alcaide has been designated as the administrator for this program and will be responsible for ensuring that:

- a. Vehicles are properly maintained;
- b. Employees are properly trained in safe driving practices; and
- c. All incidents and near misses are investigated and corrective action(s) implemented, when necessary.

## **3 DRIVER SELECTION AND REVIEW**

3.1 Only authorized employees will operate company vehicles.

3.2 Employees will be evaluated to determine suitability for driving company vehicles.

This evaluation will entail, at a minimum:

- a. Ensuring that the employee holds a valid driver's license;
- b. Determination that the employee's license is valid for the type of vehicle that they will be driving;
- c. A review of the employee's Motor Vehicle Record (MVR) on a regular basis; and
- d. A review of past driving experience and work experience.

3.3 An annual review will be conducted of each employee's MVR in order to ensure that they maintain an acceptable driving record.

3.4 Employees are required to report any license suspensions or revocations to their supervisor.

## **4 SAFETY PRACTICES**

### **4.1 Pre-shift Inspections**

Each vehicle will be subject to a visual inspection prior to the beginning of each shift. Any irregularities that are identified during the pre-shift inspection will be reported to the supervisor and the determination will be made as to whether the vehicle is safe for use. Vehicles that are not deemed safe for use will be repaired before they are put back into service.

### **4.2 Safe Driving Practices**

4.2.1 All company vehicles will be used for their intended purpose.

- 4.2.2 **Fatigued Driving**  
Employees are prohibited from driving while fatigued.
- 4.2.3 **Distracted Driving**  
Distractions should be eliminated as much as possible when driving company vehicles. Distractions may include, but are not limited to:
  - a. Cell phone use;
  - b. Eating and/or drinking;
  - c. Grooming;
  - d. Smoking;
  - e. Reading and/or use of technology; and
  - f. Applying cosmetics.
- 4.2.4 **Aggressive Driving**  
Speeding, tailgating, running red lights or stop signs, unnecessary use of the horn, weaving in and out of traffic, yelling and making gestures at other drivers are all examples of aggressive driving that are prohibited activities.
- 4.2.5 **Impaired Driving**  
Impaired driving of any kind is prohibited. Impaired driving can occur when employees are:
  - a. Under the influence of alcohol or prescription or illegal drugs;
  - b. Under the influence of over-the-counter medication;
  - c. Experiencing side effects of a medical condition; or
  - d. In an emotional state.
- 4.2.6 Employees are required to operate company vehicles in accordance with all Department of Transportation regulations.
- 4.2.7 Employees are prohibited from transporting people other than company personnel or others authorized in advance.
- 4.2.8 Employees are to ensure that all cargo is adequately secured.
- 4.2.9 The driver and all passengers are required to wear seatbelts.

## **5 MAINTENANCE**

- 5.1 All vehicles will be properly maintained, including;
  - a. Smog checks as required by the California Department of Motor Vehicles;
  - b. Brake maintenance;
  - c. Regular oil changes; and
  - d. Other maintenance issues as they arise.
- 5.2 Maintenance will be performed by a mechanic who is knowledgeable in the vehicles operated by Prowess Utility Group Inc.
- 5.3 All maintenance will be performed in compliance with applicable local, state and federal regulations.

## **6 ACCIDENT REPORTING AND INVESTIGATION**

### **6.1 Accident Reporting**

- 6.1.1 Employees who drive company vehicles are required to immediately notify their supervisor (or other designee) when they are involved in an accident.
- 6.1.2 A police report will be obtained for each accident in which a company employee is involved.
- 6.1.3 Employees are prohibited from discussing details of an accident in which they are involved with anybody other than police officers, representatives of Prowess Utility Group Inc's insurance company and those authorized by Prowess Utility Group Inc.
- 6.1.4 Employees should refrain from making any statements regarding responsibility for accidents in which they are involved.

### **6.2 Accident Investigation**

A Prowess Utility Group Inc representative will investigate all accidents in which an employee driving a company vehicle is involved and a report will be compiled to determine if the accident was preventable. Corrective action will be made, as necessary.

## **7 TRAINING**

### **7.1 New Driver Training**

- 7.1.1 New employees will ride with an experienced company driver who will instruct and observe each new employee in the safe driving practices required by Prowess Utility Group Inc.
- 7.1.2 Employees will be trained on:
  - a. The contents of this Fleet Safety program;
  - b. Their responsibilities when it comes to driving company vehicles; and
  - c. What to do if they are involved in an accident.
- 7.1.3 Training will be conducted:
  - a. At the time of hire or when first assigned to a position that requires them to drive company vehicles; and
  - b. Whenever there is reason to believe that retraining is necessary.

### **7.2 Additional Training**

Employees may be required to attend, at their own expense, a safe driving school (National Safety Council Defensive Driving course or equivalent) if a review of the employee's MVR indicates any of the following:

- a. A suspension or revocation;
- b. Any violation convictions within a one-year period; or

- c. A conviction for driving while under the influence (drugs or alcohol).

## APPENDIX 1 – VEHICLE SAFETY CHECKLIST

The following checklist is intended to assist employees who drive for a living in determining the safety of the vehicle within his/her operation. Any problems should be cause for concern & should be reported.

Operator	Inspection Date	Department
Year and Make of Vehicle	Location	Odometer

<b><u>Exterior Inspection:</u></b>	Yes	No	Comments
Is the vehicle exterior free of visible damage?			
Do all four tires look to be properly inflated?			
Is tire tread depth and tread wearing acceptable?			
Are there any signs of fluid leakage underneath vehicle?			

<b><u>Interior Inspection:</u></b>	Yes	No	Comments
Is the vehicle interior free of visible damage?			
Is the vehicle's interior clean of debris?			
Is the vehicle registration and insurance information accessible?			
Is a first aid kit available and complete?			
Is there a jack system available?			
Is a spare tire available and inflated?			
Are interior lights working properly?			
Adequate rearview and side mirrors?			
Are safety belts working properly?			

<b><u>Operating Inspection:</u></b>	Yes	No	Comments
Head Lights/Tail Lights/Turn Signals/Brake Lights working?			
Back up Lights/ Hazard Lights/Exterior Lamps working?			
Are any warning lights displayed?			
Are the Windshield wipers working properly?			
Is the horn working?			
Brakes working properly?			
Emergency brake working?			

<b><u>Under-the-hood Inspection:</u></b>	Yes	No	Comments
Do all belts appear to be in good condition?			
Is the engine oil within range?			
Is the coolant within proper levels?			
Is the brake fluid within proper levels?			
Is the transmission fluid within range and a reddish color?			
Is the power steering fluid within range?			
Is the windshield wiper fluid within range?			

\_\_\_\_\_  
Supervisor's Signature

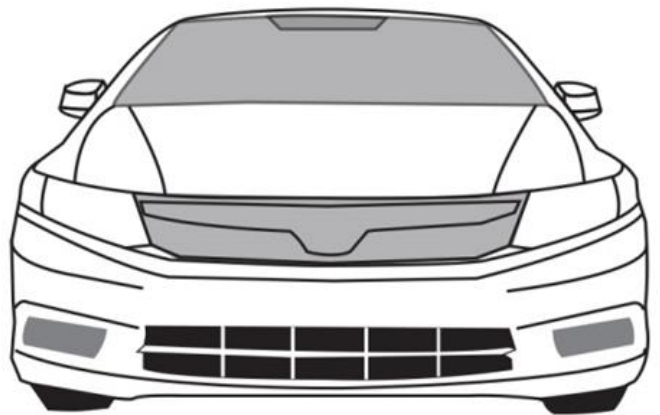
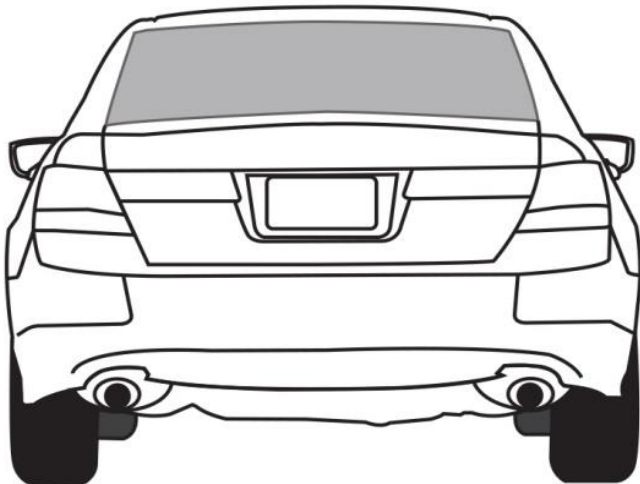
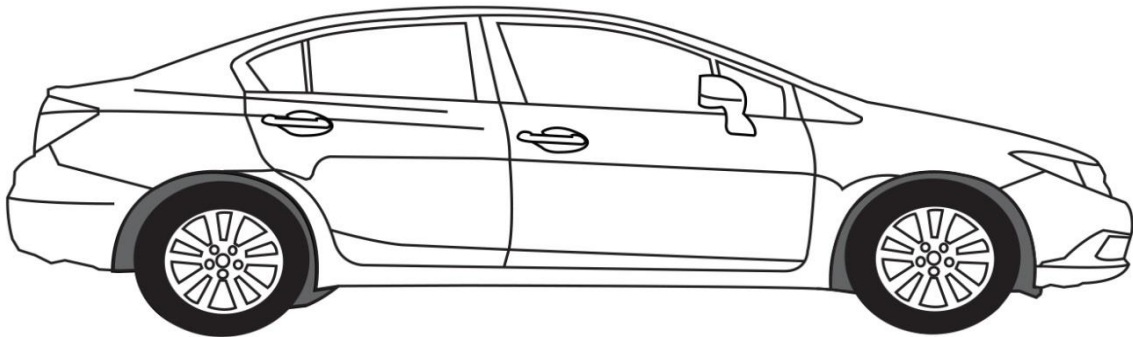
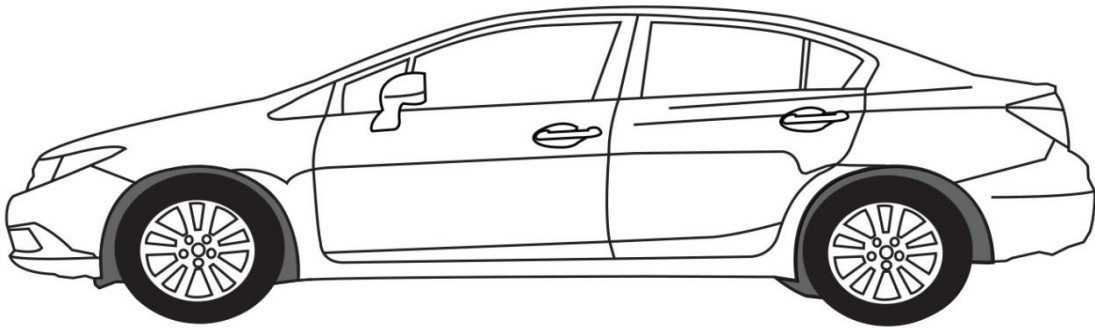
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Date

Driver: \_\_\_\_\_

Date: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Inspected by: \_\_\_\_\_





Driver: \_\_\_\_\_

Date: \_\_\_\_\_

Vehicle: \_\_\_\_\_

Inspected by: \_\_\_\_\_

