

Motor Vehicle Safety

Short description

This procedure provides the guidance for Centennial facilities and project sites to implement effective motor vehicle safety and fleet management.

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Content

1	Objective and area of application.....	3
2	Superior and additional applicable documents.....	3
3	Definitions.....	3
4	General motor vehicle policy and practices.....	4
5	Driver selection, training and performance evaluation.....	5
	5.1 Driver selection.....	5
	5.2 Driver training.....	5
	5.3 Performance evaluation.....	6
6	Motor vehicle incident reporting.....	6
7	Fleet inspection and maintenance.....	7
8	Cellular phone operations.....	7
9	Amendment history.....	8
10	Appendix.....	8

1 Objective and area of application

The objective of this section is to assure that each employee who operates a vehicle on Centennial business maintains acceptable standards of proficiency and safety. Centennial requires the safe operation of all motor vehicles. How drivers handle vehicles and the manner in which the vehicle is maintained can directly affect worker safety.

Each year motor vehicle-related injury claims continue to increase. Insurance pays most direct costs of these accidents; however, the company pays the indirect costs. These indirect costs include increased insurance premiums, loss of vehicle use, vehicle replacement costs, loss of employee productivity, deductible payments, increased paperwork, etc.

2 Superior and additional applicable documents

1000_GP_11_01_en_5.0 Global Policy on Health, Safety, Environment/Sustainability and Quality (HSEQ)

1000_GS__11_23_en_1.0 Global Standard on Road Travel Safety

This section of the HSEQ Manual applies to all Centennial employees who operate either company owned or personally owned motor vehicles during the course of their employment. There may be more stringent requirements than this section as defined by specific State, local or contact specific requirements. If there is a conflict between this section and other applicable regulations, the more stringent will apply.

3 Definitions

The following definitions of terms are important for an understanding of this section.

Term	Definition
Centennial	All Centennial employees, joint venture employees, subcontractors and business partners
Competent person	Employee who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them
HSEQ	Health, Safety, Environment and Quality
DOT	Department of Transportation
DMV	Department of Motor Vehicles
Driver	Person driving a motor vehicle
Employee	A person hired to work for Centennial in return for payment
HSEQ Director	Leads the HSEQ Team

PSM	Project Safety Manager
PSO	Project Safety Officer
Motor Vehicle Incident	The unintended collision of one motor vehicle with another, a stationary object, or person, resulting in injuries, death and/or loss of property

4 General motor vehicle policy and practices

Centennial intends to eliminate conditions that adversely affect the health or safety of employees and threaten financial stability through accidental losses.

Employees shall operate all vehicles that they use for company business safely.

To accomplish this, employees shall comply with the following:

- Centennial employees driving company vehicles or personal vehicles performing company business must hold a valid driver's license
- Employees will comply with all applicable motor vehicle laws. The employee is responsible for any traffic citations
- Centennial prohibits unauthorized passengers or drivers to either operate or ride in company vehicles or personal vehicles used for company business
- Employees shall wear seat belts, whether operating or riding as a passenger in any vehicle. All other occupants are also required to wear seats belts in company-owned vehicles or personal vehicles used for company business
- Employees will report and participate in the investigation of all vehicle collisions or property damage incidents according to policy
- Employees will use company vehicles for official use only unless previously approved by an officer of the company
- Employees assigned Centennial owned vehicles shall keep them in good operating condition
- All company vehicles shall be maintained according to manufacturer's recommendation
- Employees will operate vehicles only when they are in safe operating condition. Each employee driving a vehicle on business shall inspect the vehicle prior to its use to assure that the vehicle is in safe operating condition
- Each driver's privilege to operate a company owned vehicle shall be authorized only as long as the driver operates the vehicle in a safe manner consistent with applicable policies. A record of "preventable" incidents shall result in appropriate disciplinary action including potential loss of use of company vehicles
- An employee performing work that requires the operation of a company vehicle must notify his or her immediate supervisor if his or her license is expired, suspended or revoked. Failure to report shall be cause for disciplinary action in accordance with policy
- Centennial's HSEQ Director shall be responsible for coordinating the HSEQ Fleet Safety and Loss Control programs in cooperation with the Fleet Manager, Risk Manager and Human Resources Manager
- Supervisors and managers will carefully select employees who may be required to drive full or part-time. No employee may drive a company vehicle unless the employee's supervisor has given him or her previous authorization to do so

- Employees shall report all motor vehicle incidents in accordance with section 8 of this HSEQ manual using the Motor Vehicle Incident Addendum and
- The PSO/PSM shall investigate the incident in accordance with section 8 of this HSEQ manual
- Vehicles shall contain all of the appropriate warning and safety devices including, but not limited to a fire extinguisher and first aid kit
- Employees' use of personal vehicles on company business shall follow all the policies applicable to the use of company vehicles

5 Driver selection, training and performance evaluation

5.1 Driver selection

Although driving may be incidental to the employee's primary job responsibilities, the considerations given to driver selection are often the most important factor that will affect company vehicle accidents.

Managers and supervisors may consider drivers of company vehicles as qualified to drive when they meet the following criteria:

- Possess a valid driver's license of the proper class and a driving record that meets all performance and other standards specified in this administrative policy
- Agree to a post-incident drug screen and authorize a physical
- Demonstrate proficiency with the particular type of vehicle or equipment the employee is required to operate
- Have completed the Company Vehicle Policy Acknowledgement Form (Appendix 1) and submitted to the Fleet Manager
- Managers and supervisors must examine applicants' driving records when driving for company business, either using a company-owned or personal vehicle as a part of the screening, background investigation and hiring process. Hiring managers must reject applicants with poor driving records for positions that require vehicle operation. The following is a partial list of conditions or convictions that shall cause rejection of applicants who will be assigned a company vehicle or will be required to use his or her personal vehicle for company business:
 - More than one at-fault accidents in the past three years
 - More than one minor traffic convictions in the past three years
 - A combination of one at fault accident and one minor traffic conviction in the past three years
 - Conviction of Operating Under the Influence (OUI or DWI) of alcohol or drugs
 - Operating with an unlawful blood alcohol content
 - Failure to stop or report an accident
 - Negligent homicide, manslaughter or assaults involving the operation of a motor vehicle
 - Driving on a suspended or revoked license

5.2 Driver training

To evaluate and assist drivers of company vehicles in maintaining an acceptable level of performance, Centennial shall periodically administer or arrange for attendance at a defensive driving course.

If applicable, Centennial shall make assignments for the course as follows:

- Mandatory attendance for employees assigned a company vehicle or who uses his or her personal vehicle for company business who have been involved in a motor vehicle incident
- Mandatory attendance for employees assigned a company vehicle or who uses his or her personal vehicle for company business whose immediate supervisors determine that they have questionable driving capabilities or habits
- Voluntary attendance for employees assigned a company vehicle or who uses his or her personal vehicle for company business who have not attended a Defensive Driving Course in the past three (3) years

5.3 Performance evaluation

Because careless or poor driving may lead to injuries and to decreased public confidence of Centennial, managers and supervisors may be periodically required to monitor and evaluate employees who operate company vehicles or who use their personal vehicle for company business. They must:

- Request that the Human Resources Manager to check the driving record of all employees assigned a company vehicle or who uses his or her personal vehicle for company business at least annually
- Take appropriate corrective action for current employees with unacceptable records. Corrective actions may range from reassignment to non-driving related positions up to discharge. Falsification of information about driving records by employees is cause for immediate termination
- In coordination with the HSEQ Director and the Human Resources Manager, establish the corrective actions necessary to restore the employee to a driving position. The actions taken, the corrective action plan and the results of the completed action plan will become part of the employee's Personnel File.

6 Motor vehicle incident reporting

Any employee involved in a motor vehicle incident shall obtain appropriate medical treatment, if needed, as outlined in HSEQ manual section 9- Work Related Injury and Illness Reporting.

The employee, if physically able, shall call for a police officer as provided in the reporting policies. The employee shall also request that all parties and properties concerned remain at the scene of the incident, if possible, until a law enforcement representative has released them. Employees shall refrain from making statements regarding the incident to anyone other than the investigating police officer, Centennial manager or supervisor or their representatives or an employee's personal insurance provider. Employees shall limit statements to factual observations.

The PSM (or other designated individual) must receive a copy of all police reports and any accompanying statements within 48 hours. The PSM will report such incidents to the insurance carrier and the executive team as soon as practicable following the incident.

The employee shall fill out the Motor Vehicle Incident Report completely and submit the report and other associated documents to the PSM and / or Risk Manager as soon as possible so that appropriate action may be taken. The PSM or Risk Manager shall immediately file the report with the insurance carrier.

7 Fleet inspection and maintenance

To protect the safety of employees and increase their productivity, reduce motor vehicle incidents, extend the life of the fleet and maintain good public relations, Centennial requires regular inspections and maintenance of vehicles as an important part of its Fleet Program.

Business unit managers who support Centennial fleet vehicles shall:

- Support the inspection and maintenance program. They must assure that the program is adequately supervised and effective. This includes controlling the Maintenance-operations schedule so that it provides safe equipment for operational needs
- Provide or contracting with a facility to provide equipment, tools and adequate shop facilities necessary to support maintenance programs
- Supervise drivers to assure that they participate and comply with fleet inspection and maintenance requirements.

8 Cellular phone operation

Centennial's policy for the operation of cell phones requires that a hands free device be used when operating a motor vehicle. This requirement applies to all Centennial and Joint Venture employees. This requirement in no way overrides or negates rules or regulation of any jurisdiction; rather it is to establish a minimum standard of safe operation of cell phones while operating a motor vehicle conducting Centennial business.

Drivers who are using a hands free device for a cell phone shall nevertheless follow common sense precautions such as dialing numbers only while stationary and stopping all usage in hazardous driving conditions. In addition to the use of a hands free device, employees are reminded that the cell phone policy prohibits emailing, texting or using the internet while operating a motor vehicle.

The use of any electronic device (i.e. pad, tablet, laptop, mobile or cell phone) which is capable of leaving messages, sending text messages, accessing the Internet, or that downloads and allows for the reading of and responding to voice or non-voice communications (i.e. texting, e-mail, instant messaging, video chats or other forms of digital data interactions), whether the device is company-supplied or personally owned is strictly prohibited from being operated by the driver of a vehicle unless the vehicle is stopped. These prohibitions apply only to the driver of the vehicle. There is no prohibition against the use of wireless phones or electronic devices by vehicle passengers, as long as the wireless phone or electronic device is not used in such a way as to prevent the driver from driving safely.

9 Amendment history

Date	Version	Revised content
02.09.2014	1.0	Initial Preparation
01.01.2018	2.0	Updates to Paragraph 2 Superior Documents to add the Group Policy and Global Standards, Paragraph 3 Definitions (Centennial and HSEQ Director), Paragraph 4 General Motor Vehicle Policy and Practices (addition of first aid kit), Paragraph 5.1 Driver Selection (completion of the Company Vehicle Policy Acknowledgement form) and Appendix 1 (new)

10 Appendix

Appendix 1: Company Vehicle Policy Acknowledgement Form (0206500_CP_11_27_en_A1)

Company Vehicle Policy Acknowledgement Form

0206500_CP_11_27_en_A1

I have read the Company Vehicle Policies and Procedures to include the following sections:

- Contact Information
- Driver Responsibilities
- Annual Company Vehicle Declaration Form
- Safety Guidelines
- Traffic Violation
- Personal Use
- Acceptable Optional Equipment
- Vehicle Maintenance and Operation
- Odometer Violation
- Accident Procedures
- Insurance, Licensing, and Registration
- Turning in Your Vehicle

Keep a copy of the Company Vehicle Policies and Procedures for your reference.

Return this original signed form agreeing to abide by all policies and procedures to the Fleet Manager with a photocopy of current valid driver's license.

Driver (Employee) Signature

Printed Name

Date