

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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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 way 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_6.0 Global Policy on Health, Safety, Environment and Quality (HSEQ)

This section of the HSEQ Manual applies to all Centennial employees who operate either company owned or personally owned motor vehicles while performing company business. 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 and joint venture employees
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
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/damage of property
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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 operating two wheeled motorized vehicles for company business shall be required to wear DOT, ECE rated protective helmets.
- 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 their supervisor.
- Employees assigned Centennial vehicles shall maintain them in accordance with the manufacturer's recommendations and retain the maintenance documentation with the vehicle. In addition to periodic maintenance, vehicles shall remain clean and uncluttered inside and the use of tobacco products is prohibited.
- Every employee driving a vehicle on company business shall inspect the vehicle prior to its use to ensure that the vehicle is in safe operating condition.
- Each driver's privilege to operate a company vehicle shall be authorized as long as the driver operates the vehicle in a safe manner consistent with applicable company policies and state and local laws. This includes taking adequate breaks during long drives to prevent fatigue.
- A record of preventable incidents may 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 their supervisor if their license is expired, suspended, or revoked. Failure to report may be cause for disciplinary action in accordance with company policy.
- Supervisors 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.
- The PSO and/or the Regional HSEQ Manager shall investigate the incident in accordance with section 8 of this HSEQ manual.
- Vehicles shall contain a fire extinguisher, first aid kit and a reflective warning device.

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.

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.
- Agree to a post-incident drug screen.
- Have completed the Company Vehicle Policy Acknowledgement Form (Appendix 1) and submitted to the Fleet Manager.

5.2 Driver training

To assist employees driving for company business, Centennial requires the completion of a Defensive Driving course as follows:

- Prior to being authorized to operate a company vehicle.
- Every two years while driving for company business.

5.3 Performance evaluation

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

- Request that the Human Resources department check the driving record of any employee assigned a company vehicle or who use their personal vehicle for company business.
- If required, the supervisor will coordinate with the Human Resources department to establish the corrective actions necessary to restore the employee to an acceptable driving status.

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 8 - 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 supervisor or their representatives or an employee's personal insurance provider. Employees shall limit statements to factual observations. The Regional HSEQ Manager (or other designated individual) must receive a copy of all police reports and any accompanying statements within 48 hours. The Regional HSEQ Manager will report such incidents to 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 Regional HSEQ Manager as soon as possible so that appropriate action may be taken. The Risk Manager shall immediately file the report with the insurance carrier.

7 Company vehicle maintenance

To protect the safety of employees, reduce motor vehicle incidents, extend the life of the company vehicles and maintain good public relations, Centennial requires regular maintenance of vehicles.

Supervisors shall ensure that the recommended periodic maintenance is performed for all company vehicles. The maintenance should be performed by a certified third-party mechanic.

8 Electronic devices

Centennial's policy for the operation of electronic devices (i.e. pad, tablet, laptop, mobile or cell phone), whether the device is company-supplied or personally owned, requires that a hands-free device be used when operating a motor vehicle. 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 electronic devices 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 electronic device policy prohibits emailing, texting or using the internet while operating a motor vehicle. These prohibitions apply only to the driver of the vehicle and not vehicle passengers as long as the 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)
01.01.2020	2.1	Updates to Paragraph 2 Superior Documents, Paragraph 5.1 Driver Selection (criteria) and Paragraph 5.2 Driver Training (courses)
03.01.2020	2.2	Updates to Paragraph 3 Definitions (Centennial and Motor Vehicle Incident), Paragraph 4 General Motor Vehicle Policy and Practices (investigation and safety equipment), Paragraph 5.1 Driver Selection (remove records review), Paragraph 5.2 Driver Training (course requirements), Paragraph 5.3 Performance Evaluation (procedure), Paragraph 6 Motor Vehicle Incident Reporting (reporting process), Paragraph 7 Company Vehicle Maintenance (title change, third-party requirement) and Paragraph 8 Electronic Devices (title change, removed redundancy)
11.01.2021	2.3	Updates to Paragraph 4 General Motor Vehicle Policy and Practices (added maintenance documentation and breaks to avoid fatigue)
09.07.2023	2.4	Updates to Paragraph 4 General Motor Vehicle Policy and Practices (added helmet requirements while operating two-wheeled motorized vehicles).

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