

Fleet Safety Policy



MAY 2019

PURPOSE

The Bennie Group recognises that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our company is firmly committed to the safety of our employees and will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of The Bennie Groups Fleet Safety programme is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their families, the local community and Great Britain as a whole.

To further this goal, our Company has developed a Fleet Safe Programme will consist of eight components: Recruitment, Job Requirements, Drug/Alcohol Testing, Training, General Procedures, Distracted Driving, Preventive Maintenance, Accident Investigation and Company Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

RECRUITMENT

The Bennie Group focuses its initial efforts on driver selection through a variety of resources, beginning with the job application. The application will require a prospective employee to:

- List past driving experience, employers, and types of vehicles driven.
- Notify the recruiter of any serious motor vehicle violations for at least the last 3 years.
- List references.

Driver selection will be made upon completion of a formal interview, reference verification and a negative drug screen. Authorisations will be obtained for the drug screen and to contact prior employers and personal references.

Driving records may be requested upon completion of a satisfactory interview and periodically thereafter. Management reserves the right to use its discretion in determining an unsatisfactory driving record. An excessive number of violations in the past three years will be grounds for an unsatisfactory driving record prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

JOB REQUIREMENTS

All positions requiring regular driving will have a written job description that explains main duties, functions and the necessary physical requirements required to perform all associated tasks.

- All prospective employees will be required to undergo a medical evaluation
- Results of the medical evaluation will be compared to the necessary physical requirements
- If a professional driver, candidates must pass the medical evaluation and hold a Driver's Certificate of Professional Competence (Driver CPC) as required by regulatory agencies.

As part of the recruitment process, prospective employees may be required to complete a road test. Active employees will also participate in periodic road tests for training purposes. Tests will be conducted by Human Resources and/or management and will cover a variety of driving criteria. The road test will require prospective and active employees to safely and competently complete tasks associated several categories, which may include:

- Pre-trip Inspection
- General Vehicle Operation
- Backing and parking
- Turning
- Passing
- Railway crossing

Results of the road test will be shared with prospective and active employees at management's discretion.

DRUG/ALCOHOL TESTING

Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by use of a simple 6 bar drug screen and a standard breathalyser. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

TRAINING

New-hire and periodic training is required. All employees are expected and required to actively participate identifying training needs as well as programme development. Programmes will consist of classroom and on-the-road modules. Training will focus on but will not be limited to defensive driving techniques and behaviour modification.

The Bennie Group will monitor driver habits to identify potentially unsafe driving habits that require additional training and/or disciplinary actions. We will use tracking data combined with statistical data focusing on accident types and frequency to identify areas of improvement.

3 accidents or moving violations in a one calendar year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardised if accident frequency is above the required norm with no concentrated efforts being made for improvement.

GENERAL PROCEDURES

Requesting and Retrieving a Vehicle

As much in advance as possible, and no later than 10 days before the pick-up date, employees must complete a vehicle request form with reason for vehicle use, places travelling, time of pick-up and drop-off, and supervisor's signature, and return it to the fleet administrator vehicle pick-up and drop-off times should be estimated as accurately as possible to allow for proper accommodation of other employees.

On the scheduled date and time of pick-up or drop-off, employees should respect the time the vehicle has been reserved and give ample notice should that time change.

Basic Vehicle Operation Guidelines

Employees are expected to treat company vehicles with an appropriate level of respect and care, demonstrating an attitude of loyalty and pride to the company. Following are basic vehicle operation principles to which employees are required to adhere.

- Always use seatbelts.
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the hand brake when getting out, even if it remains in sight.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
- Avoid driving late at night if possible.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.
- Remove any rubbish or personal items before returning the vehicle to **xxxx**.

Traffic Violations

The Bennie Group is not responsible for any traffic violations or parking tickets acquired by violation of any laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for The Bennie Group.

Refuelling Guidelines

Vehicles should be refuelled when the gauge reads ¼ full. Retain receipts proving the purchase of fuel and record mileage with each fuel purchase. For your safety when operating a vehicle, follow these guidelines:

- Turn off the vehicle's engine while refuelling.
- Never smoke, light matches or use lighters while refuelling.
- Do not get into the vehicle during refuelling, as this presents a flash fire hazard.

- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the petrol pump with any means other than the latch provided.

DISTRACTED DRIVING

The Bennie Group is committed to employee safety, and for this reason firmly prohibits all behaviour that distracts employees while they are operating a company vehicle. General guidelines for behaviour while driving are as follows.

- Use of mobile phones while driving is strictly prohibited – this includes all functions of the mobile phone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use, camera use, etc
- Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below
- Voice-mail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time

The Bennie Group also has specific guidelines concerning the following devices:

Headset/Hands-Free Use

The use of headsets or hands-free devices while driving is permissible IF:

- Device is pre-approved by the Group HSQE Advisor for use
- Use of the device does not cause distraction (ie, taking eyes off road to get it to function properly)
- Any dialling or use of the handset is handled while stopped or pulled to the side of the road
- Conversations do not interfere with the driver's ability to drive safely
- Road conditions are generally good and do not threaten your safety

Emergency Calls

The only exception to the mobile phone use guideline is calls placed to 999. If placing or accepting an emergency call, it should be kept short with a hands-free option if available. The vehicle should be pulled over if possible.

Satellite Navigation Systems

The Bennie Group understands that sometimes, especially when travelling in unfamiliar areas, drivers require assistance with directions. Satellite navigation systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted systems may not block or obstruct the driver's view in any way
- Systems must be voice narrated and must not require that the driver look away from the road to follow instructions
- Employees may not programme the system while in motion
- Programming or otherwise engaging with the screen may only occur while stopped or while pulled off the road

MP3 and Other Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, MP3 player or other audio device may be just as dangerous as mobile phone use. It takes eyes and concentration off the road, which is not permissible under the Driver Handbook and Fleet Safety Policy. The Bennie Group does allow employee use of personal, portable audio devices. However, while the company does not want to eliminate the employee's ability to enjoy music while behind the wheel, they must follow these guidelines:

- Employees may not take eyes off the road to adjust music settings
- Programming music settings while stopped, pulled off the road or before departing is permissible behaviour
- Employees may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones; it impedes the driver's ability to properly hear warning signs, signals or sirens

PREVENTIVE MAINTENANCE

To maintain the safety and integrity of the vehicle, The Bennie Group will provide the necessary resources to ensure all vehicles are operating properly. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be controlled, maintained and promptly repaired are; brakes, tyres, suspension, steering, lights, mirrors, windows and windscreen wipers.

Pre-Trip Inspections

Employees are required to conduct pre-trip vehicle inspections. Any unsatisfactory result requires a Fleet Hazard Identification form to be completed and forwarded to an employee's immediate line manager. Thereafter, the identification form will be forwarded to the service co-ordinator department to confirm the equipment malfunction, complete repairs, and sign off on the completed identification form.

Placing a Vehicle Out of Service

The fleet administrator must conduct thorough post-trip vehicle inspections to ensure the vehicle's safety for its next driver. When a defect in the vehicle is found that qualifies it as unfit, unreliable or unsafe for ordinary use, the Service Co-Ordinator must immediately take the vehicle out of service and fill in the relevant defect sheet indicating the nature of the defect. The form should be forwarded to the maintenance department to confirm the defect and repair it if possible.

Vehicle Inventory

The Service Co-Ordinator will be responsible for maintaining a database of each vehicle's make, model, department, VIN number and number plate. The Service Co-Ordinator will also manage and update a log for each vehicle including its location at any given time and the person who is driving it. The administrator will also take inventory of any minor defects or needed repairs, and schedule needed maintenance work as appropriate.

ACCIDENT INVESTIGATION PROCEDURES

The Bennie Group realises some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurer deter fraudulent third-party insurance schemes.

All vehicles will be supplied with an accident claims kit, a pen, all operatives have a work phone that is capable of image capture which is to be used to collect photographic evidence. Drivers are required to document all details of the accident: traffic flow, speed limits, traffic lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents immediately to their Line Manager/Supervisor. If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo, if necessary. Dangerous goods operations, containment, and clean-up will be coordinated by service co-ordinator, supervisor and/or driver.

COMPANY VEHICLES FOR PERSONAL USE

Personal use of company vehicles is prohibited without prior permission from management. If permission is granted, the employee assigned to the vehicle will be the only driver allowed to operate the vehicle. In all other cases, use of the company vehicle is limited to travel to and from work and work-related events. Any errand or travel that is not directly work related is considered personal travel. The vehicle is not to be used for personal or entertainment purposes. Employees are expected to use their discretion.

Prohibited Behaviour:

Use of company vehicles is a privilege. Behaviours that result in suspension or permanent loss of driving privileges include:

- Driving while under the influence of drugs or alcohol
- Operating a vehicle with a suspended licence
- Using a motor vehicle for commission of a crime
- Aggravated assault with a motor vehicle
- Reckless driving
- Hit and run

- Use of a company vehicle without authorisation
- Three or more major traffic violations
- More than two preventable accidents involving personal injury or property damage in any three-year period

Speciality Vehicles:

- Vehicles must travel at an acceptable speed, slowing down in wet or slippery conditions.
- Vehicles must give way to pedestrians.
- Vehicles must keep to designated paths and roadways, staying off major streets. Trolleys may not block traffic paths where parked.
- Vehicles may not carry more passengers than the trolley is designed to accommodate. If the vehicle is equipped with seatbelts, they must be used.
- All passengers must keep hands, feet and other body parts inside the vehicle.
- The driver must be aware of surroundings, paying attention to driving signs and warnings, even if they are directed at motor vehicle and listening for warnings like emergency vehicle sirens, children playing or other vehicles.
- Adhere to all applicable traffic laws.

Employee Consent Form

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, of which the majority are uncontrollable. The purpose of 's Fleet Safety programme is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community, and .

All employees are expected and required to actively participate in this programme for their own health and well-being. encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor. *** Use of seatbelts and other safety devices is mandatory. ***

Driving records will be requested periodically at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory driving record. As a guideline, (# of) violations in the past three years will be grounds for an unsatisfactory driving record and cause for termination and/or disciplinary actions.

conducts mandatory random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

New hire and periodic employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as programme development. Programmes will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behaviour modification.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. realises a proper working vehicle is the first step to ensuring everyone's safety.

All vehicles will be supplied with an accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, traffic lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved. **REPORT ALL ACCIDENTS IMMEDIATELY TO YOUR DISPATCHER OR SUPERVISOR.**

Personal use of company vehicles is prohibited without prior permission from management.

I read, understand and consent to 's Fleet Safety Policy, and its requirements and expectations of me as an employee.

The Bennie Group Pledge to You

We expect our employees to demand the resources and support to adhere to this Fleet Safety Policy. Our pledge to you ensures your safety concerns will be met.

We pledge to:

- Provide a safe working environment.
- Maintain vehicles on a regular schedule.
- Train drivers in safe driving practices and proper use of vehicle safety features. Training is performance-based and will be periodically repeated.
- Establish schedules that allow you enough time to obey speed limits and that limit your hours of vehicle operation time according to the regulations.
- Coordinate shipments as to provide you the proper rest both physically and mentally.
- Make sure that newly purchased vehicles are equipped with appropriate occupant protection and other safety features. If you identify a hazard, equipment malfunction or unsafe procedure, please notify us immediately so we can review the situation and make corrections accordingly.

EveryBODY Home Safe, Every Day