

# MOTOR VEHICLE SAFETY 2024

## INTRODUCTION

E Light Electric is striving to provide a safe and healthful workplace to the extent that motor vehicle safety is one of many of the company's main focus areas. This section of the safety manual was designed to assist in controlling loss resulting from improper or unauthorized operation of a company vehicle.

E Light Electric, along with each employee, can eliminate or reduce our company vehicular accidents. Every employee of E Light Electric must do their part in providing a safe and healthful workplace; only then can we eliminate employee injuries and accidents.

In most fleet operations, vehicle accidents and associated injuries are among the largest costs of doing business. In the long run, every company pays for its own accidents; either directly or in the form of insurance premiums. Insurance distributes accident costs over a period of years.

Since the company's premium rate is closely related to the company's accident experience, one way to reduce insurance costs is to improve the fleet's accident performance. The premium rate is also affected by the personal driving records of those that operate company vehicles.

## GENERAL MOTOR VEHICLE SAFETY

Initial Training: The Director of Education and Loss Prevention shall ensure that this section is reviewed with new employees.

Management has the ultimate responsibility for the safety performance of the fleet but this responsibility must be extended, just as authority is delegated, in a direct line through the operating departments to the drivers and other employees. Management must see to it that this responsibility is fully accepted and then, in turn, hold the Director of Education and Loss Prevention and the field managers accountable for the safety performance of their respective areas or departments.

## SAFE DRIVING RULES

*Employees who operate company vehicles or who operate personal vehicles while performing company business shall comply with the following rules:*

1. Always drive defensively and be alert to unexpected and sudden moves from other drivers.
2. All passengers and the driver shall wear seat belts.
3. Move with the flow of traffic. If you are driving slower than the cars behind you, change lanes carefully, and let them pass. Do not take chances trying to buck the traffic.
4. Drive courteously. Allow other vehicles to merge in front of you and allow others the right of way. Remember you are representing E Light Electric Services.

5. Slow down at intersections, blind corners or other dangerous situations. Begin slowing down early for signal lights.
6. Be sure to maintain a safe distance between your vehicle and the vehicles in front of you according to the vehicles suggested practices and the road conditions.
7. Rely on your brakes, not your horn.
8. Use your turn signals and signal your intentions in a timely manner.
9. Keep your speed and distance constant and within the posted speed limit.
10. Set your head rest to be at height of your head, this reduces neck injuries.
11. Smoking is not allowed in company vehicles.
12. Operation of a vehicle while intoxicated or under the influence of controlled substances is not allowed.
13. Operation of a vehicle while under the influence of a prescription medication if you are made aware the medication can affect your ability to operate a vehicle is not allowed.
14. Use of a cell phone, mobile text or e-mail device is not allowed while operating a vehicle. If you need to use a mobile communication device, pull over to a safe place until you are finished using the device.
15. Do not pick up hitch hikers while operating a company vehicle.
16. Company vehicles must be locked at all times while not in operation.
17. Park company vehicles in a location where they are most unlikely to sustain damage.
18. Do not park company vehicles with logo's or other company markings in locations where public perception could be negatively affected.
19. Only authorized and licensed employees may operate company vehicles and equipment. The Director of Education and Loss Prevention will authorize drivers based on a review of their Department of Motor Vehicle record.
20. The parking brake must be set whenever the vehicle is parked.
21. All passengers must be in a designed seating location that accommodates seat belts.
22. Do not back up any vehicle when the view to the rear is obstructed unless you use personnel to guide you from outside the vehicle.
23. Report all motor vehicle violations or accidents to the Director of Education and Loss Prevention immediately. Do not leave the scene of an accident without approval of the Director of Education and Loss Prevention. Whenever possible, call the local law enforcement and file an accident report. If possible, take pictures of the vehicles, damage, the area and the streets around the accident and anything else that may be pertinent to the accident.
24. **Personal Vehicle:** If you are issued a company vehicle, report accidents and violations that occur while operating a personal vehicle to the Director of Education and Loss Prevention within 5 business days. The operator is personally responsible for traffic violations while driving company vehicles.
25. Drivers will immediately report any change in driver's license status including suspension, revocation or restriction.
26. Radar detectors in company vehicles are prohibited.
27. Ride only in vehicles designated for transporting personnel. Do not ride on running boards, fenders or other projections and do not extend legs, feet, arms, hands or other body parts over the edge of the truck bed.
28. Keep your vehicle clean; windows, inside cab, mirrors etc. Make sure you have good wipers and window washer reservoir is full.
29. Maintain your vehicle and keep it in good condition. It is the responsibility of the operator to ensure regular maintenance is performed on their company vehicle. This maintenance is to be charged to your Network tri-fold maintenance card.

30. The use of the company fleet fuel card is to be restricted to fuel charges only unless prior authorization has been obtained by the Director of Education and Loss Prevention. Any unauthorized charges will be automatically deducted from the employee's next payroll.
31. Toll charges are the responsibility of the vehicle operator unless prior authorization has been obtained from the Director of Education and Loss Prevention. Unpaid toll charges will be automatically deducted from the employee's next payroll if they are charged to the company.
32. Parking expenses are the responsibility of the vehicle operator unless prior authorization has been obtained from the Director of Education and Loss Prevention. Unpaid parking fines, charged to the company, will be automatically deducted from the employee's next payroll.
33. Damage to a company vehicle resulting from an accident that is the fault of the employee may become the responsibility of the employee as determined by management.
34. Company assigned motor vehicles may not be used for non E Light commercial purposes such as Uber, Lyft, Grubhub, DoorDash etc.
35. Company assigned motor vehicles may be used for limited and authorized personal use in compliance with this policy.
36. Service Vans may not be used for personal use.
37. The tool and material inventory stocked service vans may not be used for personal use.
38. All company vehicles are the property of E Light Electric Services. E Light Electric Services reserves the right to inspect, search, track and have complete access and control over company vehicles at any time at the discretion of management. Company vehicles must be delivered and made available for inspection upon request of management at any time. There is to be no expectation of privacy while operating a company vehicle.
39. We require all personnel that operate a personal vehicle for company business such as errands and transport to meetings on company paid time to carry minimum legally required insurance on their vehicles. We require that a copy of your proof of insurance be on file with the Human Resource Department.
40. All personal vehicles, while parked on company property or on the premises at a company office or job site, are subject to search. Employees are expected to cooperate in this search. Failure to cooperate in a requested search may result in termination.
41. When travel by vehicle is required outside the normal company region (Colorado) to a long-term project (or return trip), it is preferred that the travel is completed during normal working hours. The company, however, does NOT authorize any employee to travel by vehicle for more than 10 hours in a day whether in or out of state.

## **ACCIDENTS**

All accidents and incidents involving company vehicles should be reported to the Director of Education and Loss Prevention immediately.

Failing to report a vehicular accident or incident is grounds for dismissal.

The driver shall complete an accident report and obtain all the information requested on the form. The police shall be notified and a police report filed and attached to the accident report. The accident report shall be delivered to the Director of Education and Loss Prevention by close of business the next business day following the accident.

The operator of the vehicle shall not contact the insurance company concerning any vehicle damage or accident. The Director of Education and Loss Prevention shall be responsible for this reporting.

## **MOTOR VEHICLE RECORDS**

All operators of company vehicles and all office personnel shall have their Motor Vehicle records reviewed annually by the Director of Education and Loss Prevention. This review will result in the following decisions concerning operation of motor vehicles:

- Authorization to operate a company vehicle
- Authorization to operate a personal vehicle while on company business.

The Director of Education and Loss Prevention will make decisions concerning authorization based on the following:

- The number of accidents
- The number of moving violations
- DUI or DWI convictions
- Validity of license
- Completion of Defensive Driving Course

### **IMPORTANT NOTE:**

Personnel may be reassigned or their employment terminated if they are not able to perform their duties without driving privileges.

A person who is not authorized to operate motor vehicles or operate personal vehicles while performing company business may have their status changed in the following ways:

- A request by a manager to review the person's motor vehicle record again to determine a change in status
- An annual review of the person's motor vehicle record with a positive change in the person's motor vehicle record
- Direction of executive management for temporary special conditions
- Temporary special conditions exception at the discretion of the Director of Education and Loss prevention.

Failure to meet the requirements of this policy may result in disciplinary action including, but not limited to, reassignment, suspension or termination.

## **WORK ZONE SAFETY**

- Employees in field operations are sometimes required to set up work zones on or near public roadways.
- Drivers are to pull off the road as far as possible before setting up the work zone.

- Employees must wear high visible warning vests and hard hats.
- Local law enforcement must be notified prior to redirecting traffic or impeding the flow of traffic for work operations.
- Signs and barricades are to be set up to direct traffic. (Give plenty of advance warning to oncoming traffic- 500 feet plus with signage.)
- Barricades are normally orange and white the direction of the color pointing down is the direction of the flow of traffic.
- For Example: Keep Left! Note: Colors pointing down to the left.
- The backside is the opposite.
- In heavy traffic areas or in high-speed areas barricades and signs, are not enough. In this instance, Jersey barriers are needed.
- **Flaggers** must face oncoming traffic. Radios or some other form of communication must be used, as the flaggers cannot be distracted.
- **Flaggers** must be certified traffic flaggers and trained in traffic flow patterns and safe traffic redirection.
- Back up alarms on all equipment must be working.
- Porta Potties must be placed where workers can safely access them.
- Always follow the direction of Flaggers.
- Have speed limits posted.
- Do not stop traffic for long periods of time if possible. This makes many drivers irritable. Road rage is very dangerous.
- Contact the Director of Education and Loss Prevention with any questions.

## MONTHLY VEHICLE INSPECTION

All employees that are issued a company vehicle shall perform a monthly vehicle inspection, complete an inspection form and submit it to the Director of Education and Loss Prevention, the Vehicle Coordinator and the VP of Operations by no later than the 5<sup>th</sup> day of the following month or the next business day if the 5<sup>th</sup> is not a business day. This report is to be completed using iAuditor and using the Monthly Vehicle Inspection Template. Email the completed audit to [agonzales@elightelectric.com](mailto:agonzales@elightelectric.com), [tsmith@elightelectric.com](mailto:tsmith@elightelectric.com) and [jwheeler@elightelectric.com](mailto:jwheeler@elightelectric.com) each month.

## TRAINING

All drivers of company vehicles must complete a Defensive Driving Course annually.

## MOTOR VEHICLE ACCIDENT REPORTING

Utilize the iAuditor Motor Vehicle Accident Report and email it to the Director of Education and Loss Prevention. Be sure to take a lot of pictures and answer all questions.

If you do not have iAuditor installed on your device, using your smart phone, laptop or tablet, go to [www.elightinformation.com](http://www.elightinformation.com). Click on the 'Vehicle Accident' button the left side of the page, fill in the information then click on the 'Submit' button at the bottom of the page. Please utilize this method only if you do not have an iAuditor user account.