



## **SECTION VIII**

**MILTON J. WOOD**

# **FLEET UTILIZATION POLICY and FLEET SAFETY PROGRAM**



## FLEET UTILIZATION POLICY

As our Company grows in number as well as our construction disciplines and geographic work area, we have more and more Company vehicles on the road. A Company vehicle will be assigned to employees in the Company whose work requires this in the course of their work. A Company vehicle is a necessary tool to carry out Company business, not a fringe benefit.

Purchase and assignment of Company vehicles is done by management.

This Company policy is developed as a guideline for all employees. All Company drivers should review this policy and sign the Company Vehicle Agreement (Attachment III).

### 1. EMPLOYEE-OWNED VEHICLES

When an employee uses his or her personal vehicle for travel on authorized Company business, the employee will be reimbursed. The schedule of reimbursement rates and insurance coverage will be handled on an individual basis with the Management Team.

### 2. USE OF COMPANY ASSIGNED VEHICLES

Whether you are on or off the job, when you are in a Company vehicle, you are representing the Company. People will remember the Company, not the driver, thus you project an image. Bad driving habits (speeding through neighborhoods, being discourteous to other drivers, parking in handicap parking spaces, etc.) reflect on Milton J. Wood. Keep this in mind.

#### a. Use of Company Assigned Vehicles for Company Business

Ultimately, the employee to whom a vehicle is assigned is responsible for the appearance and maintenance of the vehicle. It is understood that it will be used on the job and to service the job. Do not subject the vehicle to hazardous conditions or use it beyond its design capability. **KEEP VEHICLE CLEAN AT ALL TIMES!**

#### b. Use of Company Assigned Vehicles for Personal Business

For security purposes and to facilitate response to emergency after-hour calls, an assigned vehicle is to be kept at the employee's residence. It is understood that the purpose of a Company vehicle is to facilitate the business of Milton J. Wood. It is not the intent of the Company to provide a vehicle for any purpose other than Company business. Therefore, a Company vehicle may not be used for personal recreational activities or "outside projects". Personal use of a Company owned vehicle is permitted for emergencies or incidental errands only.

#### c. Use of Company Vehicles for Company Business or Personal Business

No passengers, other than employees of this Company or those persons contracting with this Company, are allowed in any Company vehicle.



d. **Use of Company Pool Vehicles for Company Business**

1. The Company will maintain a small pool of vehicles which may be used by employees on the Approved Drivers List for Company business. Pool vehicles are meant to be used in place of a personal vehicle for business purposes.
2. Pool vehicles should be reserved and are available on a first-come, first-served basis. In case of conflicting requests, priority will be given to out-of-town trips. The sign-in /sign-out sheet, kept at the front desk must always be utilized.
3. Pool vehicles are to be used for Company business only. When pool vehicles are not in use, they are to be left at our Company offices. Pool vehicles are not to be taken home at night unless authorized by a Management Team member.
4. Pool vehicles are to be kept clean. Trash should not be left in pool vehicles.
5. Pool vehicles are to be left with no less than ½ tank of gas for the next user.
6. No passengers, other than employees of this Company or those persons contracting with this Company, are allowed in any Company vehicle.
7. So that vehicles are kept in good operating condition, maintenance or service needs are to be reported immediately to the equipment manager.

**3. MOTOR VEHICLE CELL PHONE USAGE**

It is the policy of Milton J. Wood to provide communication technology capabilities to employees to help them remain productive and safe. When employees are entrusted with any technology, it is their responsibility to utilize it in a safe, prudent manner that in no way jeopardizes their safety or that of other employees and the motoring public. This includes employee safety, protection of equipment, facilities, and other materials. It is essential that when a conflict exists between safety and the utilization of an in-vehicle cell phone, safety must receive top priority. All employees who are authorized to operate Milton J. Wood vehicles must receive, read, and comply with this policy.

Drivers must be aware of the hazards related to the use of cell phones and/or other hand-held electronic devices while driving (distraction, limited control of vehicle, slowed emergency response, etc.) and realize that they are responsible for the control of their vehicle at all times. This mandates that drivers operate their vehicles at the lowest risk possible (an example might be using voice mail to answer calls while driving and stopping at a safe location to return calls) and avoiding distractions that take their attention away from the task at hand – driving safety. Text messaging, reading emails, and writing emails while driving is not allowable under any circumstance.

**4. TAX TREATMENT OF VEHICLES**

The IRS considers personal use of a Company vehicle (excluding work trucks and vans) as a taxable fringe benefit. In order to meet the requirements of the law, the Company charges the employee for such use; this amount will be shown on the employee's W-2 form. Permitted personal use is defined as: Commuting to and from work (between employee's residence and the office or job site).

**5. INSURANCE**

In general, all Company vehicles have full coverage (liability and collision) for the first three years. After three years, collision insurance is dropped on some vehicles, depending upon the condition (replacement value).



As long as a vehicle is considered a “road vehicle”, it is insured on the Company’s auto insurance policy. When a vehicle is taken off the road and classed as a “mill truck”, it cannot be placed on public roads and is insured the same as Company equipment (backhoe, cherrypicker, etc.).

- a. Company vehicles may only be operated by employees who are approved in writing by this Company and who have good driving records as demonstrated by a recent MVR record, have passed a Company drug-screening test, and continually demonstrate a safe driving record.
- b. **DO NOT DRINK AND DRIVE.** Anyone driving under the influence of alcohol or drugs will place the entire Company at risk.
  - 1) The Company will take a vehicle away from any employee who uses poor judgment by violating the above.
  - 2) The violation may also result in termination of employment.

## 6. VEHICLE DRIVERS

- a. Driving a Milton J. Wood vehicle is not only a privilege but also a big responsibility. You are often a client’s first impression of our Company. It is, therefore, very important that drivers maintain a professional attitude and appearance when operating a Company vehicle.
  - Personal appearance—A neat clean appearance is essential.
  - Personality—Your personality should be courteous and friendly.
  - Temperament—You must always maintain control of your temper.
  - Training—You must stay current of all training requirements of your job.

### b. Driver Selection Criteria

It is a privilege, not a right, to drive a Company vehicle. Before an employee is allowed to drive a Company vehicle or their personal vehicle for Company business, a current three-year motor vehicle record (MVR) must be obtained. For this purpose, the Consumer Report (Release Authorization) shall be completed by all potential drivers (see Attachment II). Driving records (MVR’s) will be reviewed no less than annually on all designated drivers. It is the responsibility of the immediate supervisor to ensure that only authorized employees are allowed to operate a Company vehicle.

#### 1. **General Criteria**

- Minimum age 18 years old for non-CDL drivers and 21 years old for CDL drivers
- Valid driver’s license
- An MVR that meets Company MVR criteria
- Must pass Company drug-screening requirements
- Must compete and pass the “Defensive Drivers-Light Vehicles” online safe driving course
- CDL drivers must meet commercial driver qualification requirements
- CDL drivers required to transport placarded hazardous materials must have a valid hazardous material endorsement with their license
- CDL drivers must pass a road test as a condition of employment



## 2. MVR Evaluation Guidelines (Minimum Requirements)

- No major violations in the past three years
- Maximum of two moving violations in the past three years in combination with one at-fault accident
- Maximum of three moving violations in the past three years with no at-fault accidents
- Maximum of two at-fault accidents in the past three years with no moving violations

A major violation is defined as:

- Leaving the scene of an accident
- Reckless driving
- Speeding over 25 mph of posted limit
- Driving under the influence of alcohol or drugs
- Driving under suspension or revocation
- Fleeing a police officer
- Vehicle theft
- Use of vehicle in drug trafficking, reckless homicide, unlawful use of weapons, or any other criminal-type conviction
- Conspiracy/misrepresentation of identity in the last three years.

In addition, CDL drivers and driver applicants will be disqualified to drive a commercial vehicle per DOT standards:

- Until mandatory driver qualification requirements are achieved
- Driver committed a violation of an “Out of Service” order
- Driver refused to be tested (for alcohol or drugs) by state or jurisdiction

*Please note this section includes off-the-job and on-the-job violations*

Any employee who has an “unacceptable driver’s record” is subject to disciplinary action up to:

- Loss of driving privilege of Company vehicle
- Mandatory enrollment in defensive driver’s class
- Termination of employment

## 7. **VEHICLE PURCHASE**

Historically, the Company has purchased trucks for superintendents that are then passed to assistant superintendents, etc., and eventually they become “mill trucks”.

With the amount of accessories needed to “rig out” a truck, it is sometimes not cost effective to “swap out” trucks. Likewise, the demand for trucks for assistants, foreman, and field engineers is greater than the original policy can supply. Therefore, purchases are made on an individual basis. It is up to Management, the Yard and the individual employee to assess the kind of truck to be purchased.



- a. Once a decision is made and the vehicle is purchased, it should not be accepted until all approved accessories are installed.
- b. A Company vehicle shall not be modified without justification, and only after approved by the Management Team.
- c. Accessories added to the vehicle after acceptance must be approved by the Management Team. Approved accessories shall be at the driver's expense.

## 8. MAINTENANCE

Maintenance is very important. A maintenance record shall be kept on all Company vehicles. These records are used to determine the need for collision insurance as well as replacement of the vehicle. Our goal is to have a fleet of safe and well maintained vehicles regardless of whether they have 10,000 miles or 300,000 miles. For reference of the required maintenance of your specific vehicle, consult the Ford maintenance chart in your owner documents or go on line to: [https://www.fleet.ford.com/maintenance/maintenance\\_schedules/Getymm.asp](https://www.fleet.ford.com/maintenance/maintenance_schedules/Getymm.asp), insert your vehicle information and it will give you a chart specific to your vehicle year and model.

- a. **Service and Maintenance:** All maintenance is the responsibility of the driver. You may prefer to service it yourself, or vehicles may be serviced at the jobsite, at an Oil Change and Lube shop, at the dealer, or other authorized repair shop. The Company will pay for expenses incurred as authorized by this section of the policy.

**Oil & Filter Change:** All of our vehicles (cars, trucks and vans) are recommended for oil changes every 7500 miles. We ask that this be done no more frequently than every 5,000 miles, but not exceed 7,500 miles between oil changes. We have accounts with several Oil Change and Lube Vendors to perform this work.

**Air Filter:** Replace every 30,000 miles at a minimum, more frequently as needed. If the Oil Change and Lube technician says you need an air filter, inspect the old one and have them clean it. If indeed it needs to be replaced, buy one from a parts house and change it yourself or carry the new one with you to the next oil change and have them install it. Do not buy air filters from the Oil Change and Lube Vendor.

**Coolant:** Replace coolant every 100,000 miles. Contact the Equipment Manager to schedule this maintenance.

**Transmission:** Transmission fluid and filter service varies per vehicle from 60,000 miles to 150,000 miles. See maintenance schedule and get with the Equipment Manager to schedule this maintenance.

**Fuel Filter:** Fuel filter replacement varies per vehicle from 20,000 miles to 100,000 miles. See maintenance schedule and get with the Equipment Manager to schedule this maintenance.

**Rear Axle Differential Fluid:** Changing the differential fluid varies per vehicle from 100,000 miles to 150,000 miles. See maintenance schedule and get with the Equipment Manager to schedule this maintenance. Note: if your vehicle is equipped with a limited slip differential, you must have the friction conditioner added when the fluid is changed. Severe damage to the differential will result from not adding the conditioner.



**Tune up items such as spark plugs, wires, belts and hoses:** This varies by vehicle. Most will not need these items for at least 100,000 miles, but see your maintenance schedule for your vehicle recommendations. Check under the hood often for cracks in the belts and hoses or other indications of items needing replacement. If your check engine light comes on or the vehicle performance starts to fail, contact the Equipment Manager to schedule a diagnosis and repair.

**Brakes:** Brake wear will vary per vehicle. Have brakes inspected as shown on your maintenance chart. Listen for changes in the sound when you apply the brakes; cricket type noises are usually wear indicators signaling that it is time to replace the brake pads. Some vehicles with all highway use will not need brake pads for 100,000 miles. Some will need them at 50,000 miles. If in doubt, have them inspected and seek authorization from the Equipment Manager if repair is needed.

**Suspension:** Wear on these items varies per vehicle and use. If you suspect shocks and / or struts need replacement, have them inspected and seek authorization from the Equipment Manager if repair is needed. Other suspension components may wear and affect steering and performance. After 100,000 miles, have the suspension inspected every 50,000 miles for worn parts and seek authorization from the Equipment Manager if repair is needed.

**Tires:** Tires will be replaced as needed with the same size, type, and load range as the vehicle was equipped from the factory. Inspect your tires often and look for signs of abnormal wear and check for proper inflation. Abnormal wear will indicate improper tire inflation or be an indication that suspension inspection and alignment may be necessary. Check and maintain proper recommended air pressure within 5 psi of the maximum pressure as marked on the tire sidewall. Tires should be rotated and balanced every 10,000 miles on most vehicles, check your maintenance chart. If you need your tires replaced, seek authorization from the Equipment Manager.

**Wiper Blades:** Replace as needed and purchase from an auto parts store and install them yourself. If wipers and / or blades are purchased from Advanced Auto Parts or AutoZone, they will install them for you.

**Other Maintenance Items:** Items such as fuel injector cleaning, flushing power steering fluid and other services not included in your vehicle maintenance chart and performed at Oil Change and Lube places are generally not needed. For instance, they will run a hose down the filler tube of the transmission and suck out 4-5 quarts of a 9 quart capacity transmission and say they serviced the transmission. Most do not remove the pan and change the filter and perform a complete service of the transmission. Power steering systems are sealed and use the fluid as hydraulic fluid. Power steering fluid does not go bad and does not need changing unless a component has failed. Fuel injection cleaning is something a mechanic shop needs to do and not a 10 minute job at an Oil Change and Lube Vendor. WE DO NOT ALLOW THESE SERVICES unless specifically authorized by the Equipment Manager.

- b. **Repairs and Major Maintenance:** The MJW Faye Road Office has established working relations with a number of specialty repair service vendors and can refer you to the best place for tires, mufflers, brakes, transmission, AC repair, etc. For any non-emergency repair estimate exceeding \$100.00, contact the Equipment Manager for approval and referral before proceeding with repairs.



- c. **Repair Invoicing:** All repairs must be approved by the Equipment Manager. Upon approval, the Equipment Manager will issue a purchase order for the repairs.
- d. **Maintenance Record:** The Equipment Manager will send each driver a service report with payroll at least quarterly to update the maintenance records. This report must be filled out completely and returned to the Equipment Manager.
- e. **Negligence:** Misuse of vehicles or lack of maintenance is subject to disciplinary action.
- f. **Washing:** The expense incurred to maintain the vehicle appearance shall be borne by the assigned driver. It is expected that every driver will maintain their Company vehicle in presentable condition. Washing and routine cleaning of the interior and exterior of the vehicle is solely the responsibility and expense of the assigned driver of the vehicle. It is understood that vehicles will get dirty when traversing industrial jobsites, however, the vehicle shall be kept in presentable condition and clean whenever possible. Pool cars will be returned with all trash removed from the vehicle and reasonably clean. Persons returning dirty pool cars or cars containing trash will be held responsible for the cleaning fee.
- g. **Tags, stickers, and other non-company related attachments:** It will be acceptable for a company vehicle to be personalized with one tag on the front of the vehicle as long as the tag is in good taste and not of harassing or derogatory nature. Bumper stickers of any origin will not be allowed in or on the vehicle. All other displays (interior or exterior) of anything other than company issued stickers or attachments are prohibited.
- h. **Company Issued Accessories:** Accessories such as ladder racks, toolboxes, and towing equipment will be installed as needed by the Equipment Manager. All purchases of this type will be done by the Equipment Manager.
- i. **Other Accessories:** Items such as audio upgrades, window tint, bed covers, bug shields, or any other accessory added by the driver for comfort or pleasure must be authorized by an officer of the company. These items will be added at the expense of the driver if authorized.

## 9. HEAVY EQUIPMENT MAINTENANCE AND DAMAGE REPORTING PROCEDURE

In the event any Milton J. Wood equipment is damaged the Superintendent, Superintendent Designee, and / or the employee responsible for the accident should:

- Immediately secure the equipment to ensure that further damage does not occur. Protect the environmental hazards or spillage, if applicable.
- Complete the Event / Incident Report within four (4) hours of the accident (See Exhibit K).
- Send the Milton J. Wood employee that caused the accident or who was operating the equipment to get a post-accident drug test within 24 hours of the incident.



- Fax / mail the Event / Incident Report within twenty-four (24) hours to the following: Equipment Manager, Safety Director, Company President and Project Manager.
- Contact the Equipment Manager to discuss options for equipment replacement.

Equipment usage and maintenance records must be kept current while equipment is on jobsites. This will ensure that jobs are not assessed undue charges for equipment received from other jobsites.

Upon receiving a piece of equipment, the Superintendent becomes responsible for inspection of said equipment. If that piece of equipment is in a poor or neglected state of maintenance or operating condition, the Superintendent must note same in detail prior to acceptance of the equipment and forward that information to the Equipment Manager. If repair and/or maintenance is required prior to use, the Superintendent will be issued an Equipment Charge Number from the Equipment Manager which shall be used to bring that piece of equipment up to acceptable standards. That charge value will be charged to the previous job. If the piece of equipment is accepted "as is" it becomes the current jobsite's responsibility to maintain it.

Transporting cranes / mobile equipment - Prior to transporting via 3rd party transporter, verify that the carrier has proper insurance coverage for the piece of equipment in question. The Equipment Manager will assist with this information if needed.

## **10. COST SHARING**

Milton J. Wood Company and Milton J. Wood Fire Protection invest heavily in its Company vehicles, equipment and tools. It is your responsibility as a driver of a Company vehicle to take all precautions to ensure that Company vehicles and what is in and on the vehicles is not stolen or otherwise put at risk for theft, fire or vandalism. Drivers shall ensure that:

- Unattended vehicles are locked and windows are closed.
- Keys are not left in unattended vehicles.
- While fueling the vehicle, the engine is off as per state and federal laws.
- While fueling the vehicle will not be left unattended as per state and federal laws. If fuel is flowing someone must be there to observe and be ready to shut the pump down if overflow occurs.
- All tool boxes and storage compartments in or on the vehicle shall remain locked unless you are present with the vehicle.
- Tools and equipment in the bed of the truck shall be chained and locked to prevent theft (including gas cans).
- Seatbelts are to be worn at all times while operating a Company vehicle.

Note: Some jobsites require that ignition keys be left in unattended vehicles. These site rules will override Items 1 and 2 above.

- Anyone found not in compliance with any of the above rules may lose driving privileges. Any loss of tools, equipment or vehicle to theft, fire, vandalism, etc., in violation of the above rules will be handled the same as an "at fault" accident as described below.



- In the event an MJW driver is “at fault” for an accident, the cost of repair will be the driver’s responsibility to the extent of the lesser of one half cost of the repair to the vehicle or one half the cost of the insurance deductible. Currently the deductible is \$1000 per claim.
- In addition said driver shall complete a comprehensive course approved by the Safety Director at their own expense and on their own time. (It is the employee’s responsibility to submit training certificate to the safety director.) The "at fault" employee will have fourteen (14) calendar days from the date of their "at fault" letter to complete said course; otherwise driving privileges will be lost.

## **11. MONITORING**

The Management Team reserves the right to monitor the location of Company owned vehicles using GPS Global Satellite Navigation Systems for business purposes only. Business purposes include strict compliance with the Company’s Fleet Utilization Policy, and vehicle use consistent with the safety, security and productivity concerns associated with the Company’s missions and objectives. The IT Manager may store and secure location monitoring data for up to three years. Only individuals authorized by The Management Team may access the data. The Management Team may annually review location monitoring policies and procedures to ensure compliance with the Company’s policies and objectives. The review process may include the analysis of the data collected, employee and supervisor opinions or other relevant means.

## **12. TOWING OF PERSONAL TRAILERS**

Occasionally it may become necessary for an employee to tow a personal trailer to and from jobsites or when deployed on out of town projects. Such use requires authorization by an officer of the Company and completion of the Authorization to Use Company Truck to Haul Personal Trailer (Attachment IV).



# FLEET SAFETY PROGRAM

## PURPOSE

While The Management Team has the ultimate responsibility for overall Company safety, each manager / supervisor / employee must also assume accountability for the safe performance of their job duties.

## 1. RESPONSIBILITY

### a. The Management Team

- Demonstrates interest and actively supports safety efforts.
- Establishes safety goals/objectives for the organization.
- Communicates safety goals / objectives to Safety Director
- Provides adequate resources (time, money, personnel) to accomplish safety objectives.
- Participates in safety functions / activities on a regular basis.
- Assumes the responsibility for meeting safety goals.
- Maintains safe working conditions, vehicles, equipment and procedures.

### b. Safety Director

- Participates and supports safety efforts of organization.
- Coordinates all safety activities involving fleet operations and training.
- Understands the specific loss causes, accident types and major exposures associated with operation.
- Remains informed on current DOT, DMV and motor vehicle regulations.
- Communicates new regulations and safety goals/objectives to supervisors.
- Analyzes accidents, identifies trends and submits recommended corrective measures to The Management Team.
- Verifies adequacy of vehicle maintenance procedures.
- Audits results of safety efforts and provides regular reports to management.

### c. Supervisors

- Participate and support safety efforts of the Company.
- Translate management's safety policies into action and promote safety activities directly to employees.
- Act as role model for fellow employees by setting a good example.
- Enforce safety rules / policies.
- Evaluate safety performance of employees regularly.
- Report and investigate all accidents.
- Provide training for new and current employees.



#### **d. Employees**

- Adhere to all safety rules and regulations.
- Protect Company assets and reputation.
- Demonstrate safe defensive driving skills.
- Report all unsafe conditions promptly.
- Report all accidents immediately.
- Provide suggestions for accident prevention.

## **2. DRIVER TRAINING**

Effective driver training is critical in developing a proper driver attitude. The type and frequency of training varies directly with job complexity, as well as the knowledge and experience of the employee. Training activities include:

- It is mandatory that all approved Company vehicle drivers complete the “Defensive Driving-Light Vehicles” online safe driving course. Contact Joan Haynes or Nori Ortiz at the Jacksonville office for enrollment instructions. Said course must be completed within five (5) days of being added to the Approved Drivers List, otherwise you will be dropped from the Approved Drivers List.
- Initial Training – introduces the new driver to the Company rules, regulations and safety philosophy.
- Refresher Training – utilized to update drivers on operational changes, new routes, equipment, government regulations and reinforcement of defensive driving techniques. Primary forum is usually at supervisor meetings for key personnel and area offices for field personnel.
- Special Training – useful when there is problem of substandard performance. Can be required of drivers on “Probationary and Non-Driver Status”. May be conducted “in-house” or at outside training facilities. (If outside training facility is used, it is the employee’s responsibility to submit training certificate to the safety director.)
- In the event an MJW driver is “at fault” for an accident, the MJW driver shall complete a comprehensive four (4) hour on-line driver’s training course at their own expense and on their own time. (It is the employee’s responsibility to submit training certificate to the safety director.) The at fault employee will have fourteen (14) calendar days to complete said course otherwise driving privileges will be lost.

## **3. MAINTENANCE AND INSPECTION PROCEDURE**

A pre-trip inspection should be conducted by the driver and any unsafe conditions reported immediately. All safety devices must be operational and in use on all Company vehicles. All loose equipment and / or material must be secured or removed.

All loads shall be secured and not exceed the manufacturer’s recommended or legal load limits.

Maintenance must be performed in accordance with Company policy and accurate records maintained.



#### 4. TRAILER USE

Before you begin a trip pulling a Company Trailer, there are a few simple rules you must follow. It is your responsibility to make sure all items listed below have been addressed:

- Check the maintenance schedule to ensure it is current
- Inspect the hitch
- Fasten the safety chain and break-away switch, actuating chain securely. Make sure the breakaway battery (if applicable) is fully charged.
- Inspect the towing hookup for secure attachment.
- Check all lights.
- Inspect tires.
- Check wheel mounting nuts / bolts.
- Check tightness of hanger bolt, shackle bolt and u-bolt nuts.
- Make sure brakes are synchronized and functioning properly.
- Load the trailer so that approximately 10% of the trailer's total weight is on the hitch. For light trailers, increase to 15%.
- **DO NOT OVERLOAD!** Stay within the gross vehicle rated capacity. (Consult the trailer's identification plate).
- Check that you are towing in a level position and adjust the hitch height if needed.

#### 5. WORK HOUR LIMITATIONS

##### a. Limiting Work Hours for Drivers of Company Vehicles

- A scheduled workday shall not exceed 14 hours working and two hours drive time. (Total work and drive time not to exceed 16 hours.)
- An emergency shift shall not exceed 16 hours working and two hours driving time. (Total work and drive time not to exceed 18 hours.)
- No more than two emergency shifts will be completed in a seven day work week without prior authorization from the Management Team.
- If at any time, the employee feels fatigued while driving, he shall stop and get adequate rest before resuming travel.

##### b. Limiting Work Hours for Drivers of Non-Company Vehicles

- A scheduled work shift shall not exceed 14 hours.
- An emergency shift shall not exceed 16 hours. No more than two 16 hour shifts will be permitted within a seven day work week.

#### 6. WHAT TO DO IN CASE OF ACCIDENT

- Stop at once and investigate.
- Protect the scene. Use warning devices. Get help from bystanders. Turn off all engines. No smoking. Guard against fire.
- Assist injured persons. Don't move them unless absolutely necessary. Summon ambulance if needed.
- Get help. Use nearby phone or send reliable passerby. Notify police as instructed. Give location and nature of accident accurately.
- Identify yourself and Company. Show license and registration on request.



- **BE COURTEOUS.** Make no statement about accident except to police or Milton J. Wood representative. **UNDER NO CIRCUMSTANCE SHOULD THE DRIVER ADMIT FAULT.**
- Complete an Event / Incident Report **BEFORE YOU LEAVE THE SCENE** (See Attachment I-A/B).
- In case of serious injury, report the incident immediately to your supervisor, safety director, or a member of the Management Team.
- Take pictures of the accident scene, if possible.
- The Safety Director must be notified in writing within 24 hours of all accidents.

## **7. ACCIDENT REPORTING AND INVESTIGATION**

- Report all accidents to your supervisor immediately.
- The supervisor is to submit a report to the Safety Director within 24 hours.
- The supervisor or Safety Director will conduct an initial investigation immediately.
- A meeting will be scheduled with the driver to review the facts of the investigation.
- All accident investigations will be reviewed by the Executive Safety Committee to determine the cause of the accident and to prevent recurrence.
- The Safety Director shall report all accidents to the supervisor, project manager, area manager and the Management Team in a loss report quarterly.
- In the event an MJW driver is “at fault” for an accident, the cost of repair will be the driver’s responsibility to the extent of the lesser of one half cost of the repair to the vehicle or one half the cost of the insurance deductible. Currently the deductible is \$1000 per claim.
- In addition said driver shall complete a comprehensive four (4) hour on-line course at their own expense and on their own time. (It is the employee’s responsibility to submit training certificate to the safety director.) The "at fault" employee will have fourteen (14) calendar days from the date of their "at fault" letter to complete said course; otherwise driving privileges will be lost.

## **8. DRIVER MOTIVATION**

The Company recognizes that its employees are required to operate vehicles for a significant number of hours in changing weather and traffic conditions. This contributes to the potential for personal injury, as well as expensive equipment and property damage. To reduce the potential for an accident, safe and defensive driving habits must be utilized at all times. Proper maintenance and protection of our equipment must be ensured.



## Attachment 1-A EVENT / INCIDENT REPORT (Front)

<b>EVENT / INCIDENT REPORT</b>		Superintendent:	Today's Date:
<b>A. EVENT TYPE</b> (Check all that apply) Fax report to the Jax Safety Department at (904) 353-0043.			
<input type="checkbox"/> Near Miss <i>(A, C and all that apply)</i>	<input type="checkbox"/> Injury/Illness <i>(Complete A, B, C, E)</i>	<input type="checkbox"/> Property Damage <i>(Complete A, C, D, E)</i>	<input type="checkbox"/> Environmental <i>(Complete A, C, E, F)</i>
Was Safety Director Contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>FOR ALL POTENTIALLY SERIOUS INCIDENTS, SAFETY DIRECTOR MUST BE CALLED IMMEDIATELY.</b>			
Occurrence Date: _____ Time: _____	First Reported Date: _____ Time: _____	Location of Event / Incident: Street: _____ City/State: _____ County: _____	
Shift: <input type="checkbox"/> Day <input type="checkbox"/> Night <input type="checkbox"/> Weekend Hours: <input type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 12 Overtime: <input type="checkbox"/>	Vehicle/Equipment Incident Location: <i>(e.g., NW corner)</i>		
Describe the Event: <i>(Additional pages, drawings, or pictures are welcome.)</i>			
Was incident immediately reported? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, when and how did you learn of the accident?</i>			
Did you physically inspect the area where injury occurred? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____			
Any unsafe conditions or unusual hazards present? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____			
Was Drug/Alcohol test administered? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Tested: _____			
Was employer provided safety equipment in use? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain: _____			
Was immediate medical attention necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, where and who went with the injured?</i>			
Loss or Severity Potential: <input type="checkbox"/> Major <input type="checkbox"/> Serious <input type="checkbox"/> Minor		Probability this Event will be repeated: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	
Immediate Action Taken:			
Recommended Corrective Action Plan:		Job Number:	Estimated Completion Date:
		Assigned To:	Completed/Resolved Date:
<b>B. INJURED EMPLOYEE INFORMATION (To be completed by Injured Employee)</b>			
Name:		Address:	
DOB:	Soc. Sec. #:		
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Local/Craft:		
Task Assignment:		Home Phone:	
Length of Time Employed:		Length of Time in Trade:	
Employee's Description of Incident <i>(Details - including part of body injured.):</i>			
<b>C. SIGNATURES</b>			
Employee <i>(Please Print):</i>	Supervisor <i>(Please Print):</i>	Superintendent/Manager:	
Signature:	Signature:	Signature:	
Date:	Date:	Date:	

**The State's First Report of Injury must be completed for all incidents involving medical treatment.**



**Attachment I-B**

**EVENT / INCIDENT REPORT (Back)**

<b>D. PROPERTY DAMAGE</b> (Check all that apply)				
<input type="checkbox"/> Equipment Damage	<input type="checkbox"/> Motor Vehicle Damage	<input type="checkbox"/> Fire	<input type="checkbox"/> Third Party Damage	
<input type="checkbox"/> Facility Damage	<input type="checkbox"/> Natural Disaster	<input type="checkbox"/> Explosion		
Describe Damage or Property Involved: (e.g., bent forklift fork)				
Vehicle/Equipment Damaged: (e.g., pickup, fan, motor, etc.)				
Make:	Model:	VIN/Serial #:		
Lic. Plate No.:	Vehicle Use: <input type="checkbox"/> On Road <input type="checkbox"/> Off Road	Equip. Class:	<input type="checkbox"/> Heavy Duty	<input type="checkbox"/> Light Duty
Equipment I.D. No.:	Vehicle/Equipment Damage?	Ours:	<input type="checkbox"/> Minor	<input type="checkbox"/> Moderate <input type="checkbox"/> Severe
		Others:	<input type="checkbox"/> Minor	<input type="checkbox"/> Moderate <input type="checkbox"/> Severe
Operator/Driver of Vehicle:		<input type="checkbox"/> Driver Authorized <input type="checkbox"/> Driver Unauthorized		
Names of Other Occupants:				
Was law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes: Officer's Name & Rank:		
Badge No.:	Incident Report Number:	Case Number:		
<b>E. WITNESS INFORMATION</b>				
Name:		Address:		
Employer:				
Work Phone:				
Local #:	Home Phone:			
Description of Incident: (Details - including part of body injured.)				
Signature:		Drug Tested, if required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Tested:
Name:		Address:		
Employer:				
Work Phone:				
Local #:	Home Phone:			
Description of Incident: (Details - including part of body injured.)				
Signature:		Drug Tested, if required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date Tested:
<b>F. ENVIRONMENTAL RELEASE</b> (May Require Notification. Consult the Emergency Action Plan or Operating Instructions.)				
Immediate Actions Taken:				
Number of Injuries Incurred:		Outside Impact:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Agent(s)/Substances Released:		Estimated Amount Released:	Media Affected:	
			<input type="checkbox"/> Soil	
			<input type="checkbox"/> Water	
			<input type="checkbox"/> Air	
Weather Conditions:				
<input type="checkbox"/> Clear	<input type="checkbox"/> Hot	Wind Direction: _____	Approx. Wind Velocity: _____	
<input type="checkbox"/> Rain	<input type="checkbox"/> Cold			
Agency Notified:	Person Contacted:	Phone No.:	Date:	Time:
Comments:				

**The State's First Report of Injury must be completed for all incidents involving medical treatment.**



**Attachment II**

**CONSUMER REPORT (RELEASE) AUTHORIZATION**

**Notification to Applicant / Employee that  
a Consumer Report May be Obtained**

In compliance with Public Law 91-508 (the Fair Credit Reporting Act), as amended by Public Law 104-208 (the Consumer Credit Reporting Act) and applicable state law, this notice is to inform you that Milton J. Wood may obtain a consumer report or reports in connection with your application for employment and for other employment-related reasons. "Consumer reports" include, but are not limited to, credit reports, criminal background checks, Department of Motor Vehicle records, and investigative consumer reports. An "investigative consumer report" contains information on your character, general reputation, personal characteristics, or mode of living which has been obtained through personal interviews with neighbors, friends, or associates, or from others with whom you are or have been acquainted or who may have knowledge concerning any such information.

I hereby fully release Milton J. Wood and any and all of its employees, directors, agents, successors and assigns and all contributing parties or sources from whom any information is lawfully obtained from any and all claims or liability which is in any way related to this or any subsequent investigation(s) of my credit history and/or Motor Vehicle Reports.

I further acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release includes all state and federal agencies. According to the Fair Credit Report Act, I am entitled to know if employment is denied by Milton J. Wood because of information obtained from a consumer reporting agency. If so, I will be so advised and be given the name of the agency or source of information.

The following must be filled out completely (please print) and signed by applicant / employee:

_____		
Last Name	First Name	Middle Initial
_____		
Home Address	Apt. #	
_____		
City	State	Zip Code
_____		
Social Security Number	Date of Birth	
_____		
Drivers License Number	State License was issued	
_____		
_____	_____	
Date	Signature of Applicant / Employee	



**Attachment III**

**Company Vehicle Agreement**

**I have read and agree to comply with the terms of the Fleet Utilization Policy and Fleet Safety Program governing use of MILTON J. WOOD vehicle resources. I understand that this Policy and this Program supersede all previous Fleet Utilization Policies and Fleet Safety Programs. I understand that a violation of either may result in disciplinary action, up to and including possible termination.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name



**Attachment IV**

**Authorization to Use Company Truck to Haul Personal Trailer**

Occasionally it is necessary for an employee to tow personal trailers to and from jobsites or when deployed on out of town projects. For example, an employee is traveling to a project site and opts to haul his own camper to the area for lodging or the employee uses the vehicle to tow a personally owned trailer. These uses require authorization of an officer of the company and completion of the authorization below. The trailer must be insured, have a valid state registration with current license plate, proper wiring, lights, reflectors. Tires must be in good condition (including a spare tire) with no dry rot or other cracking and reasonable tread depth of 1/8" or better. The trailer must also have electric brakes if the Gross Trailer Weight exceeds 3500 lbs. All wiring, lights, brakes must be fully functional and compatible with the tow vehicle.

Trailer Make: \_\_\_\_\_ Year of MFG: \_\_\_\_\_

Trailer Model: \_\_\_\_\_ Length: \_\_\_\_\_

Trailer Gross Weight: \_\_\_\_\_ lbs. Trailer Tongue Weight: \_\_\_\_\_ lbs.

Trailer has Electric Brakes?  YES \_\_\_\_\_ Trailer has Spare Tire?  YES \_\_\_\_\_

All Tires Properly Inflated On Tow Vehicle:  YES \_\_\_\_\_ On Trailer:  YES \_\_\_\_\_

Tow Vehicle Number: \_\_\_\_\_ Tow Vehicle Model: \_\_\_\_\_ Year \_\_\_\_\_

Tow Vehicle Tow Rating: \_\_\_\_\_ Tow Vehicle Hitch Class: \_\_\_\_\_

I, \_\_\_\_\_, an authorized company vehicle driver, request authorization to tow a personally owned and insured trailer for the purpose of \_\_\_\_\_. I have attached the Insurance and registration documents on the trailer and fully completed the information above. This use will occur between the dates of \_\_\_\_\_ and \_\_\_\_\_. I understand this authorization is valid for only the use described herein.

Signed \_\_\_\_\_ Date \_\_\_\_\_

I have inspected and deemed this trailer and tow vehicle safe and fully compliant with the above stipulations.

Inspected By: \_\_\_\_\_ Date \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Company Officer Required**