 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140-026.Transportation	
			Initial Issue Date	02/01/2017
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Purpose:

The purpose of this program is to provide guidance to NEW Organic Digestion, LLC employees as to the safe operation of vehicles and applicable policies and paperwork associated with operating vehicles. This policy is associated with the USDOT Transportation Manual for Commercial Motor Vehicles.

Scope

**OPERATING OF MOTOR VEHICLES
INSPECTIONS**

Drivers of all vehicles will inspect the operating condition of the vehicle before use. All emergency defects are to be reported at once and provisions made for repair prior to the vehicle operating. For minor non-critical issues, all employees must fill out the daily inspection report and turn it in as required.

All drivers of Company vehicles must possess a valid driver’s license as required by law for the particular vehicle and state. Once per year the employee will provide a copy of their current driver’s license and sign a release of information form pertaining to their driving record. Driving records will be obtained yearly, one month after the employee’s birthday, reviewed, and kept in the employee personnel file. No company employee shall operate a vehicle without a proper corresponding license. Drivers whom receive a moving violation are required to notify the company immediately. The violation may or may not preclude the employee from operating a company vehicle.


The Company requires each driver to operate NEW Organic Digestion, LLC vehicles defensively, always being alert and anticipating hazardous situations. Drivers should be considerate of and courteous to the traveling public. They must obey all traffic laws. Particular attention must be given to obeying the posted speed limit and wearing seat belts as required by legislation. On the public roads **YOU** are viewed as a representative of the company.

Employees under the influence of intoxicating substances shall **NOT** drive a Company vehicle. This includes both legal and illegal drugs (over the counter or prescription). Conviction of the employee may be grounds for dismissal. As an example, just because you have a prescription to possess a controlled narcotic (Codeine), does not mean other DOT laws are waived. Generally, and medication that lists a warning for interference with operating or driving machinery or vehicles, will also preclude you from driving here at work.

All employees, as a minimum, must follow this procedure for fueling company vehicles. All vehicles shall be parked on a level surface, for gasoline engines, the engine must be shut off. All sources of ignition must be eliminated (i.e. smoking, cell phone use etc) the employee will follow the fueling requirements of the facility and note the location of all fire extinguishers, emergency response phone numbers and emergency shut down.

VEHICLE ACCIDENTS AND BREAKDOWNS

All accidents involving Company vehicles or equipment must be reported as soon as possible after occurrence. See the Accident Reporting Guidance Document for forms and details.

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WHAT TO DO AFTER AN ACCIDENT:

- a) Apply first aid to the injured and call an ambulance if necessary;
- b) Report the accident to the nearest police office if the combined damage is \$500.00 or if there are injuries involved, or the vehicle is not operable.
- c) Obtain all particulars from the other party involved such as name, address, driver’s license number; insurance company’s name, address, phone number, policy number; description of vehicle;
- d) Report the accident to the Safety Manager; Production Manager and Human Resources
- e) Complete an accident report in full with a signed statement and all forms.
- f) Take pictures if you can

In case of breakdown on roadways, vehicles should be parked with all wheels off the roadway if possible. Reflectors or flares should be placed in advance and to the rear of the vehicle.

TRANSPORTATION OF WORKERS AND MATERIALS

No employee will stand on the bumper and/or running boards or sit on fenders, tailgates or the box of a moving vehicle. All employees will use the seats provided and keep their arms and legs inside the vehicle.

It is required that seat belts be worn by all drivers and passengers riding in vehicles owned or rented by the company.

No flammable substances or tools shall be transported in the passenger compartments of company vehicles.

Compressed gas cylinders shall be kept in an upright position and secured against falling during transportation

GENERAL SAFETY – HEAVY TRUCKS

All truck drivers hauling equipment of any description will note overhead power lines and observe proper clearances.


All picker truck operators will observe the applicable regulations and will lower picker boom to the saddle position when moving from one location to another. Picker boom loads and angles will not exceed manufacturer’s specifications.

Equipment will not be loaded or unloaded underneath an energized power line.

No personnel shall be allowed on or near a truck bed during winching operations. Truck drivers will inspect all winch cables and slings on a regular basis. All damaged or worn cable will be replaced immediately.

All loads shall be secured as per regulations. These loads shall be securely tied or boomed down and contained to prevent a spill. Straps and chains used for securing loads will be sufficient strength and placed in the proper position to comply with regulations.

All equipment being transported will be blocked or otherwise properly secured to avoid movement during transportation. Loads will be checked regularly during transportation for slippage.

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Extreme caution is to be utilized while loading or unloading tracked or rubber-tired equipment. No personnel shall be allowed near the units while equipment is being loaded or unloaded.

All oversized or over-length loads will be signed accordingly. Sufficient flagging will be used to ensure visibility at load ends and pilot vehicles will be used when required by regulations.

Truck drivers shall exercise caution on roads of poor terrain. Flashing lights are to be used always when loads are being transported during poor visibility and bad road conditions.

All employees operating company vehicles that require log books and time records shall complete the necessary reports and forward them per requirements. These files will be maintained for 5 years and available for inspection upon the request of a peace officer during normal business hours. All log books and records will be completed as per Federal Legislation. No driver shall drive or be permitted to drive a commercial vehicle for more than the specified hours.

SUPPLEMENTAL

Introduction

It is the intent of NEW Organic Digestion, LLC that any person who drives a company vehicle while performing work-related tasks is qualified to drive under state laws and also have the ability to operate the vehicle in a safe manner. The goal of this driver and vehicle safety policy is to assure operators of company vehicles have sufficient knowledge, skill and ability to protect themselves, fellow employees, clients and the public from an unsafe driver.

Policy


It is the policy of NEW Organic Digestion, LLC to ensure all drivers of a motor vehicle, while used in official company business are qualified to drive and drive safely. The purpose is to determine drivers have sufficient knowledge about vehicle handling, portrayed through a safe driving record, so as to protect employees, the company, clients, and the public from an unsafe driver. When driving is a condition of employment, the employment offer will be made contingent upon satisfactory proof of an acceptable driving history. No company vehicle shall be operated by an improperly licensed driver or by a driver with an unacceptable driving record as defined within this and other policies. NEW Organic Digestion, LLC reserves the right and responsibility to manage, direct and change the driving qualification policy. Company vehicles are to be used for company use only, not for personal use.

Only management can give special permission for personal use of company vehicles. Any employee who operates a company vehicle or any vehicle on company business shall possess a valid driver's license and must have a current copy of it in the office. The class of license will be appropriate to the vehicle.

NEW Organic Digestion, LLC will verify driving records on all new hires and current employees for whom driving while on company business is a job requirement, and will maintain a master list of all company approved drivers. At any time while employed with NEW Organic Digestion, LLC driving records may be discussed with employees whose duties require operating a motor vehicle.

Standard for Operation of Vehicles

1. Any and all vehicles including non DOT vehicles (machines), must be inspected by operator before each use. All safety requirements for use in public roads, streets and highways must be inspected. Additionally, all safety requirements for projects must be inspected before use.

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2. Operator and/or driver must perform a trip inspection. If the vehicle is unsafe to start or operate, the vehicle must be declared “out of service” and the immediate supervisor or maintenance coordinator must be notified immediately.

3. No unauthorized driver shall operate a company vehicle unless an emergency exists (such as life and death situation).

4. Drivers will receive proper instructions from their supervisor regarding company vehicles and/or equipment before being authorized to operate them. This will include review of this policy, discussion of responsibility of the operator.

5. The employee shall use their discretion while parking a company vehicle in or near locations unsuitable for company image.

6. Cell phone use while driving a company vehicle should be done using a hands free device.

7. All operators of company vehicles, equipment, or any other vehicle on company business will exercise every reasonable caution and care while operating the vehicle. Drivers will obey all traffic laws, equipment, registration and licensing requirements applicable to the vehicle being operated.


8. All operators and passengers of vehicles equipped with safety belts are required to wear safety belts. It will be the responsibility of the driver to see that all occupants comply.

9. Possession, use or being under the influence of any uncontrolled substance while operating a company vehicle or while on company business, is prohibited. If use of uncontrolled substances or withdrawal symptoms adversely affect a driver’s physical or mental faculties to any perceptible degree, or the driver tests positive for any such substances by screening and confirmation tests, the driver will be deemed ‘under the influence’ for the purpose of this policy. Violation of this policy is subject to disciplinary action up to and could include termination.

10. At no time shall an employee operate a company vehicle, while under the influence of an alcoholic beverage. Or while in possession of an open container of an alcoholic beverage, having an alcoholic hangover affecting a driver’s physical and mental faculties to any perceptible degree or if the driver’s blood alcohol content exceeds provincial guidelines, the driver will be deemed as ‘under the influence’ for the purposes of this policy. (with the exception of management approval). Violation of this policy is subject to disciplinary action up to and including termination.

11. Those persons using prescription medication that are identified as being in a safety sensitive position, and when such medications are indicated to limit or affect their ability to operate a motor vehicle while on company business must report the use of medication to their supervisor prior to operation of a vehicle.

The supervisor will determine whether the operator can safely drive the vehicle based upon the written recommendation of the operator’s doctor.

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12. In the event of backing up large trucks or trailer units, a co-worker or designate will be required to ensure the safety of all equipment and personnel. An exception would be when a driver is alone and then he/she shall do a visual confirmation (by getting out of the vehicle) of the area prior to backing the vehicle/trailer. When backing up, the co-worker or designate must be in a position where they are able to determine a safe path for the vehicle and can be seen by the operator of the unit. The coworker or designate must never position themselves directly behind the vehicle or trailer. The vehicle's operator is responsible for the safe operation of the vehicle and must not proceed with backing up until the coworker or designate is in the proper position to assist the operator and is clearly visible to the operator at all times.

Traffic Violations or Accidents

1. Notify immediate supervisor and safety manager immediately.
2. File a company accident/incident report.
3. If involved in an accident, the police report will be used to determine who was at fault. (If no outside agency is involved then the "Incident Investigation Report" will be determined who was at fault).
4. Any license revocation or suspension is required to be reported immediately after the event has occurred.
5. Any employee that knowingly operates a company vehicle while their driver's license is suspended or revoked is subject to discipline up to and including termination
6. An employee with a suspended license may be approved to drive (depending on a company review) if such employee has obtained an occupational driver's license.

GPS Units or Written Violations

When a GPS or any other tracking system unit is installed in a company vehicle, any tampering with the unit will be subject to disciplinary actions. Depending on infractions noted on electronic tracking systems, a driver may be referred to complete a "Defensive Driving Course".

OTHER REQUIREMENTS

Insubordination in regards to this standard will be dealt with as per NEW Organic Digestion, LLC Disciplinary Program.