

### 3. Maintenance

#### Repairs

Report issues found during the pre-trip and post-trip inspections to the maintenance contact.

#### Roadside

If you need assistance roadside from a break down or flat tire, contact roadside support.

#### Law Enforcement

If you are stopped by law enforcement, you must report the incident to dispatch.

### 4. Accidents

If you are involved in an accident, follow these steps in order:

1. Make the scene safe - move to the side of the road if possible
2. Call 911 - alert the emergency services
3. Render aid (if it is safe to do so) - provide medical assistance to injured parties
4. Contact dispatcher and inform them of the accident
5. Don't take photos
6. Cooperate with authorities
7. Refrain from specifics, it's okay to say "I don't know"

### 5. Fueling

- ✓ Re-fuel the vehicle at the end of your shift
- ✓ Use approved payment method when purchasing fuel
- ✓ Retain a receipt from the fill station
- ✓ Submit receipt to dispatch at the end of your shift

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# Vehicle Use Policy

Read before operating fleet vehicles

## EMERGENCY CONTACT LIST

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Dispatch

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Roadside Support

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Maintenance

### SECTIONS

1. Driver safety
2. Pre-trip inspection
3. Maintenance
4. Accidents
5. Fueling



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## 1. Driver safety

### **Never use a mobile phone while driving**

- ✓ Place mobile phone in glove box before setting off
- ✓ Pull over to a safe area before making a call
- ✓ Return phone to glove box when finished with a call

### **Always wear your seat belt**

- ✓ Ensure passengers wear seatbelts at all times while vehicle is in motion

### **Follow the rules of the road**

- ✓ Speeding is strictly prohibited and monitored by GPS
- ✓ Stop at all rail road crossings

### **Operation of the vehicle**

- ✓ Use smooth inputs to accelerator/brake, steering wheel
- ✓ Provide a safe and comfortable ride for passengers
- ✓ Avoid aggressive braking by looking farther down the road

### **Secure cargo**

- ✓ Use appropriate straps, tie-downs and chains to secure all cargo in the bed or trailer of the vehicle

### **Reversing**

- ✓ Ensure alarm sounds while reversing (if equipped)
- ✓ Check mirrors, reverse camera before reversing

### **No smoking**

- ✓ Do not smoke in the vehicle while driving or parked

### **Keep cab interior clean**

- ✓ Remove all trash from cab after each shift
- ✓ Ensure no objects will interfere with controls (water bottles, etc.)

## 2. Pre-trip inspection

Before starting your driving shift, the following items must be inspected by the driver to ensure the safe operation of the vehicle. Fill out a vehicle inspection report with any failed items.

### **Exterior**

- ✓ Check headlights high/low
- ✓ Check turn/brake/reverse lights
- ✓ Clean reverse camera lens

### **Windscreen**

- ✓ Check for cracks/chips/scratches
- ✓ Check dash camera is unobstructed

### **Tires/Wheels**

- ✓ Correct tire pressure
- ✓ Check for uneven wear, tread depth
- ✓ Wheel lug nuts torqued properly

### **Engine**

- ✓ Check coolant and oil level
- ✓ Check hoses/belts
- ✓ Look for leaks

### **Brakes**

- ✓ Check brake line condition
- ✓ Inspect pad depth, fluid level
- ✓ Overall condition of pads, rotors, calipers

### **In cab**

- ✓ Insurance and registration documents
- ✓ Ensure proper operation of dash cam, GPS transponder
- ✓ Check dash for warning lights