

## **Vehicle Operation Policy**

### **1.0 Procedure**

It is the policy of GRAY & SON/MARYLAND PAVING to allow only those employees that have proven to be safe drivers and have the ability to prevent incidents to operate its vehicles. GRAY & SON/MARYLAND PAVING intends to comply with all regulations outlined in the Federal Motor Carrier Safety Regulations (DOT), Parts 383,390-399.

The following information has been taken from the book of DOT Regulations. The book should be referred to for further information especially in the inspection and mechanical condition of vehicles. GRAY & SON/MARYLAND PAVING disciplinary action may be in addition to DOT action and will be in accordance with company policy.

### **1.1 Operation of vehicles with gross weight rating less Than 10,000 Pounds**

- a. Notify supervision if convicted of any state moving violation, suspension revocation or cancellation of drivers' license.
- b. Provide a copy of an updated Motor Vehicle Report (MVR) at least twice a year.

### **1.2 Operation of vehicles with gross weight rating of 10,001 or more pounds Driver Qualifications**

- 1.2.1 Must be at least 18 years old for operation in Maryland only.
- 1.2.2 Must be able to read and speak the English language sufficiently to converse with the public and understand highway traffic signs and signals.
- 1.2.3 Currently holds a valid commercial motor vehicle operator's license issued from one state.
- 1.2.4 Furnish an undated Motor Vehicle Report (MVR) to include the preceding three years at time of application and annually thereafter
- 1.2.5 Is not disqualified to operate a motor vehicle.
- 1.2.6 Has successfully completed a driver's road test and been issued a certificate.
- 1.2.7 Has completed a written examination and issued a certificate of written examination.
- 1.2.8 Has completed and furnished an application for employment that includes the following:
  - The applicant's name, address, date of birth and social security number.
  - The addresses at which the applicant has resided during the three years preceding the date on the application.
  - The date on which the application is submitted.
  - The nature and extent of experience in the operation of motor vehicles.
  - A list of all vehicle incidents in which applicant was involved during the preceding three years, specifying the date and nature of each incident.

- A list of all violations during the preceding three year period.
- A statement that no denial, revocation or suspension of any license has occurred.
- A list of names and addresses of previous employers during the preceding three years, with dates of employment and reason for leaving the employ of each employer.
- The applicant must sign the following certification:
- This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge."

1.2.9 Is physically qualified to drive a motor vehicle in accordance with the following medical examination requirements to be completed by a licensed doctor.

Has no loss of a foot, leg, hand, eye or an arm unless granted a waiver.

Has no impairment of hand or finger that interferes with pretension or power grasping or an arm, foot or leg that interferes with the ability to perform normal driving tasks.

Has no history or clinical diagnosis of diabetes currently requiring insulin for control.

Has no history or clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis or any other cardiovascular disease.

Has no history of respiratory dysfunction likely to interfere with his ability to operate a motor vehicle safely .

Has no history of epilepsy or any other condition that is likely to cause loss of consciousness or any loss of ability to control a motor vehicle.

Has no mental, nervous, organic or functional disease or psychiatric disorder likely to interfere with ability to operate vehicles safely.

Has distant visual acuity of at least 20/40 in each eye with corrective lenses or visual acuity separately corrected 20/40 or better with corrective lenses, distant binocular acuity of at least 20/40 in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.

First perceives a forced whispered voice in the better ear at not less than five feet with or without the use of a hearing aid.

Does not use a controlled substance, amphetamines, narcotics or any other habit forming drugs.

Has no current clinical diagnosis of alcoholism

Has no history of rheumatic, arthritic, orthopedic, muscular, neuromuscular or vascular disease that

**1.2.10 All drivers must be medically examined and certified every two years.**

**Drivers' Files and Records**

**1.3.1 A driver's file must be maintained for each driver and contain the following:**

- The medical examiner's certificate
- Documentation of any waivers granted
- A list of violations relating to motor vehicle laws
- The driver's application
- Responses of state agencies and past employers
- A certificate of drivers' road test

**A certificate of written examination and copy of questions asked**

**1.4 Disqualification of Drivers**

**1.4.1 Disqualifying offenses include the following:**

- a. Operating a motor vehicle under the influence of alcohol, a controlled substance, amphetamines, a narcotic drug, formulations of an amphetamine or derivatives of narcotic drugs.
- b. Transportation, possession or unlawful use of drugs or other substances outlined in previous paragraphs while on "on-duty" time.
- c. Leaving the scene of an incident that resulted in injury or death or a felony involving the use of a motor vehicle.

**1.4.2 Duration of Disqualification**

- a. First offenders for items listed above are disqualified for one year following conviction or forfeiture of a bond with the following exception:
  - Disqualification is for six months if convicted of transporting or possession of controlled substances.
- b. Subsequent offenders within a three year period will result in disqualification for a three-year period.

## **1.5 Vehicle Circle Check**

A vehicle circle check form must be completed by driver of vehicle before vehicle is removed from company property. One copy is kept by employee and one copy is turned into the shop representative. This must be performed daily on in town and out-of-town projects.

## **1.6 Vehicle Operation**

**1.6.1** The following vehicle parts must be inspected and found in good working order before the vehicle is driven:

Service brakes, including trailer brake connections

Parking (hand) brake

Lighting devices and reflectors

Tires

Horn

Windshield wipers

Rear-vision mirrors

Coupling devices (if applicable)

1.6.2 The original copy of the inspection and certification of repairs must be retained for three months.

1.6.3 A copy of the most recent inspection report must be carried on the vehicle.

1.6.4 Drivers must use seat belt assembly installed at the driver's seat.

1.6.5 Each truck unit must be equipped with the following emergency equipment:

A fire extinguisher with a minimum rating of 5 B:C or two 4 B:C extinguishers.

A fire extinguisher with a minimum rating of 10 B:C is required on units transporting hazardous materials.

Three red emergency reflective triangles and five flares.

- 1.6.6 The original copy of the inspection and certification of repairs must be retained for three months.
- 1.6.7 A copy of the most recent inspection report must be carried on the vehicle.
- 1.6.8 Drivers must use seat belt assembly installed at the driver's seat.
- 1.6.9 Each truck unit must be equipped with the following emergency equipment:

A fire extinguisher with a minimum rating of 5 B:C or two 4 B:C extinguishers.

A fire extinguisher with a minimum rating of 10 B:C is required on units transporting hazardous materials.

Three red emergency reflective triangles and five flares.

- 1.6.6 All incidents occurring within the truck fleet must be reported to Federal DOT if any trucks in the fleet come under its jurisdiction.
- 1.6.7 A reportable incident is defined as follows:

The death of a human being.

Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the incident.

Total damage to all property aggregating cost or more.

- 1.6.8 The incident reports must be filed within 24hr of the incident
- 1.6.9 Fatalities must be reported with 24 hours by phone.
- 1.6.10 Incident reports must be retained for a ten (10) year period.
- 1.6.11 All reporting (DOT) must be made to the following:

Director, Regional Motor Safety Office Federal  
Highway Administration 31 Hopkins Plaza  
Baltimore, MD 21201

### **Driver Hours of Service**

- 1.7.1 On-duty time includes the time a driver begins work until the time he is relieved from work and all responsibility for performing work.
- 1.7.2 Driving time includes all time spent at the driving controls.

1.7.3 Seven consecutive days are the seven-day period beginning on any day at a designated time.

1.7.4 Drivers will not be allowed to drive:

- a. More than 10 hours following eight consecutive hours off duty.
- b. For any period after having been on duty 15 hours following eight consecutive hours off duty.

1.7.5 Drivers will not be allowed to drive for any period after

- a. Having been on duty 60 hours in any seven consecutive days if the employer does not operate every day in the week.
- b. Having been on duty 70 hours in any period of eight consecutive days if an employer operates every day of the week.

1.7.6 Drivers must maintain a duty status log that includes the following:

- a. Record his duty status, in duplicate, for each 24-hour period.
- b. The duty status time must be recorded on a specified grid.
- c. In addition to the grid the form must show the following:

Date

Total miles driving today

Truck number

Name of the carrier Drivers'

signature/certification

24-hour period starting time

A main office address

Remarks

The name of co-driver

Total hours

1.7.7 Driving status logs are not required under the following:

- a. The driver returns to the work reporting location and is released from work within 12 consecutive hours.
- b. At least eight consecutive hours off duty separate each 12 hours on duty.

- c. The employer maintains and retains for six months accurate and true time records showing:

- Driver reporting time each day

- Total hours' driver is on duty each day

- Release time for the driver each day

- The driver's total time for the preceding seven days

- 1.8 Operation of vehicles with gross weight rating of 26,001 or more pounds or transports hazardous materials.

## **Responsibilities**

### **2.1 Driver Responsibilities**

- 2.1.1 All requirements listed in this section are in addition to the ones for vehicles with gross weight rating of 10,001 pounds or more.
- 2.1.2 No driver who operates a commercial vehicle will at anytime have more than one driver's license.
- 2.1.3 Each driver who violates a state or local law relating to vehicle traffic control (other than parking violations) must notify his supervision and state official within 1 business day after conviction.
- 2.1.4 A driver who has his driver's license suspended, revoked or canceled by a state who is disqualified from operating a vehicle must notify his supervision immediately.
- 2.1.5 Driver applicants must furnish the following information:
  - a. Employment history for the 10 years preceding the date of application.
  - b. Names and addresses of previous employers, for which he operated a commercial vehicle.
  - c. The dates the applicant worked for previous employers.
  - d. The reason for leaving such employment.

### **2.2 Disqualifying Criminal Offenses**

- 2.2.1 Operating a commercial vehicle under the influence of alcohol or a controlled substance.
- 2.2.2 Leaving the scene of an incident involving a commercial vehicle.
- 2.2.3 A felony involving the use of a commercial vehicle.

2.2.4 The use of a commercial vehicle in the commission of a felony involving manufacturing, distributing or dispensing a controlled substance.

### 2.3 Duration of Disqualification for Criminal Misconduct

2.3.1 First offenders are disqualified for one year except as follows:

- a. First offenders transporting hazardous materials are disqualified for three years.
- b. First offenders of a felony involving manufacturing, distributing or dispensing a controlled substance is disqualified for life.

2.3.2 Second offenders of the above items are disqualified for life.

### 2.4 Disqualifying Serious Traffic Violations

2.4.1 The following are serious traffic violations:

- a. Excessive speeding
- b. Reckless driving as defined under State or local law.
- c. A violation of a State or local law relating to traffic control arising in connection with a fatal traffic incident.

### 2.5 Duration of Disqualification for Serious Traffic Violation

2.5.1 A second violation within a three-year period will result in a 30-day disqualification.

2.5.2 A third violation within a three-year period will result in a 120-day disqualification.

### 2.6 Transportation of Hazardous Materials

Occasionally, GRAY & SON/MARYLAND PAVING may transport containers of fuel to various job sites. Fuel is classified as a hazardous material and must be shipped in accordance with the following DOT Regulations. Shipment of other materials listed as hazardous under DOT must comply with the appropriate DOT regulations.

2.6.1 The following markings must appear on all packages of gallon capacities or less:

- a. The identification number.
- b. "THIS SIDE UP" or "THIS END UP" labels of liquid materials.



- 2.6.2 Labels are not required for individual containers if the freight container is placarded.
- 2.6.3 Placard is required when 1000 pounds or more hazardous material is being transported.
- 2.6.4 An orange placard with black numbers shall be placed on each of the four sides of the transporting vehicle when 1000 pounds or more of hazardous material is transported.
- 2.6.5 Placards must be readily visible on all four sides of the freight container.
- 2.6.6 When affixing placards to a vehicle they must be:
- a. Securely attached or in a holder.
  - b. Unobstructed by appurtenances or attachments to the vehicle.
  - c. Located at least three inches from any other markings that might reduce its effectiveness.
  - d. Located so that dirt and water are not directed on it from the wheels.
  - e. Positioned so words or numbers read horizontally left to right.
  - f. Maintained so that color, legibility, visibility and format are not substantially reduced.
  - g. Constructed to DOT specification size, design, color and quality.
- 2.6.7 All containers must be properly blocked and braced to prevent movement.
- 2.6.8 When driving a placard vehicle the employee must:
- a. Check all tires for inflation and overheating every two hours or 100 miles, whichever comes first. Overheated and under inflated tires must be removed or repaired before continuing.
  - b. Maintain drivers' log accurately including all required notations.
  - c. When refueling, turn off the engine and be sure refueling is properly attended.
  - d. Use required routes if a route plan provided or use best routes' avoiding populated areas, tunnels, narrow roads, etc.
  - e. Do not smoke or permit anyone else to smoke within 25 feet of your vehicle if you are carrying flammable materials.

- f. Do not drive near any open fire or park within 300 feet of an open fire.
- g. Do not park on or within five feet of the traveled part of any street or highway unless absolutely necessary for brief periods.
- h. Mechanics must fill out AUTO REPAIR ORDER form when replacing/repairing any defective equipment. Completed form is to be turned into the shop representative on duty.
- i. Maintenance supervisor has to inform Operations of any potential delays resulting from maintenance or repair work.

### **Multiple Driver's License**

- 2.8.1 Any GRAY & SON/MARYLAND PAVING employee who operates a vehicle that weighs more than 26,000 pounds, carries 15 or more passengers or transports hazardous materials, may possess only one driver's license issued by the state where the employee resides.
- 2.8.2 Possessing more than one state driver's license at a time while employed by GRAY & SON/MARYLAND PAVING may be cause for dismissal.

### **Company Vehicles-Incidents**

- 2.9.1 Any employee authorized to drive a company owned vehicle, and involved in vehicle damage that is determined to be his or her fault, while driving a company vehicle will be subject to the following:
  - a. First Occurrence: The employee will be responsible for paying the company for its insurance deductible; a said amount varies as to type of incident (comprehensive or collision).
  - b. Second Occurrence: Dismissal
- 2.9.2 Furthermore, any incident not reported to management will be cause for immediate dismissal.

