

3.4.1 Driver Safety

Each employee assigned to drive a company vehicle must possess a valid driver's license for the class of vehicle they will operate and receive instruction concerning vehicle inspection and safe driving prior to operating the vehicle. In addition, they must be included on the Amsys Energy authorized Driver's List maintained by the Safety Committee.

3.4.2 Drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the counter medications that might impair their driving skills.

3.4.3 Drivers authorized cell phones will use hands free devices only. Drivers should not adjust radios or any other action that may cause distractions, maintained posted speed limits and safe distances between other vehicles.

3.4.4 It is the responsibility of appropriate supervisors to ensure that all state laws, regulations and codes are complied with and that inspections, licenses, etc., is current and meets all requirements for compliance within their area of operations.

3.4.5 Employees are required to obey all state, local and Company traffic regulations and procedures. Costs for violations of traffic laws are the direct responsibility of the employee. Personal use of Company vehicles is prohibited.

3.4.6 Loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.

3.4.7 Drivers shall conduct daily vehicle inspections and ensure any vehicle defects or items in need of repair are addressed immediately. No employee shall drive a Company vehicle that is in need of such repair that operating the vehicle will be considered hazardous. All defects shall be reported and corrected immediately.

3.4.8 The use of seat belts in motor vehicles has proven to be a means of saving lives and reducing the seriousness of many injuries. Company policy states that "safety belts will be used by all personnel while the Company vehicle is in motion

3.4.9 Employees shall report all vehicle accidents to their supervisors immediately, regardless of circumstances or damages. Supervisors are responsible for the documentation of all employee certification and training on the use of company vehicles.