



MOTOR VEHICLE SAFETY

RESPEC Health and Safety Program

CORPORATE POLICIES

Motor Vehicle Safety

RESPEC

Version No. 1

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1.0 PURPOSE AND SCOPE

The purpose of RESPEC's Motor Vehicle Safety program is to promote a proactive approach to safe driving practices and combine vehicle safety practices and procedures into a comprehensive standard document. The goals of this program are to ensure the safety of RESPEC employees and the general public and reduce the number of vehicle accidents. This program provides a set of procedures for safely and legally operating motor vehicles during official RESPEC business. In normal circumstances, employees shall use RESPEC-owned vehicles for RESPEC business; however, some jobs may require using a personal or rental vehicle to execute essential functions. This Motor Vehicle Safety program also applies to persons using a personal or rental vehicle while on RESPEC business.

2.0 REGULATORY APPLICATION

2.1 AUTHORITIES

The following law and regulation is a source of legal authority that establishes the applicability and requirements of this program. Other mandates and standards with collateral impacts are incorporated by reference and apply to this guideline.

- / Occupational Safety and Health Administration (OSHA) 29 CFR 1926.601, Motor Vehicles.

2.2 ADDITIONAL RESOURCES

A useful supplemental resource is as follows:

- / National Institute for Occupational Safety and Health (NIOSH) Center for Motor Vehicle Safety.

3.0 RESPONSIBILITIES

3.1 RESPEC HEALTH AND SAFETY DEPARTMENT

The RESPEC Health and Safety (H&S) Director is the program coordinator and has overall responsibility for the Motor Vehicle Safety program, including reviewing and updating this program as necessary.

3.2 RESPEC HUMAN RESOURCES

During the new employee's onboarding process, RESPEC's Human Resources Department will be responsible for initiating a motor vehicle record review, providing a copy of this program and maintaining copies of valid operator license(s) that are appropriate for the motor vehicle(s) to be operated. All documentation will be maintained in the employee's training file.

3.3 SUPERVISORS

Supervisors are responsible for the following:

- / Ensure that they (i.e., supervisors) and drivers under their supervision follow the procedures and policies established within this program.
- / Investigate and report all accidents involving a motor vehicle used in conducting company business.
- / Ensure that each vehicle undergoes periodic inspections and maintenance as recommended by the manufacturer.

3.4 EMPLOYEES

All RESPEC employees are responsible for the following:

- / Always operate the vehicle in a safe manner as required by this program.
- / Maintain a valid driver's license.
- / Maintain assigned vehicles according to established maintenance standards.
- / Complete training as required by this program.
- / Inspect all vehicles before use.

Employees must notify the Human Resources Department, within a reasonable time frame, regarding driver's license expiration, suspension, or revocation and provide a copy of his/her new driver's license to the Human Resources Department.

4.0 DEFINITIONS

Term	Definition
All-Terrain Vehicle (ATV)	For this program, ATVs are off-highway vehicles that have a seat for the operator to straddle, have handlebars for steering control, and are manufactured for use by a single operator.
ATV	See "All-Terrain Vehicle."
Off-Road Utility Vehicle (ORUV)	For this program, ORUVs include ATVs, Utility Task Vehicles (UTVs), and snowmobiles that could be used by RESPEC employees during official business.
ORUV	See "Off-Road Utility Vehicle."
Utility Task Vehicle (UTV)	For this program, UTVs are an off-highway vehicle that seats multiple occupants; is steered using a steering wheel; and includes seat belts, rollover, and overhead protection. UTVs are often referred to as a side-by-side.
UTV	See "Utility Task Vehicle."

5.0 PROGRAM REQUIREMENTS

5.1 DRIVER QUALIFICATIONS

Employees who drive for company business shall:

- / Have a valid driver's license and good driving record.
- / Not have vision problems that glasses or contacts cannot correct.
- / Not have hearing loss that cannot be corrected with hearing aids.
- / Not have physical impairments that would result in unsafe vehicle operation of a vehicle.
- / Not be taking any medication that affects perception, vision, or physical abilities.

5.2 OPERATIONAL PROCEDURES

Employees shall adhere to the following operational procedures:

- / Employees are responsible for complying with all state and local traffic laws as well as any customer requirements concerning motor vehicle operation. Violators of vehicle operations laws are responsible for any traffic citations that they receive.
- / Employees should exercise sound judgment when operating a motor vehicle for an extended period. Employees shall abide by all applicable state and local traffic laws as well as any customer requirements when driving for extended periods.
- / Employees are responsible for the vehicle, which includes conducting and recording a pretrip inspection before use (see Appendix A). Vehicles with visible defects that could endanger the safety of the driver, passengers, or pedestrians shall not be used.
- / All company vehicles with a gross vehicle weight over 10,000 pounds shall have small convex mirrors attached to the side mirrors. Vehicles in this weight range include Ford F350, GMC 3500, and larger.
- / The operator and all passengers shall use seat belts at all times when the vehicle is in motion.
- / When using a company or personal vehicle for business purposes, the employee's primary responsibility is driving safely. Employees must abide by all applicable state and local laws regarding using cell phones (or any other item) that may distract the operator while the vehicle is in operation.
- / All parked company vehicles and trucks shall abide by customer requirements while on a customer's property.
- / Employees shall use caution when driving through workplace-congested areas or near where personnel and equipment are working.
- / Whenever possible, a spotter shall be used for backing all vehicles at congested field sites. Spotters can be a fellow company employee or a willing noncompany employee.
- / No employee shall leave the motor running in an unattended vehicle.

- / Tools or equipment should be secured while being transported to prevent materials from moving unsafely. Objects that could become a hazard should be secured or stored outside of the passenger compartment.
- / Whenever a vehicle is stopped on the traveled portion or shoulder of a highway for any cause other than necessary traffic stops, the operator shall, as soon as possible, place or activate any vehicle-equipped warning devices.

5.3 VEHICLE RESTRICTIONS

Employees shall adhere to the following vehicle restrictions:

- / Company-owned vehicles shall be used strictly for business-related activities. Any exceptions to this rule must be approved by the respective business unit's senior vice president.
- / Smoking is not allowed in company vehicles.
- / Alcohol consumption or illegal drugs are not allowed in any vehicle on company business. Any prescription drugs or over-the-counter medications that may impair the operator's ability to operate the vehicle safely are not allowed.
- / Radar detectors and jammers are prohibited in all company-owned, -leased, or -rented vehicles.
- / Keys shall not be left in an unattended company vehicle.
- / Employees shall not allow a company-owned, -leased, or -rented motor vehicle to be operated by a nonemployee without previous managerial approval.
- / Employees shall not, without proper authorization, drive beyond any worksite barricades or into any site area marked with designations such as "**HAZARDOUS**" or "**DO NOT ENTER**."

5.4 OPERATING ON A CONSTRUCTION SITE

The following requirements pertain to motor vehicles that operate within an off-highway jobsite (i.e., not open to public traffic per 29 CFR 1926.601, Motor Vehicles):

- / All vehicles shall have a service brake system, an emergency brake system, and/or a parking brake system.
- / Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights that are in operable condition.
 - » All vehicles, or a combination of vehicles, shall have brake lights in operable condition regardless of light conditions.
- / All vehicles shall be equipped with an adequate audible warning device at the operator's station and in an operable condition.
- / No employer shall use motor vehicle equipment with an obstructed view to the rear unless:
 - » The vehicle has a reverse signal alarm that is audible above the surrounding noise level or
 - » The vehicle is backed up only when an observer signals that it is safe to do so.

- / Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried.
- / Seat belts and anchorages that meet the requirements of 49 CFR Part 571 (Department of Transportation [DOT], Federal Motor Vehicle Safety Standards) shall be installed in all motor vehicles.

5.5 OFF-ROAD UTILITY VEHICLES

RESPEC employees may occasionally travel in or operate off-road utility vehicles (ORUV) during fieldwork. ORUVs that may be used are All-Terrain Vehicles (ATV), Utility Task Vehicles (UTV), and snowmobiles. Employees transporting and/or operating ORUVs must have experience in using ORUVs or be trained by an authorized employee.

5.5.1 TRANSPORTING OFF-ROAD UTILITY VEHICLES

An ORUV can be transported by two methods: towing it on a trailer or transporting it in a truck bed. Preferable, operators should use a trailer to transport ORUVs because trailers normally have built-in ramps and are set lower to the ground. Loading and unloading an ORUV in a truck bed is a hazardous operation and should be used only if no other option is available.

5.5.1.1 TOWING AN OFF-ROAD UTILITY VEHICLE ON A TRAILER

All vehicle, trailer, and hitch components used for transportation must conform to applicable federal and state DOT regulations. Operators must adhere to the following:

- / Use a spotter (if available) and drive the ORUV slowly onto the trailer using the trailer's ramp.
- / Set the ORUV parking brake.
- / Secure the ORUV with appropriate load securement assemblies and stow all loose cargo.

5.5.1.2 TRANSPORTING AN OFF-ROAD UTILITY VEHICLE IN A TRUCK BED

If an ORUV must be transported inside a truck bed, the ORUV must be loaded and unloaded using a one-piece bifold or trifold ramp specifically designed and load-rated for that purpose. Never use wooden ramps or two individual wheel ramps, and never load the ORUV on top of the truck bed cover. Operators must adhere to the following:

- / Turn off the truck's engine and set the parking brake. The vehicle should have a flatbed surface that is wide enough between the wheel wells so that the ORUV can be rolled onto the bed without riding over the wheel wells.
- / The truck must have a gross vehicle weight rating and tire load rating that is capable of transporting the ORUV.
- / The tailgate must be removed during loading; if this is not feasible, the operator must inspect the tailgate, hinges, and supports for signs of wear. Components that show signs of wear must be replaced before loading can begin.
- / Following the manufacturer's instructions, place the loading ramp on the truck bed or the tailgate with the support brackets firmly resting in place, spaced parallel, and even. Secure each side of the ramp to the truck bed/tailgate using the manufacturer-supplied cables, straps, or chains.

- / Drive the ORUV up the ramp slowly using a spotter, if available. If the employee is loading the ORUV alone, drive slowly up the ramp, stay in gear, and use proper body weight distribution, always keeping the heaviest weight uphill.
- / After the ORUV is loaded in the truck bed, set the ORUV parking brake and secure the vehicle with four proper load securement assemblies rated to secure the weight of the ORUV.

5.5.2 OPERATING OFF-ROAD UTILITY VEHICLES

ORUV operators should follow the following NIOSH recommended practices for safe use of ORUV's at work:

- / Wear personal protection equipment (PPE) that is appropriate to the type of ORUV being operated or ridden.
- / Conduct a preride inspection of items such as tires, brakes, and headlights and follow the employer's maintenance policies for the upkeep of the ORUV.
- / Understand how equipment and attachments may affect the stability and handling of the ORUV.
- / Never exceed the manufacturer's specified hauling and towing capacity or weight limits and ensure that cargo is balanced, secured, and loaded on provided racks.
- / Be aware of potential hazards such as trees, ruts, rocks, streams, and gullies, and follow posted hazard warnings.
- / Always wear seat belts in ORUVs that are equipped with them.
- / Drive at speeds safe for weather and terrain and never operate ORUVs on surfaces not designed or authorized for their use.
- / Never permit passengers on the ORUV unless designed for multiple occupants.
- / Never operate an ORUV while under the influence of drugs or alcohol.

5.5.3 PERSONAL PROTECTIVE AND EMERGENCY EQUIPMENT

Operators shall ensure that they have the following equipment and PPE in place before using an ORUV:

- / Cell phone, 2-way radios, or other means of communication.
- / ANSI/ISEA Z308. 1-2015 Class A first-aid kit.
- / A fire extinguisher rated not less than a 2.5 pounds ABC-type rated at 1A:10BC.
- / Properly stocked toolkit; most ORUVs are equipped with a properly stocked toolkit from the manufacturer.
- / PPE will vary depending on the type of ORUV and the environment it is operated in. Table 5-1 provides PPE requirements for various types of ORUVs.

Table 5-1. Personal Protective Equipment for Types of Off-Road Utility Vehicles

Type of ORUV	Personal Protective Equipment
ORUVs With No Rollover Protective Structure (ROPS)	A securely fastened motorcycle-type helmet (full or three-quarters) that bears the DOT label or Snell Memorial Foundation label.
	Eye protection, if the operator is not wearing a full-face helmet with a face shield in place.
	Clothing prudent for the conditions and terrain, such as gloves, boots, long-sleeved shirts, and long pants.
ORUVs With ROPS, Overhead Protection, and Seat Belts	Eye protection, if the operator is not wearing a full-face helmet with a face shield in place.
	Clothing prudent for the conditions and terrain, such as gloves, boots, long-sleeved shirts, and long pants.

6.0 MOTOR VEHICLE ACCIDENTS

In case of an accident, the following steps shall be taken:

- / Stop.
- / Comply with all state and local traffic laws.
- / Call for medical assistance in the event of injuries.
- / Call the police or highway patrol if injuries are involved.
- / Do not admit fault or guilt to anyone.
- / Never offer to pay for any damage, medical bills, towing, rental cars, taxi service, or any other charges incurred by another party resulting from the accident.
- / Exchange contact information (i.e., names, addresses, telephone numbers) with the other driver(s) involved and obtain contact information of every witness.
- / If the vehicle is towed from the accident scene, determine where the vehicle will be taken and what may be necessary to retrieve the vehicle.
- / Ask the investigating law enforcement officer to provide the accident report number and how/where a copy can be obtained.
- / Notify your business unit senior vice president, project manager, or field supervisor of the general and/or project-specific accident.

RESPEC employees who are involved in a traffic accident on company business may be subject to post-accident drug and alcohol testing.

For accidents in excess of \$500 or involving bodily injury, the employee must complete a Vehicle Accident Report (provided in Appendix B) within 3 business days. Copies of the Vehicle Accident Report forms should be located in the glove box of a company vehicle or can be obtained on the H&S page of



the RESPEC Employee Portal. Completion should be coordinated with your supervisor (for a general accident) or project manager (for a project-specific accident).

7.0 INSURANCE COVERAGE

7.1 RESPEC-OWNED, -LEASED, OR -RENTED MOTOR VEHICLES

RESPEC's insurance program applies to any vehicle owned, leased, or rented by RESPEC. The insurance program covers claims made by a third party for bodily injury or property damage against RESPEC arising out of the operation of a RESPEC vehicle.

RESPEC's insurance program does not provide primary coverage for an individual who is operating his or her personal vehicle on RESPEC business. The individual's personal auto policy must provide primary coverage. RESPEC insurance program does not cover the loss of, theft of, or damage to personal property.

RESPEC's insurance program extends to short-term rentals from rental agencies. RESPEC also has a conventional insurance program to cover damage to short-term rental vehicles. The car rental agency's optional coverage should be declined or waived by the renter in accordance with RESPEC's current travel policy unless the rental is outside of the United States. The renter should always ask the rental car agency to include RESPEC on the rental agreement as confirmation that the rental is related to RESPEC business. Any deductibles will be the responsibility of the renter's Business Unit.

7.2 PERSONAL MOTOR VEHICLE USE

RESPEC's commercial auto insurance requires that all employees who frequently use their own vehicles to conduct company business provide proof of insurance for the following amounts:

- / Bodily Injury
 - » \$100,000/person and \$300,000/accident
- / Property Damage
 - » \$100,000/occurrence

Or

- / Combined Single Limit:
 - » \$300,000/occurrence.

RESPEC fleet insurance acts as secondary liability insurance in the event of an accident while employees are operating their personal vehicle while performing RESPEC business.

8.0 EMPLOYEE INFORMATION AND TRAINING

8.1 TRAINING REQUIREMENTS AND COORDINATION

Project managers and supervisors are responsible for coordinating employee information and training beyond initial onboarding.

8.2 INITIAL TRAINING AND CONTENT

During onboarding, all RESPEC employees shall acknowledge that they have read and understood the Motor Vehicle Safety program. Additional training in the use of ORUVs will be provided by an experienced and authorized trainer as needed.

8.3 REFRESHER TRAINING AND CONTENT

Refresher training is conducted to ensure that the employee retains knowledge and awareness of Motor Vehicle Safety program information, requirements, and safe work practices. RESPEC employees shall also be trained on this program under the following circumstances:

- / If required for insurance purposes.
- / If an adverse change in the status of the employee's driving record occurs, such as license revocation, restriction, or suspension.
- / If the employee damages a vehicle while operating.

8.4 TRAINING RECORDS


If any training is performed outside of RESPEC and/or at a cost, trainees shall submit a [Training Request form](#). The Training Roster in Appendix C should be used if additional training beyond what was provided during the onboarding process is warranted.

9.0 RECORD KEEPING

All motor vehicle record reviews and initial training documents will be maintained by the RESPEC Human Resources Department.


10.0 PROGRAM REVIEW

The RESPEC H&S Department shall review the Motor Vehicle Safety program annually to ensure its effectiveness. Program reviews are documented using the instructions and form provided in Appendix C.



APPENDIX A

VEHICLE CHECKLIST





PRETRIP INSPECTION FORM

Vehicle ID: _____

Beginning: _____

Ending: _____

Date: _____

Odometer: _____

Time: _____

Hour Meter: _____

DO NOT include tenths

An effective inspection exposes safety concerns and potential maintenance issues. Repairs can be addressed before they become costly, major repairs. **Supervisor should be notified immediately of any safety concerns.**

Vehicle Overview:

As you approach the vehicle, notice its general condition. Look for fresh oil, coolant, grease or fuel leaks.

Inspection:

Pass Fail N/A

Check Parking Brake

Check Brake Lights

Check Emergency Flashers

Check Turn Signals

Check Head Lights

Check All External Lights and Reflectors

Check All Mirrors

Check Windshield Condition

Check Steering Wheel Looseness

Check Wiper Blades

Check Windshield Washer Fluid

Check Horn

Pass Fail N/A

Check Heater / Defroster

Check Seat Belts

Check Tire Rims for Damage

Check Tires

Check for Wheel Chocks

Check Cargo Area for Loose Material

Check All Belts for Tightness and Wear

Check Oil Level and Pressure

Check Coolant

Check Power Steering Fluid

Check Fire Extinguisher

Check First Aid Kit/Emergency Supplies

Safety Concerns/Issues:

*Failures with items in RED denotes tag out until corrected.

*Seat belt use is required.

*Cell phone use is prohibited while operating Company vehicles.

*Use of wheel chocks required.

Operator Signature: _____

Supervisor Signature: _____

Copies of the inspection forms shall be sent to healthandsafety@respec.com. Originals shall be kept at the local office.



APPENDIX B

VEHICLE ACCIDENT REPORT



B-1





RESPEC – Vehicle Incident Report

File No. _____

Policy Holder	Name:			Insurance Company:		
	Home Address:		State:	Home Phone No.	Policy No:	
	Business Address:		State:	Business Phone No.	Agent Phone No:	
Policy Holder's Auto Mobile And Driver	Year:		Make:	Model:	Body Type:	
	Serial No.:		Motor No.:		Car's Mileage:	
	Name of Driver:			Driver's License No.:		
	Address of Driver:			Phone No.:		
	For what purpose was automobile being used:					
Time Place	Date of Accident or Loss:			Time:		
	Place of Accident (give address/location):					
Persons Involved	Names		Age	Address		
	1.					
	2.					
	3.					
	4.					
	Nature and Extent of Injuries	1.				
		2.				
		3.				
		4.				
	If Doctor was called give name:			Address:		
Where Injured taken:			By Whom:			
Damage to Property of others	Owner of Property Damaged:			Address:		
	Driver of Other Car:			Address:		
	If Automobile Year:	Make:	Driver's License No.:	Car's Registration No.:		
	Kind of Property and Extent of Damage:					
Names and Addresses of Witnesses Important	Names of Occupants of Policyholder's Car			Address		Phone No.
	Other Witnesses			Address		Phone No.



RESPEC – Vehicle Incident Report

Damage to or Loss of Policy Holders Car The Accident	Cause of Loss or Damage:		
	(Fire – Theft – Windstorm – Collision – etc.)		
	Automobile can be inspected at:		
	Direction your car was going:	Side of Street:	Speed:
	Direction of other car:	Side of Street:	Speed:
	Did you give warning signal:	What kind:	Were your lights on:
	Did other driver give signal:	What kind:	Where high lights on:
	Weather at time of accident:	Condition of road at place of accident:	
	Did Police Make a report of this accident:	City, County, or State:	Policeman's No.:
	Driver's Description of Accident or Loss:		
	Date of this Report	Date:	Signature of Driver:
Signature of Policyholder:			
Diagram of Accident	Show on diagram position of each car, vehicle or injured person, indicating by arrow direction of each.		
	<p>Sidewalk</p> <p>Street</p> <p>Center</p> <p>Sidewalk</p> <p>Indicate Points on Compass: N. E. S. W.</p> <p>IMPORTANT If street or view obstructed in any way, indicate where and how: also indicate any street car or tracks, and traffic signal or signs.</p>		



APPENDIX C

TRAINING ROSTER





APPENDIX C: TRAINING ROSTER

Location:	Dates:	Trainer/ Qualification:		
		Trainer Signature:		
Course Name:				
In accordance with the record-keeping requirements of OSHA and other regulatory agencies, I have received Health and Safety training regarding the definitions, purposes, and requirements of RESPEC's safety programs listed on this form. I have had an opportunity to ask questions. I have agreed to verify my understanding and training this date by signing this form.				
Name (Print)	Job Title	Signature	Date of Training	Total Hours



APPENDIX D


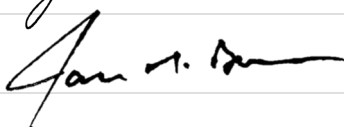
ANNUAL REVIEW DOCUMENTATION



APPENDIX D: ANNUAL REVIEW DOCUMENTATION

The undersigned program administrator has reviewed the Motor Vehicle Safety program to ensure that it complies with all regulatory standards and meets employee protection needs. The program administrator has updated the Motor Vehicle Safety program to reflect significant modifications in tasks or procedures and to reflect new or revised employee positions.

This review shall be completed annually. If revisions to the Motor Vehicle Safety program are necessary, the program in its entirety shall be published with a new effective month and date listed.

Name of Reviewer	Signature	Date of Review
James Brown		06/03/2022
James Brown		05/22/2023