

Fleet Safety Policy Statement

BPC is morally committed to providing safe working conditions, complying with all safety and traffic laws and ordinances. Accident prevention is always the first order of business on any day and will take precedence over expediency or short cuts. The personal health and safety of each driver and the safety of the public are of primary importance.

Every attempt will be made to reduce the possibility of accidental occurrences that may result in injury or property damage.

We will maintain a fleet safety program conforming to the best practices for motor carrier organizations. The program will include qualification, training and supervision of drivers, and establishment of safe practices and rules, planned inspection and maintenance of vehicles, as well as reporting, investigation, and review of accidents.

Vehicle Operator Responsibilities

The driver is responsible for checking the safety and general condition of the vehicle, including gas, oil, and other fluid levels, lights, and brakes. With the assistance of the Equipment Manager, supervisors will furnish vehicles with inspection checklists. If there is something wrong with the vehicle, which may affect safety, repairs will be made before use.

1. **Vehicle Abuse:** No employee will use a vehicle or equipment for any purpose for which it was not designed, operate it beyond its designed limits, operate it in areas or locations for which it was not designed, or cause damage through neglect, misuse, improper driving techniques, or improper handling.
2. **Transporting Employees in BPC Vehicles:** Each person will be equipped with a seat belt, and each person will use the seat belt provided. No employee will be authorized to ride or work from the bed or rear of a vehicle while it is in motion.
3. **Traffic Laws:** Employees will adhere to all traffic laws and regulations when operating BPC vehicles. An employee will at all times operate BPC vehicles in such a manner as to avoid injury to persons or damage to property.
4. **Unauthorized Use of Vehicles:** BPC vehicles are to be used for BPC business only. Persons found using BPC vehicles for their personal errands may be subject to disciplinary action.
5. **Operation and Occupancy of Entity Vehicle by Unauthorized Persons:** Employees will not permit unauthorized employees or non-employees of BPC to ride in BPC vehicles, except when such persons are conveyed in the performance of duty, or authorized to ride by supervisory staff.

6. **Parking Vehicles** All employees will park their vehicles in a legal and proper manner. Employees will remove the keys and lock the vehicles, except when specifically instructed otherwise. Employees will not park on the wrong side of a street or highway, unless it is mandatory to park in such a location to perform a job. All signs, cones, lights, and warning devices as required by law will be used when vehicles are parked or in use in a public travel lane. Employees will use all safety brakes, lockout devices, and other parking safety methods when parking equipment.

7. **Use of Personal Vehicles for BPC Business:** Supervisors will identify and authorize those employees who are required, as part of their normal job duties to use their personal vehicle to conduct BPC business. The employee's own insurance policy is the primary coverage and, therefore, BPC will not be responsible for any claims that arise out of any motor vehicle accident that the employee is involved while operating their personal vehicle. The mileage reimbursement the employee receives is intended to fully cover all costs of the operation of the employee's personal vehicle including but not limited to fuel, maintenance, repairs, insurance, etc.

8. **Transporting Equipment:** Employees using BPC vehicles will exercise caution when transporting equipment, packages or other materials in the driver/passenger compartment that would become flying projectiles in the event of an accident. Such items as briefcases, laptop computers, tools, etc. need to be transported in the trunk of passenger vehicles. Pickups, whether standard cab or extended, should have secured storage capabilities in the bed of the vehicle such as tool storage or camper shells if they are used with any regularity in the transport of items that could injure the driver or passenger(s) in the event of an accident. Vans used in the regular transport of such items should have screen type barriers between such cargo and the driver/passenger compartment. It is always important to keep the driver/passenger as free as possible of objects that could distract their attention or could cause from unexpected movement.