

## Safety Management Plan

### 1. Mission Statement

... is a livery business that provides transportation for our customers on a pre-booked basis to and from special occasions, airports, and much more. It is our goal to provide a safe, timely, and positive experience.

### 2. Duties

- a) All employees must be neat and clean in appearance.
- b) A company shirt will be provided and should be worn when on duty. A suit and tie may be required at times, and must be provided by the employee.
- c) 30 minutes prior to each trip the driver must perform a safety check on the vehicle. This will include a walk around the outside of the vehicle to inspect for any visible damage, cracked glass, low tires, leaks. All lights must be checked prior to departure.
- d) Kindness and politeness in your demeanor are a must. Treat all customers with respect. Walk away from any confrontations and call the office immediately.
- e) While operating the vehicle you must abide by all of the laws concerning the operation of the vehicle. All GPS systems should be programmed before you are on the road. Cell phone use is prohibited while driving.
- f) Your job description is to perform the duties assigned to you by management. At any time the duties may fluctuate.
- g) Refueling of the vehicle should be done at the completion of each job.

### 3. Training

Training will be conducted by a person or persons familiar with state and local rules. It is important that you become familiar with the vehicle before you go out on your own.

### 4. Alcohol/Drug Policy

... is a drug free workplace. The purpose of this policy is to ensure the safety of all employees, customers, and the public. Substances covered under this policy include alcohol, illegal drugs, inhalants, synthetic drugs, and over the counter drugs.



## 5. Safety Training Requirements

\_\_\_\_\_ requires that all of its drivers:

- Be at least 21 years of age
- Speak and read English well enough to converse with the general public
- Understand all highway traffic signals and signs
- Be able to make legible entries on reports and records
- Be able to safely operate the company vehicle
- Possess a valid medical examiners certificate
- Provide the company a list of all motor vehicle violations within the last 12 months, or a signed letter stating no violations

Drivers may not drive more than 10 hours following 8 consecutive hours off duty.

Driving records will be reviewed yearly on the anniversary of the driver's hire date.

## 6. Accident Report Policy

In the event of an accident the following steps should be taken.

- Dial 911 if there are any injuries, if the vehicle has significant damage, if there is any debris or spills on the roadway, or for any other reason that the driver finds it necessary.
- Fill out an accident report. There is an accident report in the glove compartment of the van. This report must be filed with the registrar within 5 days of the accident.
- Call the office \_\_\_\_\_ immediately to report any and all accidents.
- If back up transportation is needed, call \_\_\_\_\_

## 7. EEOC

\_\_\_\_\_ an equal opportunity employer. We do not discriminate because of race, color, religion, sex, national origin, age, disability, or genetic information.