



Motor Carrier Attachment 4:
The Grower's Company Driver Handbook
Oxnard, California
HWY15MH006
(26 pages)

THE RULES OF THE ROAD – FLEET SAFETY PROGRAM

To: All Employees Driving Vehicles on Company Business

From: [Redacted], President

Re: Vehicle Policy and Fleet Safety Program

At **The Growers Company, Inc.** we value the safety of our employees and the general public. We also expect you to regard safety as a priority, equal in importance to providing customer service excellence, and meeting quality control standards.

The following statements reflect our commitment to safety:

- **Safety takes precedence over expediency and short cuts.**
- **We will make every attempt to prevent the possibility of an accident.**
- **We will comply with all federal, state, and local regulations.**
- **We pledge to demonstrate defensive driving practices at all times.**

This Vehicle Policy and Fleet Safety Program Manual is a guide to help protect you and the general public, and provide assistance and direction if you are involved in a motor vehicle accident. We ask you to read the manual, then sign, date, and return this Statement of Acknowledgment.

I have been trained in **The Growers Company, Inc. Company Vehicle Policy and Fleet Safety Program** and understand the information contained in this document. I acknowledge that I will be held accountable for complying with all rules and regulations stated here.

Employee Name (please print) _____

Employee Signature _____

Date _____

Employee # _____

Company Vehicle Policy & Fleet Safety Program

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GCI Fleet Safety Mission Statement

Specifically through our Fleet Safety Program, GCI management believes that:

- The safety and well-being of all company employees is important for both humanitarian and economic reasons.
- Safety will always take precedence over expediency or economic considerations.
- Prevention of accidents is the responsibility of both management and individual employees. Only the full cooperation of all employees can reduce injuries and suffering due to accidents and control the dollar costs.

For these reasons, the company has developed an aggressive **accident prevention program** that applies to all operations and all employees.

Responsibilities of the Employee *

Operating a company vehicle is both a privilege and a responsibility. All drivers:

- Are required and expected to cooperate in carrying out their individual responsibilities as outlined in the accident prevention program
- Will comply with all applicable federal, state, and local laws and ordinances.
- Will comply with the safety policies and procedures outlined in this safety handbook. Failure to comply with this safety policies and procedures may result in disciplinary action or job termination.

NOTE: We encourage you to relate any safety ideas or concerns to the Safety Committee. Your concerns can be reported anonymously if you wish.

Responsibilities of Management

GCI management at every level, and the Safety Committee, are charged with the responsibility of implementing the policies and procedures outlined in this safety handbook. GCI management will provide leadership and direction in all aspects of the program.

[Redacted]

Safety Committee

Chairman: [Redacted]

Vice-Chairman: [Redacted]

Vice-Chairman: [Redacted]

Members: [Redacted] a

[Redacted]

[Redacted]

Driver Selection and Retention *

We allow only qualified drivers to operate company-owned vehicles. Anyone who drives on company business must comply with the following standards, or be subject to disciplinary action, up to and including termination:

- A minimum of two years of verifiable driving experience with the type of vehicle being driven on the job.
- An acceptable Motor Vehicle Record Grading Score, as outlined in our Motor Vehicle Record Policy.
- A valid driver's license issued in the state of current residence, appropriate for the type of vehicle to be driven.
- A clean driving record, with no recent prior convictions or citations for reckless driving, or driving under the influence of drugs/alcohol.
- A driver's ability to meet all physical health qualifications of the Federal Motor Carrier Safety Regulations (if applicable).
- A mandatory internally administered road test is required

Motor Vehicle Record (MVR) Policy

If your position requires job-related driving, our policy requires you to maintain a motor vehicle record (MVR) that meets or exceeds the grading requirements outlined below. This MVR policy applies whether you drive a company-owned vehicle, or use your personal vehicle for company business.

We will examine MVRs prior to your start date, and at least annually thereafter. Any job offer made to you as an applicant is contingent upon your MVR meeting our required standards. Your continued employment is also contingent upon maintaining these established standards:

- ✓ A valid driver's license, in place for at least two years.
- ✓ Minimum age of 19 - for operation of non CDL required vehicles.
- ✓ Minimum age of 21 - for all commercial motor vehicle operators.
- ✓ Minimum age 23 - for semi-tractor trailer operators.

For all new and existing drivers, MVR's will be reviewed based on the Motor Vehicle Record Grading Criteria.

Driving records must remain Acceptable as defined by the MVR Grading Criteria for continued employment in positions with driving duties.

Motor Vehicle Record Grading Criteria Guide (last three years)

Major Violations - (Drivers with the following violations on their MVR may be excluded from driving privileges)

- Excessive Speeding – 15 mph or more over the posted speed limit
- Any DUI, DWI, BAC, Controlled Substance or open container convictions in the last 5-years
- Failure to stop/report an accident
- Racing or Exhibition driving
- Careless/Reckless/Imprudent driving
- Making a false accident report
- Vehicular homicide, manslaughter or assault resulting from a vehicle related incident
- Attempting to elude an police officer
- Any suspension or revocation in the last 3-years
- 3 or more moving violations in the last 3-years
- 2 or more moving violations in the last year

Minor Violations

Any minor violation other than a major except:

- Speeding – (14 mph or less than the posted speed limit)
- Motor vehicle equipment, load or size requirement
- Improper/failure to display license plate
- Failure to sign or display registration
- Failure to have driver's license in possession (if a valid license exists)

NOTE:

2 or more minor moving violations in the last year is considered unacceptable.

3 or more moving violations in the last three-years in considered unacceptable.

Vehicle Usage Policy

Company Owned Vehicles *

Company vehicles are provided primarily for business purposes. Personal use is a privilege extended only to authorized employees. The company may withdraw this privilege at any time, without notice. The following rules apply to use of company vehicles:

Only an authorized company employee may drive company-owned vehicles. **NO EXCEPTIONS.** No other family member or any other drivers are permitted to operate company vehicles, unless previously approved by authorized company management.

- Drivers are prohibited from using a company vehicle to push or tow another vehicle. Unless previously authorized by company management.
- Drivers and passengers must use safety belts at all times – **No Exceptions.**
- Drivers must never operate a company vehicle while under the influence of alcohol or a controlled substance.
- Drivers must not allow occupants to possess, transport, or consume alcohol or illegal drugs in the company vehicle at any time.
- Drivers are **NOT PERMITTED** to use cell phones or engage in texting while operating a vehicle.

Any exception to these rules requires advance approval, verbally or in writing, by authorized GCI Management. Violation of these rules will result in disciplinary action, ranging from discontinuation of driving privileges, up to and including termination of employment.

Personal Vehicles Used for Company Business *

This policy applies to employees who drive their personally-owned, leased, or borrowed vehicles for company business. In these situations, employees must submit annual proof of insurance coverage for the vehicle(s) used for company business.

The driver is required to carry a minimum of \$500,000 in liability limits on their vehicle. The company does not specify and assumes no responsibility for other coverage an employee elects to purchase for personally owned vehicles.

The Growers Company, Inc. assumes no responsibility for any loss or damage to the employee's personally-owned, leased, or any other operated vehicle or for any loss or damage to the employee's personal property while driving for company business. Employees must obtain coverage for these exposures from their insurance agent. The company maintains the right to grant exceptions to this policy for special or extraordinary circumstances. Company may request Additional Named Insured endorsement.

Rental Vehicles Used for Company Business

When entering into a contract for a rental vehicle, employees agree to abide by all rental contract provisions and restrictions. The driver and all passengers must also agree to wear seat belts and shoulder restraints whenever operating the rental vehicle. **This also includes any vehicle leased for field operations (ex. [REDACTED]).**

Vehicle Maintenance and Inspection Procedures

DOT requires each Motor Carrier to: **"Systematically inspect, repair and maintain all vehicles under their control."** This should be guidelines for all vehicles. All maintenance records must be retained for each vehicle, and for a minimum of 18 months following the sale of the vehicle

Drivers are expected to document routine maintenance checks on a written log. Items to inspect daily include:

THE GROWERS COMPANY, INC. Driver's Vehicle Inspection Report		
Check any Defective Item and Give Details Under "Remarks."		
DATE _____	TIME _____	A.M. _____ P.M. _____ PLACE _____
EQUIPMENT NO. _____	MILEAGE _____	
<input type="checkbox"/> Air Compressor <input type="checkbox"/> Air Lines <input type="checkbox"/> Battery <input type="checkbox"/> Brake Accessories <input type="checkbox"/> Carburetor <input type="checkbox"/> Clutch <input type="checkbox"/> Defroster <input type="checkbox"/> Drive Line <input type="checkbox"/> Engine <input type="checkbox"/> Fifth Wheel <input type="checkbox"/> Front Axle <input type="checkbox"/> Fuel Tanks <input type="checkbox"/> Heater	<input type="checkbox"/> Horn <input type="checkbox"/> Lights Head - Stop Tail - Dash <input type="checkbox"/> Turn Indicators <input type="checkbox"/> Mirrors <input type="checkbox"/> Muffler <input type="checkbox"/> Oil Pressure <input type="checkbox"/> On-Board Recorder <input type="checkbox"/> Rear End <input type="checkbox"/> Reflectors <input type="checkbox"/> Safety Equipment Fire Extinguisher Flags - Flares - Fuses Spare - Bulbs & Fuses Spare Seal Beam	<input type="checkbox"/> Springs <input type="checkbox"/> Starter <input type="checkbox"/> Steering <input type="checkbox"/> Tachograph <input type="checkbox"/> Tires <input type="checkbox"/> Transmission <input type="checkbox"/> Wheels <input type="checkbox"/> Windows <input type="checkbox"/> Windshield Wipers <input type="checkbox"/> Other
TRAILER(S) NO. (S) _____		
<input type="checkbox"/> Brake Connection <input type="checkbox"/> Brakes <input type="checkbox"/> Coupling Chains <input type="checkbox"/> Coupling (King) Pin <input type="checkbox"/> Doors	<input type="checkbox"/> Hitch <input type="checkbox"/> Landing Gear <input type="checkbox"/> Lights - All <input type="checkbox"/> Roof <input type="checkbox"/> Springs	<input type="checkbox"/> Tarpaulin <input type="checkbox"/> Tires <input type="checkbox"/> Wheels <input type="checkbox"/> Other
Remarks: _____		
<input type="checkbox"/> CONDITION OF THE ABOVE VEHICLES IS SATISFACTORY DRIVER'S SIGNATURE _____ <input type="checkbox"/> ABOVE DEFECTS CORRECTED <input type="checkbox"/> ABOVE DEFECTS NEED TO BE CORRECTED FOR SAFE OPERATION OF VEHICLE MECHANIC'S SIGNATURE _____ DATE _____ DRIVER'S SIGNATURE _____ DATE _____		

You are expected to report any unsafe mechanical conditions immediately. **In addition, you agree to never operate a vehicle that is unsafe to drive.**

- Check the oil and tire pressure on a regular basis.
- Report worn tires as needed.
- Check bulbs on turn signals, taillights, and headlights.
- Check the horn.
- Keep your windows and mirrors clean.
- Report broken or cracked glass immediately.

Driver Responsibilities – Company-owned Vehicles *

You are responsible for the care and use of a company vehicle in your possession. These responsibilities include, but are not limited to:

- Operating the vehicle in a manner consistent with reasonable practices, to avoid abuse, theft, neglect, or disrespect of the equipment.
- Obeying all traffic laws.
- The mandatory use of seat belts and shoulder harness for yourself and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Reporting any defect that would prevent safe operation.
- Attention to and the practice of safe driving techniques and adherence to existing safety requirements. *This Includes minimizing distractions to the best of the driver's ability.*
- Restricting the use of vehicles by authorized driver(s) only.
- Reporting all moving violations.
- Accurate, comprehensive, and timely reporting of all vehicle thefts and/or accidents involving an authorized driver to Management.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination.

Driver Rules for the Road – Safe Driving Practices

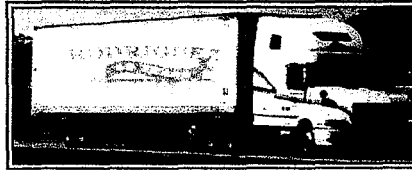
All employees are expected to drive in a safe, professional manner at all times. You should follow these basic/fundamental safe driving procedures:

Speed and Following Distances

- Most rear-end accidents occur when the trailing vehicle is following too close or driving at excessive speeds. Always maintain at least a two to four second interval between your vehicle and the vehicle in front of you. Increase your following distance if your vehicle's length requires additional stopping distance, or when weather and reduced visibility conditions warrant it.
- When driving in inclement weather, allow for additional spacing between your vehicle and the vehicle in front of you. Reduce your Speed.
- HOW MUCH SPACE is needed for large trucks or Commercial Motor Vehicles? Well, there are two rules for large trucks and commercial motor vehicles:
 - a. **Less than 40 mph Rule**
 - b. **Greater than 40 mph Rule**

- a. The general rule (When traveling **less than 40 mph**) - says you need at least one second for each 10-ft of vehicle length at speeds below 40 mph.

For example:



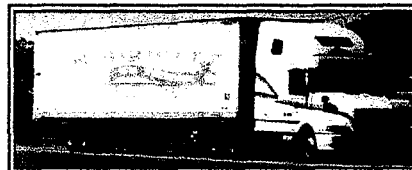
$$\frac{60' \text{ Vehicle (Traveling at } <40 \text{ mph)}}{10 \text{ sec's}} = 6 \text{ Seconds/ following distance}$$

LESS THAN 40 MPH RULE:

- In good driving conditions allow one second for each 10 feet of vehicle length at speeds below 40 mph.
- 30' VEHICLE = ALLOW 3 SECONDS – following distance
- 45' VEHICLE = ALLOW 5 SECONDS – following distance
- 50' VEHICLE = ALLOW 5 SECONDS – following distance
- 60' VEHICLE = ALLOW 6 SECONDS – following distance
- 65' VEHICLE = ALLOW 7 SECONDS – following distance

- b. The general rule (When traveling at speeds **greater than 40 mph**) – says you need at least one second for each 10-ft of vehicle length **plus (+) 1 second**.

For example:



$$\frac{60' \text{ Vehicle (Traveling at } >40 \text{ mph)}}{10 \text{ sec's}} + 1 = 7 \text{ Seconds/ following distance}$$

GREATER THAN 40 MPH Rule:

In good driving conditions allow one second for each 10 feet of vehicle length plus (+) 1 second when raveling 40 mph or greater.

- 30' VEHICLE = ALLOW 4 SECONDS – following distance
- 45' VEHICLE = ALLOW 6 SECONDS – following distance
- 50' VEHICLE = ALLOW 6 SECONDS – following distance
- 60' VEHICLE = ALLOW 7 SECONDS – following distance
- 65' VEHICLE = ALLOW 8 SECONDS – following distance

- Drive at or below the posted speed limit; never exceed posted limits. Also remember, exceeding the speed limit while passing is against the law. Always view safety as your top priority.
- Comply with "advisory" speed limits posted at construction sites, or other areas. Over the last five years, the number of persons killed in motor vehicle accidents in work zones has dramatically increased.

Proper Lane Changing Techniques

- When making a lane change, always check for vehicles approaching or driving within the intended lane.
- Always signal before making a lane change.
- Do not rely on mirrors alone to detect vehicles that may be traveling in your blind spot. **Glance over your shoulder** to check blind spots before making a lane change. Failure to do so is the primary cause of lane change accidents.
- **Adjust rear view and side view mirrors before starting your trip.**

Intersections

- Drive defensively and always reduce speed when approaching intersections, even if you have the right of way or a green signal light. Many accidents occur when another driver runs a red light or a stop sign.
- Don't immediately proceed into the intersection after the traffic signal turns green. Look both ways before entering, even when you have the right-of-way. Confirm that all crossing traffic has come to a complete stop.
- When two vehicles approach a four-way stop simultaneously, the automobile to the left is expected to yield the right-of-way. Use hand signals to verify right-of-way to the other driver, when needed. Exercise patience.
- If you observe a vehicle following too closely behind you as you approach an intersection, tap your brake three or four times to signal your intention to stop. This maneuver may prevent a rear-end collision.
- Never assume signaling drivers will turn when you expect it.

Backing Procedures

- When possible, avoid driving maneuvers that will later require backing. When backing is necessary, always walk around your vehicle before proceeding, to ensure your path is clear of obstructions. Never assume your path is clear. Do not depend solely on rear view and side mirrors to detect obstructions. Try to always "back to the drivers side". **In Transfer operations make sure back-up alarms are working and double check for workers near transfer areas.**

Turning Techniques

- Plan your turns ahead by signaling. Proceed into the turning lane at least 200 feet ahead of the intersection. Accidents often occur when a driver turns at the last minute.
- Signal your intention ahead of the turn. Most state laws require a driver to signal at least one hundred feet before making a turn.
- Don't signal too early, especially if another street or driveway lies before your intended turn. Accidents often occur when a driver assumes another vehicle is going to turn ahead of the intersection, but doesn't.

Passing Techniques

- Always allow sufficient space in which to pass. Serious head-on collisions can occur when a passing driver does not have adequate time to return to their lane. You should be going at least 5 mph faster than vehicle you are trying to pass without exceeding the speed limit. When in doubt, **DO NOT** pass.
- Always use turn signals to make other drivers aware of your intent to pass. Also, signal before pulling back into the driving lane.
- Pass only where legal. **DO NOT** pass on hills, curves, at intersections, on bridges, and in other no-passing zones where double-yellow lines appear.
- After passing a vehicle, do not rely on rear view or side view mirrors to judge when it's safe to return to the driving lane. Glance over your shoulder to confirm the position of other vehicles and determine there is adequate space to do so.
- Pass only when necessary. Never exceed the posted speed limits if a vehicle in front of you is driving the speed limit.

Interstate and Freeway Driving

- Always drive at or below the posted speed limit.
- Use care when merging. Signal before entering the traffic flow, using the entrance ramp to achieve the minimum speed. Look ahead to gauge the traffic pattern. Never stop at the end of the entrance ramp and wait for traffic to clear.
- Do not assume vehicles traveling in the right lane will allow you to merge into traffic. Reduce speed slightly on the entrance ramp, if necessary.
- Be aware of a driver's presence ahead of you on an entrance ramp, as you attempt to merge.
- Signal your intent to exit, and proceed with the traffic flow. If you pass your intended exit, proceed to the next exit. Never use the shoulder to back up.

Rural Road Driving

- Be careful of hidden driveways and roads.
- When night driving on rural roads do not over drive your headlights.
- Intersections may have low visibility from trees, vines, buildings, rural crops and other similar obstructions.
- Be alert for other rural specific vehicles (i.e. school buses, rural mail carriers, or other slow moving vehicles)

Poor Weather Conditions

- Increase your following distance an additional four-second interval during inclement weather. Also increase following distance appropriately when driving a fully loaded vehicle, or carrying a load behind your vehicle.
- During and immediately after heavy rainstorms, reduce speed well in advance of intersections, on Interstate ramps, and in other areas where vehicles merge.
- During inclement weather (rain, fog, snow, etc.) reduce overall speed to compensate for poor road conditions and reduced visibility. Do not operate cruise control, as hydroplaning can result.

Securing Interior Cab Items

When possible, secure equipment, tools, and other loose items inside your vehicle's cab or trunk. Loose items can become airborne resulting in injury to drivers or passengers. Keep the interior of your vehicle clean and free of all trash, clutter, rubbish and debris.

Cellular/Mobile Phone Usage *

Using a cell phone while driving increases the driver's risk of an accident. Some studies conclude that driver inattention increases the risk of an accident as much so as driving drunk. Laws in several countries and several U.S. states prohibit the use of cell phones while driving. CALIFORNIA DOES NOT PERMIT THE USE OF A CELL PHONE IN A MOVING VEHICLE.

General guidelines for safe cellular/mobile phone usage:

- Pull off the road to a safe location before using the phone; or
- Ask a passenger to make or take the call;
- Inform regular callers of your driving schedule and when you're available to talk;
- Always keep both hands on the wheel and concentrate on the road;
- Texting is **not permissible** while driving

Unoccupied Vehicles: Guarding Against Theft

- Close all windows, take your keys, and always lock your vehicle.
- Never leave valuables visible inside. Store items before you park your vehicle, so you are not observed doing so.
- Park in well-lit and secure areas whenever possible. At home, park vehicles in the driveway, or in a locked garage. Avoid parking on the street.
- To discourage thieves, turn vehicles' wheels sharply to the right or left. Apply the emergency brake on front-wheel drive vehicles, locking all four wheels.
- Use anti-theft devices, if available. Visible devices may discourage thieves.

Rules Of The Road *

Obey the rules of the road at all times:

- Observe legally permitted speeds, and adjust speed accordingly for road conditions, heavy traffic, and/or adverse weather.
- Practice defensive driving at all times. Observe safe following distance rules. Adjust accordingly when weather or other conditions warrant.
- Switch on headlights when driving during low light conditions, including inclement weather.
- Never operate a vehicle under the influence of alcoholic beverages, medications, or other controlled substances or drugs.
- Never drive while fatigued. Take regular rest stops during long trips – at least every three hours.
- Lock doors while driving and whenever the vehicle is unoccupied.
- Allow no more than the maximum number of passengers intended in your vehicle.
- Prohibit passengers from riding in back of pickups.
- Do not permit firearms in a company vehicle.
- Never transport hitchhikers or pick up strangers.
- Do not allow children or unauthorized persons to accompany you on company business.
- Do not take notes, read maps, eat, or perform other distracting activities inside vehicles unless you are safely parked.
- Minimize the use of cellular phones. Make it a practice to use a cell phone only when your vehicle is parked, unless hands free cell phone usage is available.

Driving in Adverse Weather

Many of the most serious accidents happen during adverse weather conditions. If you believe that it is too dangerous to drive, The Growers Company will support your decision. If you are on the road when adverse weather begins, reduce speed and travel with extreme caution. If you need to pull off the roadway, do so at a location where you and your vehicle will be safe.

Illness or Fatigue

Never operate a motor vehicle when your ability and/or alertness are impaired by fatigue, illness, or any other cause. **Doing so violates company policy.** Jobs may require driving beyond a typical eight-hour shift. When a driving task requires long hours, be sensitive to your need to rest. This may require an overnight hotel stay (prior authorized by management).

FACTORS IN DRIVER FATIGUE

- Sleep apnea
- Lack of exercise
- Alcohol usage
- Age
- Work schedules
- Shift work
- Smoking

TO MINIMIZE POTENTIAL EXPOSURES DRIVERS NEED TO FOLLOW THIS LIST OF GUIDELINES

1. Get the best possible sleep you can before you begin a road trip.
2. Make up for sleep deprivation as soon as you can. Don't allow sleep loss to accumulate. It usually takes two good nights sleep to recover from sleep deprivation.
3. Eat healthy.
4. Work out problems at work and at home.
5. When you need to work overtime hours, especially during the harvest season, make sure that your off-time is very relaxing and that you get plenty of sleep to make up for the extra work
6. Sleep as much as needed to feel refreshed and healthy, but no more.
7. Try to get at least 20 minutes of exercise at least three times a week.
8. Communicate openly and directly without anger. Seek professional help if needed.
9. Get the best possible sleep at home.
10. Get a physical check-up once a year.
11. Sleep in a room that is neither too hot nor too cold.
12. Never come to work under stress from personal problems which may effect your driving.

Any exceptions to the above guidelines must be referred to the company management for written approval.

Passengers

NO driver is allowed to transport any other person in their company-owned vehicle during company business (24/7). Exceptions:

- When two or more employees are required to accompany one another for company business;
- When a company qualified co-driver is required; and/or
- When transporting assistance is needed following an accident or in an emergency.

TRANSPORTING EQUIPMENT

Load Securement *

It is the responsibility of the Driver to ensure that any freight moved by driver is secured properly. This includes any loads which have already been picked up and secured by another driver. **Never make the assumption that the load is secure**, always make the effort to ensure that the freight you are responsible for is secure.

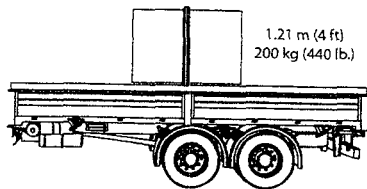


Containing, Immobilizing, and Securing Cargo Restraining the cargo correctly (Section 2.2.3.1)

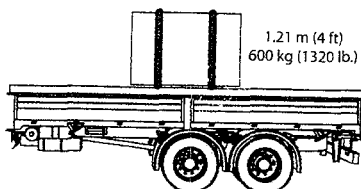
How many tiedowns are required?

If cargo is not prevented from forward movement (for example, by the headboard, bulkhead, other cargo, or tiedown attached to the cargo), secure the cargo according to the following requirements:

Article Description	Minimum # of Tiedowns
1.52 m (5 ft) or shorter 500 kg (1,100 lb.) or lighter	1

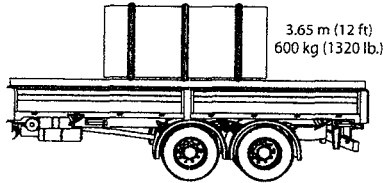


Article Description	Minimum # of Tiedowns
1.52 m (5 ft) or shorter Over 500 kg (1,100 lb.)	2



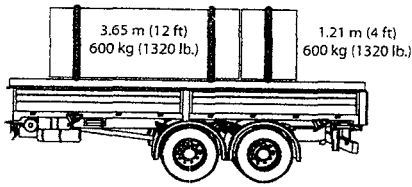
Article Description	Minimum # of Tiedowns
More than 1.52 m (5 ft) but 3.02 m (10 ft) or less	2

Article Description	Minimum # of Tiedowns
Longer than 3.02 m (10 ft)	2 + 1 tiedown for every additional 3.02 m (10 ft), or part thereof



When cargo is prevented from forward movement (for example, by the headboard, bulkhead, other cargo, or tiedown), secure the cargo according to the following requirements:

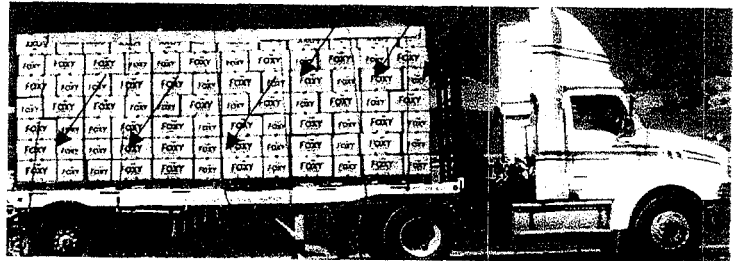
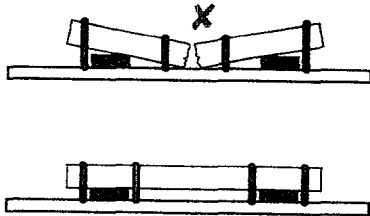
Article Description	Minimum # of Tiedowns
All Cargo	1 tiedown for every 3.04 m (10 ft), or part thereof



Tiedown placement

Place the tiedown as close as possible to the spacer.
Position the tiedowns as symmetrically as possible over the length of the article.

Position the tiedowns to preserve the integrity of the article.



- It is very important when hauling mobile equipment that proper tiedown procedures are followed.
- Heavy equipment or machinery with crawler tracks or wheels must be restrained against movement in the lateral, forward, rearward, and vertical direction using a minimum of four tiedowns. (section 393.132 DOT)
- Each of the tiedowns must be affixed as close as practicable to the front and rear of the vehicle, or mounting points on the vehicle that have been specifically designed for that purpose. (393.132 c2 DOT)
- Accessory equipment, such as hydraulic shovels or buckets, must be completely lowered and secured to the vehicle.
- Proper red flag if load extends beyond length of trailer.

Traffic Violations

Payment of fines and citations you receive for parking or moving violations are your personal responsibility. The company will not condone nor excuse non-payment of traffic citations that result in court summons directed to our business, due to the vehicle's ownership. You are required to report all moving violations to Management **within 24 hours**. This requirement applies to violations involving the use of any vehicle (company, personal, rental, etc.) used for company business. This **includes all "FIX-IT" tickets** received. Failure to report violations will result in appropriate disciplinary action. Any traffic citations you receive while driving on personal business are also subject to review and may affect your driving status.

Alcohol and Drug Policy *

1. If you are assigned a company vehicle, or regularly drive a personally owned vehicle on company business, you are subject to random and unannounced drug testing. You are subject to immediate termination if you test positive for any banned substance.
2. If you drive a company vehicle, or regularly drive a personally-owned vehicle on company business, and receive a DUI citation from state, federal, or local law enforcement officers, you are subject to disciplinary action, up to and including termination. This includes DUI citations received off-duty, while driving personal vehicles.
3. The transport of alcoholic beverages and all controlled substances in company owned vehicles is prohibited at all times.
4. You must agree to inform your physician(s) that driving is part of your job if he/she prescribes any medication for you. This may enable the physician to choose medications that will not cause drowsiness or other physical impairment.
5. The Growers Company, Inc. reserves the right to conduct a drug test after an accident. The test will be performed as soon as possible.
6. You must report all accidents immediately to your facility supervisor or manager and the Company Human Resources Department.

Accident Scene Conduct / Proper Accident Investigation *

1. Take these actions if you are involved in an accident:
 - a.) Move your vehicle off the road if the traffic and vehicle condition allow you to do so safely;
 - b.) Render care if appropriately trained for any injured individuals. Notify your safety director immediately;
 - c.) Clear the roadway of any debris; and
 - d.) Place reflective triangles and/or flares near the scene, as required by law.
2. Maintain a calm and controlled demeanor at the scene. **Never admit blame, even if you believe you were at fault.** Do not show anger or resentment, or accuse others. Listen and obey the responding police officer.
3. Use your accident investigation kit and immediately begin recording information about the accident. Do not leave important details to your memory.

4. Draw a diagram of the accident scene. Record road names, the placement of vehicles, access points, mile markers, number of lanes, pathways of vehicles involved, tire marks, signs, physical obstructions, and any other data you view as important. Always confirm the accurate number of passengers in each of the vehicles involved.
5. If you have a camera, photograph the vehicles and persons involved. Also take photos that show the physical damage caused to vehicles, skid marks and obstructions. Photograph witnesses, including passengers, and indicate each person's position in the vehicle. Include photos that show pavement conditions (wet, icy, debris covered, etc.), and any other evidence. Check for indications that any of the property damage may have resulted from a previous accident.
6. Observe the scene. Watch for items being tossed out of vehicles, or items being tucked out of site by other witnesses/passengers. Make a record if anyone places items in their trunk. Use your sense of smell to detect gasoline or alcohol odors. Listen to what the other parties are saying to each other, and to the police. Record your observations if anyone behaves unusually.
7. Get important driver information including name, address, home, and work phone numbers. Record the name(s) of other driver's insurance carrier(s), policy numbers, and coverage periods. Also, write down the names, addresses, and phone numbers of all witnesses.
8. DO NOT rely on law enforcement officers to take witness statements. Take the initiative to talk to those individuals who may have seen the accident. Do not "demand" information, but politely request pertinent information.
9. Obtain information from the responding police officer, including name, badge number, rank, and precinct/district. Obtain a telephone number and address to request a copy of the accident report.

Accident Reporting *

YOU MUST REPORT ALL ACCIDENTS, EVEN MINOR ONES.

It is very important to report an accident immediately. Contact your facility supervisor/manager or Company Management Officer as quickly as possible. Failure to report an accident, regardless of severity, will result in disciplinary action, up to and including termination.

Use Your Accident Kit — Your Accident Kit contains the forms and provides the directions you need to help us complete the investigation.

Summary: Steps to Follow

1. Set your brake: An obvious move, but immediately after an accident, such actions can be missed in an emergency.
2. Call 911 if injured parties require medical attention. Give aid if properly trained.
3. Call your Safety Director to report the accident.
4. Set reflectors, flags or other warning devices.
5. Call the police. Record the name of the police officer and his/her phone number.

6. Get names, addresses, phone numbers, and license numbers of persons involved in the accident or possible witnesses.
7. Be polite, especially to the police, but offer no opinion as to the cause of the accident.
8. Don't discuss the accident with anyone unless they can prove they represent you and/or The Growers Company, Inc.
9. Complete the accident report in your accident kit and review it with your Safety Director.

Accident Review Committee

GCI Safety Committee will review the accident to determine if it was PREVENTABLE. Factors used in determining whether an accident was preventable include the driver's statement, accident reports, police reports, witnesses' accounts, photographs, and post-accident drug/alcohol test results.

Additional Emergency Procedures

1. If a mechanical failure causes your vehicle to break down, make an effort to get it as far off the road as possible.
2. If you cannot maneuver the vehicle safely and completely off the road, place flares or reflectors behind it, as per DOT requirements. Activate emergency flashers immediately.
3. After placing emergency markers, call the maintenance department to request immediate assistance. Do not delay reporting the accident or emergency. Removing your disabled vehicle off the roadway must be your priority.
4. Remove all valuable cargo and equipment from the disabled vehicle before towing.

Determining Accident Preventability

When an accident occurs, people commonly ask, "Whose fault was it?" From our perspective, we want to determine if you were able to prevent the accident.

A **PREVENTABLE** accident is any accident in which you failed to do everything that you could have reasonably done to avoid it. By contrast, a **NON-PREVENTABLE** accident is any accident in which you took all measures possible to avoid it.

Intersections

You are expected to drive defensively at all times when operating either a Company vehicle or your own personal vehicle on company business. This includes taking defensive measures as you approach, enter, and cross intersections. Complex traffic movement, blind intersections, or failure or other drivers to obey laws does not automatically deem an accident **NON-PREVENTABLE**. Accidents occurring at intersections are often **PREVENTABLE**, even if you do not violate a law. Your failure to take appropriate precautionary measures is a factor in determining preventability. Take extra care and always double check for farm equipment and other vehicles when exiting fields and ranch roads.

What's Ahead?

Regardless of the abrupt or unexpected stop of a vehicle by the driver ahead, you can often prevent rear-end collisions by maintaining a safe following distance. Be prepared for possible obstructions ahead, either in plain view or hidden by the crest of a hill, or the curve of the highway.

Vehicle Behind

An investigation often reveals that a driver's risk of being struck from behind is increased by failing to maintain a margin of safety in his own following distance. Rear-end collisions prompted by a roll-back, an abrupt stop at a grade crossing, when a traffic signal changes, or when a Company driver fails to signal a turn at an intersection are classified as **PREVENTABLE**. Collisions arriving from a driver's failure to signal or to slow down gradually may be considered preventable. Always maintain your distance, **DO NOT** tailgate.

Passing

Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors that a driver must observe before attempting this maneuver. Passing maneuvers are always voluntary actions, and it is the driver's responsibility to perform them safely. When in doubt, **DO NOT** pass.

Being Passed

Sideswipes, collisions, and cutting off a driver while being passed are **PREVENTABLE** accidents, when a driver slows down or moves to the right, where possible.

Oncoming Traffic

Sometimes drivers can prevent accidents when an opposing vehicle crosses the center lane. For example, if the opposing vehicle was in the process of passing and you failed to slow down, stop (if possible), or move to the right to allow the vehicle to re-enter his/her lane: you have failed to prevent the accident. Depending on the particular circumstances, failing to signal the opposing driver by flashing the headlights or sounding the horn may also factor into the decision. (Do not leave your beam lights on).

Fixed Objects

Collisions with fixed objects are **PREVENTABLE**. They usually involve failure to check or properly judge clearances. New routes, resurfaced pavement, inclined entrances and/or signs extending over the traveled portions of roadways are examples of situations that you must properly negotiate. You must always be on the lookout for these conditions and make the necessary allowances. Knowing the height, length, width, and other clearances or your vehicle is critical.

Pedestrians

Pedestrian right-of-way is always the rule. Traffic regulations and court decisions generally favor a pedestrian when struck by a moving vehicle. You must be on the lookout for pedestrians that may appear from between parked vehicle or elsewhere outside intersections and take necessary precautions to prevent an accident. **You are expected to exercise extreme caution in SCHOOL ZONES, near retail stores, residential streets, and other areas with frequent pedestrian traffic.**

Private Property

If you are expected to travel to remote locations or along roadways or driveways that appear unable to support heavy vehicles, it is your responsibility to discuss the issue with the property owner and obtain permission prior to entering the area. (Check with your supervisor).

Non –Collision

Accidents that involve overturning or running off the road may occur after you take steps to avoid a collision. The post-accident investigation will include an examination of your driving procedures immediately prior to the incident. If the investigation reveals that you were speeding, or that other factors contributed to the accident, you may be cited for a lack of appropriate defensive driving procedures.

Failure to Adjust for Conditions

Adverse weather conditions are not a valid excuse for being involved in an accident. Rain, smoke, dust, snow, fog, sleet, or icy pavement increase driving hazards. You are responsible for adjusting your driving to the prevailing weather conditions. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions, should be cause for deciding an accident to be **PREVENTABLE**.

Progressive Disciplinary Policy

Safety is everyone's business. Violating safety rules, laws and practices will result in Company's management taking action to re-evaluate and re-educate drivers to reduce accident frequency and severity.

All accidents are subject to review. The process will be determined whether progressive disciplinary action, up to and including termination, will be administered.

DOT REQUIREMENTS

--Driver Qualification File--

WHO MUST COMPLY?

A gross vehicle weight rating (GVW) or gross combination weight rating (GCW), or a gross vehicle weight (GVW) of 10,001 pounds or more.

Transporting of Placard Quantities of hazardous materials.

WHO IS A QUALIFIED DRIVER?

- At least 21 years of age for Hazardous materials
- At least 19 years for non Hazardous materials
- At least 23 years of age for a semi-tractor trailer
- Can read and speak English
- Can safely operate the vehicle
- Is physically qualified
- Has a valid CDL from only one state
- Is not disqualified from driving a CDL vehicle
- Has supplied the employer with a list of previous violations
- Application for employment
- Past employment history
- Road test & copy of a valid CDL
- Record of violations
- Physical Examination
- Waivers as needed
- Drug and alcohol testing results
- Previous drug and alcohol testing results

APPLICATION FOR EMPLOYMENT

Contents of the application must include:

- Name and address of the Carrier or Business
- Applicants name, address, date of birth and social security number
- Date of Application
- Operator CDL, issuing state and expiration date
- Last 3 years of violations
- A statement detailing the facts and circumstances of any denial, suspension or revocation of any license
- List of names and address of the past employers for the last three years
- A statement that indicates the information is true and correct
- Investigation of the employment history must be made within 30 days of employment. Past employment history must be made in a diligent manner
- The last three years of driving and employment records MUST be checked
- All areas of the application must be filled in or indicate NONE

ROAD TESTING

- A road test must be conducted on any new CDL driver.
- Must have a copy of the CDL on file

RECORD OF VIOLATIONS

- There must be an initial investigation into the violation history of the applicant for the previous three years
- The Record of Violations **MUST** be completed on an annual basis after the initial investigation
- Must be signed by the carrier and kept on file

PHYSICAL EXAMINATION

- Medical Waivers must be provided every 24 months

ANNUAL REVIEWS

- A Motor Vehicle History must be run on all Commercial drivers annually

WHAT NEEDS TO BE IN A TRUCK FILE?

- Documentation of the annual inspections
- Documentation of the five year hydro tests
- Year of manufacture
- Date put into service
- Truck identification number
- Title of the truck
- All repairs and maintenance to the vehicle
- Tank certification and results of the testing

MAINTAINING VEHICLES

- The motor carrier must systematically inspect, repair and maintain all vehicles under their control
- All maintenance records must be retained for 18 months following the sale of the vehicle

ANNUAL INSPECTIONS

- The motor carrier is responsible for the qualifications of the inspector
- Annual chassis and brake inspection
- Other testing (ie-5 year hydro testing)



ABOARD THE VEHICLE

- An ABC Fire Extinguisher of at least 5 lb. Capacity, or 2- 4 lb. Extinguishers
- Three bi-directional reflective triangles, six fuses, or three liquid burning flares
- Proof of the Annual inspection
- Emergency contact phone number
- Accident Investigation Form

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