



Human Performance Attachment – AGL Driver Safety Policy from October 2020

Louisville, NY

HWY23FH005

(3 pages)

AERO GLOBAL LOGISTICS (AGL) DRIVER SAFETY POLICY

Due to the high instances of preventable accidents, unreported equipment damage, poor pre/post trip inspections and unsafe driving practices, AGL will initiate the below written policy effective immediately.

ACCIDENTS

Any employee involved in an accident or incident resulting in damage to any equipment or physical injury to any person(s) will immediately report the accident or incident to their immediate Supervisor and/or AGL dispatcher. All accident or incident will be reported by calling your Supervisor or the Dispatch Office. At the end of his/her shift, the employee is required to fill out an accident / incident report in writing, on forms provided by AGL, and shall turn in all available information relating to the accident / incident such as names, addresses of witnesses to the accident, pictures or any other relevant information. Employees will fully cooperate in providing AGL with a full description of the accident. All accidents will be investigated to determine if it were preventable or not preventable. It is highly encouraged that drivers collect any supporting information they can to support a complete investigation and an accurate classification of the accident. Not all accidents or incidents are preventable and all employees will be given a fair investigation and be included in the process.

Any employee involved in a preventable accident will be held accountable. A first occurrence of a preventable accident will result in a written warning to be placed in the employees' file. A second preventable accident in a rolling calendar year will result in the employee being terminated.

Preventable accidents will fall off the employees record on the anniversary of the preventable accident. *For example, if an employee was involved in a preventable accident on April 4 it will remain on the employees record until April 4 of the following calendar year.*

EQUIPMENT and PRE/POST TRIP INSPECTIONS

Employee(s) will immediately report all equipment damage or failures. At the end of their shift, employees will report the problem in writing, on a Vehicle Inspection Report provided by AGL, and fully cooperate in providing information concerning the damage or failure.

Employees must complete a thorough pre and post trip inspection daily. The Company expects all employees to adhere to FMCSR part 392.7

Federal Motor Carrier Safety Administration (FMCSR) part 392.7 states: the driver must be satisfied the following parts and accessories are in good working order:

- Service brakes, including trailer brake connections.
- Parking (hand) brake.
- Steering mechanism.
- Lighting devices and reflectors.
- Tires. –front tires **must not** be less than 4/32"; all other tires **must not** be less than 2/32".
- Horn.
- Windshield wipers.
- Rear-vision mirrors.
- Coupling devices.

Any employee that fails to report equipment damage or failures or complete a through pre/post trip inspection will be held accountable. A first occurrence will result in a written warning to be placed in the employees' file. A second occurrence in a rolling calendar year will result in the employee being terminated.

AERO GLOBAL LOGISTICS (AGL) DRIVER SAFETY POLICY

UNSAFE ACTS

Cell Phones: Talking or texting on a Company or personal cell phone or using hands free (including Bluetooth) while driving is forbidden.

Seat Belts: Employees are required to wear a seatbelt whenever Company vehicles are in motion. This includes employees riding in passenger seats.

Speed Limits: Employees will obey all speed limits, traffic signs, and construction zone postings while operating Company equipment. Employees will practice safe driving and adjust speed accordingly to maintain sufficient space management while operating Company equipment. To include adjusting your speed (slowing down) with respect to weather and road conditions at the time.

Any employee that fails to abide by listed unsafe acts will be held accountable. A first occurrence will result in a written warning to be placed in the employees' file. A second occurrence in a rolling calendar year will result in the employee being terminated.