

APOLLO INDUSTRIAL SAFETY AND HEALTH PROGRAM

Title	MOTOR VEHICLE SAFETY PROGRAM	Number AISH 18	Revision 10
		Effective Date 6/29/2023	Page 1 of 13

1.0 Purpose

- 1.1 To establish the requirements and responsibilities for employees operating motor vehicles. Further, to ensure compliance with Occupational Safety and Health Administration (OSHA), Department of Occupational Safety and Health (DOSH), and Department of Transportation (DOT) requirements.

2.0 Responsibility

- 2.1 The Division Manager and/or Labor Manager shall be responsible for the following:
 - 2.1.1 Ensuring drivers have a current state driver's license with the proper endorsements (CDL (Commercial Driver s License), HAZMAT, etc.).
 - 2.1.2 Authorizing drivers to operate Company Owned Vehicles.
 - 2.1.3 Maintenance Program for their division/department.
 - 2.1.4 Tracking drivers and vehicles in their division/department.
 - 2.1.5 Ensuring drivers in their division have received training on this procedure. Attachment 18-C (Procedure Acknowledgement Form) is signed and returned to Apollo Safety.
 - 2.1.6 Personal use exceptions: On your normal route to and from work you may pick up your children from daycare or school providing you have an endorsement from your personal auto insurance company. Apollo has no coverage for non-Apollo employees when it is not work related.
 - 2.1.7 Notifying Corporate and Division Safety of driver assignment or changes to drivers.
 - 2.1.8 Ensuring special permits are obtained (oversized loads, fuel, weight etc.).
 - 2.1.9 Reporting vehicle accidents to Apollo Safety.
 - 2.1.10 Responsible for appointing a person in charge of their fleet management of their division.
- 2.2 Employees shall be responsible for complying with the provisions of this procedure.

3.0 Definitions

- 3.1 **CMV (Commercial Motor Vehicle) Accident:** An occurrence involving a commercial motor vehicle (CMV) operating on an interstate or intrastate what results in one or more of the following:
 - 3.1.1 A fatality.

- 3.1.2 Bodily injury that requires medical treatment away from the scene of the accident.
- 3.1.3 One or more vehicles are required to be towed from the scene.
- 3.2 **Vehicle Accident (non CMV):** If a company vehicle is involved in an event that causes \$500 or more in damage.
- 3.3 **Authorized Commercial Motor Vehicle Drivers:** An employee who has authorized a release of their driving record and after review has been cleared by the Division Manager and/or Apollo Safety Department to drive a company commercial motor vehicle. Once cleared by their driving record, they must comply with the following:
 - 3.3.1 Have a valid and current driver's license.
 - 3.3.2 Be a minimum of 18 years old.
 - 3.3.3 Be a minimum of 21 years old for Interstate driving (between two states)
 - 3.3.4 Have had a driver's license for one year or more.
 - 3.3.5 Complete a Driver Qualification file.
 - 3.3.6 Obtain a medical card from a health care professional who is registered with the DOT.
 - 3.3.7 Pass a road test.
 - 3.3.8 Pass a pre-employment DOT drug test.
 - 3.3.9 If driving a vehicle over 26,001 lbs. have a Commercial Driver's License (CDL) and appropriate endorsements for type and size of vehicle to be operated.
- 3.4 **Authorized Drivers:** An employee who has authorized the release of their driving record and after review has been cleared by the Division Manager or Apollo Safety Department to drive a company motor vehicle. Must have a minimum of the following:
 - 3.4.1 Valid and current driver's license
 - 3.4.2 Be 18 years or older.
 - 3.4.3 Have had their driver's license for one year or more.
- 3.5 **Commercial Motor Vehicle (CMV):** Any self-propelled or towed motor vehicle used on public highway in commerce, to transport passengers or property, when the vehicle:
 - 3.5.1 Has a gross vehicle weight (GVW), gross vehicle weight rating (GVWR), gross combination weight rating, or gross combination weight of 10,001 lbs. or more, or

- 3.5.2 Is designed or used to transport more than 8 passengers, including the driver, for compensation or
- 3.5.3 Is designed or used to transport more than 16 passengers, including the driver, and is not used for compensation or
- 3.5.4 It is used in transportation of hazardous material that requires placarding.
- 3.6 **Interstate-** Traffic, trade, or transportation between two or more states.
- 3.7 **Intrastate-** Traffic, trade, or transportation within one state.
- 3.8 **Public Highway-** a public or private road, open to public travel, without restrictive gates, prohibitive signs or regulation based on size, weight, or class.
- 3.9 **Vehicle-** Any mechanical device that is self-propelled and capable of transporting a person(s), material, permanently or temporarily affixed apparatus. May be licensed or not licensed depending on application.

4.0 General Requirements

- 4.1 Each employee driving a vehicle shall have in his/her possession a valid state driver's license (with the proper endorsement) for the type of vehicle driven.
- 4.2 Prior to operating an Apollo owned vehicle or receiving a vehicle allowance, employees must sign an abstract release form, have a Motor Vehicle Record (MVR) reviewed, and sign form 18-C indicating that you understand the rules and regulations in this procedure. Additionally, all employees operating an Apollo vehicle or receiving a company vehicle allowance are subject to driver monitoring.
- 4.3 Any employee with driving privileges must immediately inform management of any license revocations, restrictions, suspensions, or tickets issued because of the use of alcohol/controlled substances or speeding.
- 4.4 Motor vehicles shall have working seat (safety) belts in accordance with State and Federal Law.
- 4.5 Drivers and passengers riding in vehicles which are equipped with seat belts shall always wear their seat belts, while the vehicle is in motion.
- 4.6 All accidents involving motor vehicles shall be reported to the Apollo Safety Department immediately.
- 4.7 Vehicles shall back into parking spaces allowing them to pull out with clear sight of the path of travel, spotters may be required for obstructed views when parking. (NOTE: do not back into angled parking spots not designed for back in parking)
- 4.8 All motor vehicle accidents shall be investigated and reported as required in AISH 8.

- 4.9 Loads wider than eight feet six inches, higher than 14 feet or longer than 40 feet shall have an oversized load permit.
- 4.10 Only authorized drivers shall be allowed to drive a company owned vehicle. Check with Division Manager to ensure a motor vehicle record (MVR) has been pulled and the individual is cleared to drive.
- 4.11 Car-pooling non-Apollo employees in company vehicles is prohibited. Exception: On your normal route to and from work you may pick up your children from daycare or school providing you have an endorsement from your personal auto insurance company. Apollo has no coverage for non-Apollo employees when it's not work related.
- 4.12 Hands free devices will always be used while operating a company vehicle and talking on a cell phone. Texting while driving is prohibited.
- 4.13 The use of company vehicles outside of work-related activities is prohibited.
- 4.14 All vehicles with obstructed view to the rear (cannot use rear view mirror) must be equipped with a backup alarm. This is not limited to vans and service type trucks.
- 4.15 All employees must have authorization to haul any type of company goods, trailers, including company owned tools, in their personal vehicles to and from jobsites.
- 4.16 Operating vehicle under the influence of drugs or alcohol is prohibited. Apollo reserves the right to terminate any employee who is convicted of driving under the influence while operating a company vehicle.
- 4.17 Company vehicle use on out-of-town jobs will be specific to that job. Project Managers/Superintendents are responsible for providing special guidelines that may apply. Upholding our image is critical on out-of-town work; use alternate means of transportation for activities that may degrade our public image.
- 4.18 The Authorized Driver is responsible for ensuring current insurance cards, registration and tabs are always in the vehicle.
- 4.19 Any violations associated with the company owned vehicle shall be reported to supervisor and safety immediately. The employee is responsible for all costs associated with the violation.
- 4.19.1 In an "at fault accident," the employee shall be responsible for taking a defensive driving class. Other requirements may apply. The defensive driving class shall be completed no later than 30 days after the infraction. The employee shall be responsible for all costs associated with the training. Failure to complete the required training within 30 days will result in the loss of all company vehicle driving privileges. Other disciplinary actions, including termination, will be at the discretion of the safety department.
- 4.20 Non-Apollo employees are not permitted to drive/operate Apollo owned vehicles or equipment.

- 4.21 Any employee who is provided a company vehicle may not utilize the vehicle as transportation for any type of personal side business such as (but not limited to): Uber, Lyft, Uber Eats, GrubHub, Shipt, or DoorDash.
- 4.22 All vehicles with an Apollo logo will be assigned a number and a decal placed on the rear of the vehicle.
- 4.22.1 The Authorized Driver is responsible for abiding by all state and federal laws and the rules set forth by this procedure.
- 4.22.2 Each complaint and compliment received will be investigated by the Safety Department, Authorized Driver's Supervisor, and corrective actions may be assigned.
- 4.22.3 Based on the findings of the investigation, disciplinary action may be warranted.
- 4.22.4 All company vehicle drivers will complete semiannual driver safety training as assigned.
- 4.23 **Private Owned Vehicles used for Work:**
- 4.23.1 Must follow seat belt laws.
- 4.23.2 Must provide proof of insurance. (Recommended liability coverage for private owned vehicles is \$250,000 per person and \$500,000 per accident coverage)
- 4.23.3 Follow texting and hands-free requirements of this procedure.
- 4.23.4 Not pull company owned trailers without authorization.
- 4.23.5 Be mindful you are still an employee.
- 4.24 **Van Pool Use:**
- 4.24.1 All Van Drivers must have pre-use orientation/training.

5.0 Commercial Motor Vehicles

- 5.1 Drivers operating a CMV with a GVW of 26,001 pounds shall have a current Certified Driver's License (CDL), with the proper endorsements. The Division Manager or lower-tier management shall ensure that professional drivers with CDLs comply with applicable State and Federal requirements.
- 5.2 Traffic convictions occurring while the driver is operating a CMV for the company shall be reported to the Apollo Safety Department immediately.
- 5.3 All drivers operating a CMV shall provide a copy of their current driver's license, medical card, and a signed release to pull their driving record (MVR).

- 5.4 Prior to operating an Apollo company vehicle, CMV or otherwise, each driver's driving record shall be reviewed by the Safety Department. Use "18B" for non-CMV Apollo owned vehicle drivers as a guide for driver eligibility. When reviewing CMV driver record, if the applicant meets one or more of the following conditions, they are prohibited from driving a CMV for Apollo:
- 5.4.1 More than 4 moving traffic violations (including no more than 1 preventable crash) during the previous 36 months.
 - 5.4.2 Speeding excess (over 25 MPH over the speed limit) violation during the previous 36 months. If the exact amount is unknown, use the state category that most closely matches this speed.
 - 5.4.3 Driving Under the Influence, D.U.I. (Drug or Alcohol) conviction during the previous 5 years in a commercial or personal motor vehicle.
 - 5.4.4 Vehicular Homicide, Manslaughter or Assault
 - 5.4.5 Operating a vehicle with a suspended or revoked driver's license or history of license suspensions
 - 5.4.6 Using a vehicle in the commission of a felony
 - 5.4.7 Operating a vehicle without the owner's permission
 - 5.4.8 Reckless driving or speed contests
 - 5.4.9 Leaving the scene of an accident – Bodily Injury or Physical Damage
 - 5.4.10 Eluding a police officer
- 5.5 If the driver's driving record is satisfactory, they shall complete a Driver's Qualification file. A copy of their current driver's license, medical card, and driving record will be incorporated into the file. Contact the Safety Department for Driver's Qualification packets.
- 5.6 Operators with a CDL are required to take a DOT pre-employment drug test. They will be placed in Apollo's DOT drug testing pool and are subject to the rules and regulations of that drug testing pool as required by the Department of Transportation (DOT).
- 5.7 Operators of a CMV shall submit to a post-accident drug and alcohol test as soon as possible, but no later than 2 hours when:
- 5.7.1 There is a fatality.
 - 5.7.2 There are injured people who require medical attention away from the scene of the accident.
 - 5.7.3 One or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck.

- 5.8 All CMV above 16,001 lbs. shall have the DOT number displayed with 'USDOT' preceding the number. All Vehicles with Gross Vehicle Weight of 26,001 lbs. shall have Gross Vehicle Weight displayed on the door.
- 5.9 All CMV and Trailers shall have annual inspection conducted.
- 5.10 All CMVs shall have the following:
- 5.10.1 A secured fire extinguisher
 - 5.10.2 Spare fuses
 - 5.10.3 Three (3) emergency reflective triangles per DOT
 - 5.10.4 A minimum set of 2 chains for use if road conditions require the use of chains between November 1 and April 1 of each year.
- 5.11 Texting while driving a CMV is prohibited. This includes being stopped in traffic or at a red light. Penalties can result in both company and civil fines.
- 5.12 Logbooks are required for operators driving a CMV 10,001lbs to 26,000 lbs. in the following situations:
- 5.12.1 Driver travels 150 air miles or more from point of origin
 - 5.12.2 Does not return to point of origin by the end of the shift.
- 5.13 Logbooks are required for operators driving a CMV 26,001 lbs. and over unless:
- 5.13.1 Driver stays within 100 air mile radius from point of origin **and**
 - 5.13.2 Return to starting point within 12 consecutive hours.
- 5.14 Operators driving a CMV are subject to the Hours-of-Service regulations per Federal Motor Carrier Safety Administration Part 395.
- 5.15 Operator shall follow load securement rules and regulations.
- 5.16 Pre and post trip inspections shall be documented.
- 5.17 Drivers of a CMV are required to pull into the scales at the following weights:
- 5.17.1 Washington – 16,001 pounds and over
 - 5.17.2 Oregon – 20,000 pounds and over
 - 5.17.3 Montana – actual weight (not GVWR) of 26,000 pounds and over
 - 5.17.4 Idaho – 26,001 pounds and over. 10,000 pounds CMV required if transporting livestock or hazmat.
 - 5.17.5 Colorado – 26,000 pounds and over

- 5.17.6 Nevada – 10,001 pounds and over
- 5.17.7 Tennessee – 10,000 pounds and over
- 5.17.8 Arizona – 10,000 pounds and over
- 5.18 All CMV can be pulled over for a roadside inspection by the proper authorities.
- 5.19 All CMV drivers will do quarterly assigned training.

6.0 Procedure

6.1 Operator Care

- 6.1.1 Vehicle drivers shall inspect and test the essential controls and safety equipment before placing the vehicle in motion. Drivers shall report any unsatisfactory condition to their supervisor immediately. If the driver believes a vehicle is unsafe to drive, it shall not be driven.
- 6.1.2 Vehicles shall be operated in accordance with the State Motor Vehicle laws.
- 6.1.3 Vehicle drivers shall not wear any devices which restrict or impair hearing or vision (e.g., radio headphones).
- 6.1.4 No vehicle shall be loaded in a manner which obscures the driver's view in any direction or interferes with the safe operation of the vehicle.
- 6.1.5 Vehicle loads shall be secure, and vehicles shall not be loaded beyond their rated capacity.
- 6.1.6 No vehicle shall be left unattended until the engine is shut off, the parking brake securely set, and the gear selector placed in the "park" position (on automatic transmissions) or the lowest gear position (on manual transmission).
- 6.1.7 It shall be the driver's responsibility to ensure safe passage of the vehicle and load under power lines or other overhead obstructions.
- 6.1.8 Vehicle drivers shall not permit any person to ride on equipment that is not specifically designed for carrying passengers.
- 6.1.9 During periods of poor weather or deteriorated road conditions, the driver shall reduce vehicle speed, increase following distances, and use other defensive driving measures appropriate to the situation.
- 6.1.10 No vehicle shall be put in motion until all window surfaces are clear of obstructions (e.g., snow, ice, frost).

- 6.1.11 When backing, a spotter shall be used in congested areas or where vision is obstructed. Backing should always be done slowly, looking for other vehicles in the area.
- 6.1.12 Trucks which are parked on an incline shall be chocked.
- 6.2 Off-road vehicle safety
 - 6.2.1 Vehicles are only driven off-road when required by job assignment. Adverse impact to the environment shall be kept to a minimum.
 - 6.2.2 Off-road vehicles have mufflers and are equipped with spark arrestors.
 - 6.2.3 Vehicles equipped with catalytic converters are not parked over dry grass, brush, etc.
 - 6.2.4 Off-road vehicles are equipped with a radio transmitter/receiver (or cellular telephone), fire extinguisher and shovel.
 - 6.2.5 Off-road vehicles are equipped with headlights and taillights for night use.
 - 6.2.6 Off-road driving is curtailed to mission-essential activities during the grass fire season, normally May through September.
- 6.3 Off-road type Vehicles (ATV's, UTV, Golf Carts etc.)
 - 6.3.1 Operators must be trained in the operations manual.
 - 6.3.2 Set the Governor to 10 MPH or site speed, whichever is less.
 - 6.3.3 Daily inspections required.
 - 6.3.4 Seat Belts are to be worn at all times and by all passengers.
- 6.4 3/4-ton truck requirement if pulling a trailer:
 - 6.4.1 Subject to Section 5.0 of this procedure for Commercial Vehicle Requirements.
 - 6.4.2 Logbook requirements may apply. See Section 5.12 of this procedure.
 - 6.4.3 Anytime you're going over your registered weight you must fill out a temporary trip permit. Use trip permits 3 times per month and they are only good for three consecutive days. (See instructions on example trip permit).
 - 6.4.4 When in combination you must drive 60 mph in a 70 mph or posted truck speed.
 - 6.4.5 Weight cannot exceed the weight rating on pickup and trailer tires.
 - 6.4.6 GVW stickers are not required.

6.4.7 DOT numbers are required on vehicles 16,001 pounds and over.

6.4.8 Driver must be familiar with methods and procedures of securing cargo.

7.0 Records

Annual Inspection of CMV
Annual Review of MVR for CMV drivers
Annual documents in Driver Qualification file
Log books are required to be kept for 6 months.

8.0 References

Federal Motor Carrier Safety Administration

9.0 Attachments

18-A Apollo DOT Vehicle Requirement Summary
18-B Pre-Hire Driver Disqualification Checklist
18-C Procedure Acknowledgement Form

18-A Apollo CMV Vehicle Requirement Summary

Who this applies to: Any driver operating a vehicle or combination of vehicles with a Gross Vehicle Weight Rating (GVWR) of 10,001 pounds, or greater used in commerce, a vehicle used to transport hazardous materials that require placarding or a passenger vehicle with a capacity of 15 (including the driver) or more.

Driver Requirements

Pre-trip inspection:

- **Complete and Documented on Daily Vehicle Inspection Report (DVIR)**
- **Filled out every day.**
- **Turn in to your supervisor at the end of each shift. Leave carbon copy in the book.**
- Specific to the vehicle. Complete a new one for each vehicle you drive during your shift.
- Completed before you drive.

Log Book:

- **Filled out every day.**
- **Turn in to your supervisor at the end of each shift. Leave carbon copy in the book.**
- Specific to driver
- Completed up to the hour.

You are required to stop 30 minutes after you start your trip and check tie-downs.

Going across state lines:

- Must be 21.
- Drivers of a CMV are required to pull into the scales at the following weights:
 - Washington – 16,001 pounds and over
 - Oregon – 20,000 pounds and over
 - Montana – actual weight (not GVWR) of 26,000 pounds and over
 - Idaho – 26,001 pounds and over. 10,000 pounds CMV required if transporting livestock or hazmat.
 - Colorado – 26,000 pounds and over
 - Nevada – 10,001 pounds and over
 - Tennessee – 10,000 pounds and over
 - Arizona – 10,000 pounds and over

Trip Permit:

- Required when load weight exceeds the weight that is listed on your **registration**.
- \$25 each
- Valid for 3 consecutive days

Hours of Service:

- **8 hours** – a driver may not drive a CMV after the 8th consecutive hour since the end of the last 30 min break.
- **11 hours driving** – a driver may drive up to 11 total hours per day, but must obtain 10 hours off duty before *driving* again.
- **14 hours on duty** – after the 14th consecutive hour of coming on duty, a driver cannot drive a CMV.
- May have 60 hours on duty time in 7 days. May not drive a CMV after 60 hours without 34 consecutive hours off duty.

If you get a ticket: Notify your supervisor and Safety immediately. You must provide a copy of the ticket to Apollo. **You and Apollo may both be charged a fine. You are responsible for any civil fines.**

18-B
Pre-Hire Driver Disqualification Checklist

When reviewing the Driving Record, if the applicant meets one or more of the following conditions, they are prohibited from driving a company owned or commercial motor vehicle for Apollo.

- More than 4 moving traffic violations (including no more than 1 preventable crash) during the previous 36 months.
- Speeding excess (over 25 MPH over the speed limit) violation during the previous 36 months. If the exact amount is unknown, use the state category that most closely matches this speed.
- Driving Under the Influence, D.U.I. (Drug or Alcohol) conviction during the previous 5 years in a commercial or personal motor vehicle.
- Vehicular Homicide, Manslaughter or Assault
- Operating a vehicle with a suspended or revoked driver's license or history of license suspensions.
- Using a vehicle in the commission of a felony
- Operating a vehicle without the owner's permission
- Reckless driving or speed contests
- Leaving the scene of an accident – Bodily Injury or Physical Damage
- Eluding a police officer

18-C

Procedure Acknowledgement Form
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Region:	Division:
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I, (print name) _____, have read and understand the rules and regulations set forth by this Motor Vehicle procedure (AISH 18). All company vehicles and/or equipment is not allowed for personal use. Exception: On your normal route to and from work you may pick up your children from daycare or school providing you have an endorsement from your personal auto insurance company. Apollo has no coverage for non-Apollo employees when it's not work related.

Employees with Vehicle Allowance: I understand state laws and that this procedure applies.

While operating a company vehicle or operating a vehicle on company time talking on a cell phone, hands free devices will be used. Texting while driving is strictly prohibited.

I understand that in any and all equipment with seatbelts, those seatbelts must be worn when the vehicle is in motion.

Driver/Employee Signature: _____

Date: _____

Company Vehicle Requirements (AISH 18.4.2)

Will the employee be driving a company vehicle? YES NO

If yes, send following required document to: training.email@apollomech.com

- Washington employees: Washington State Abstract of Driving Release form
- Non-Washington employees: Motor Vehicle Disclosure and Release form

Personal Vehicle Use Requirements (AISH 18.4.2)

Will the employee be receiving a vehicle allowance? YES NO

If yes, your Safety Manager will upload your information into KPA.

- Washington employees: [Washington State Abstract of Driving Release form](#)
- Non-Washington employees: [Motor Vehicle Disclosure and Release form](#)
- [Copy of Personal Auto Insurance Card](#)