



# Fleet Safety Program

Policy and Procedures

Revised: 03/26/2012

Dear employees,

Sala Air Conditioning has been required by our insurance provider to implement new safety procedures for our employees who operate company motor vehicles. The Fleet Safety Program strives to reduce our claims, by implementing safe guards to reduce our risk and liabilities to the company.

All new employees will be required to show proof of a valid driver's license, and undergo a Motor Vehicle Record review before operating any company motor vehicle. If any moving violation is found on the MVR, the new employee must undergo a State approved defensive driving course. After completion of the defensive driving course, we will require a copy of the "certificate of completion" for your employee file. We recommend that you submit a copy of the "certificate of completion" to your personal insurance provider to lower your insurance premiums.

For all current employees, we will be checking Motor Vehicle Records on an annual basis to evaluate the driving history on all of our employees who are currently operating a company motor vehicle. During the process, we will require that employees with a moving violation undergo a State approved defensive driving course. After completion of the defensive driving course, we will require a copy of the "certificate of completion" for your employee file. We recommend that you submit a copy of the "certificate of completion" to your personal insurance provider to lower your insurance premiums. If a defensive driving safety course has already been taken for the moving violation to dismiss a citation, we will require a copy of the "certificate of completion" for your employee file.

In the case of a collision while operating a company motor vehicle, we will review the evidence and determine if the accident was either unavoidable due to weather, fault of the other driver, or if the collision was an avoidable accident at the fault of the employee that could have been prevented. If we determine that the collision was unavoidable, no disciplinary action will be taken, however if it is determined that the accident was avoidable, we will assess a penalty of \$250.00 made payable to Sala Air Conditioning. We will also require the employee to undergo a State approved defensive driving course. After completion of the defensive driving course, we will require a copy of the "certificate of completion" for your employee file. We recommend that you submit a copy of the "certificate of completion" to your personal insurance provider to lower your insurance premiums.

Please note that the procedures that are set in place protect our employees from injury and death resulting for the unsafe driving practices. Please remember to follow all laws and regulations while operating any motor vehicle.

To reduce our risk of equipment, tools, and material theft from the company vehicles, please remember that all employees that are leaving their vehicles unattended must lock up the vehicle. When parking the company vehicle out in the field, remember to park your vehicle in a well-lit, highly visible area with heavy traffic. If at all possible, park the vehicle within your personal visible range while you are working. At the end of the day, while parked at the office, all vehicles must be pulled inside the warehouse for protection overnight.

If you have any questions or concerns with the Fleet Safety Program, please either e-mail me at [joes@salaair.com](mailto:joes@salaair.com) or call me at 214-440-9301.

Thank You,

Joe Sala  
Secretary

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Please sign and date below that you have read and understand the Fleet Safety Program.

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Employee Name

\_\_\_\_\_  
Date