



Air Crew Transport, Inc.

Driver Safety Handbook

November 7, 2012

Introduction

This guide aims to make clear the rules and procedures for drivers and how we expect you to conduct yourselves while driving. This handbook applies to any person who may drive on our behalf. Please read it carefully and make sure you understand the contents fully. If you have any questions, please contact your branch manager.

This manual deals with the following;

- Drivers' responsibilities
- Driving license
- Driving regulations
- Drivers and passengers
- Using company vehicles
- Statutory regulations
- Speed limits
- Vehicle safety checks
- Tires
- Speedometer
- Loads
- Breakdowns
- Theft
- Accidents

We have the right to amend any of the procedures and rules at any time. We will display any amendments on our notice boards and tell drivers by sending them amended pages for this handbook.

RULES & REGULATIONS GOVERNING COMPANY VEHICLES

- You must treat the company vehicle with respect as if it were your own.
- All company vehicles are covered by full commercial liability insurance.
- In the event of an accident which you are found to be at fault , the policy may not cover you any further and it will become necessary to give you notice of termination of your employment. This will also apply upon accumulation of penalty points.
- You are not allowed to carry passengers other than business associates during your normal working hours and family and friends outside of working hours. Under no circumstances may you pick up hitch hikers.

- You are not allowed to drink and drive. (Covered separately)
- You must always report damage to the car whether it is your fault or not.
- You must always keep the vehicle in a roadworthy condition, as failure to do so will result in disciplinary procedures.
- Whenever you return a vehicle it should be clean and tidy as you would expect if you were picking up a vehicle.
- Whenever you return a vehicle it must be filled with petrol or diesel (as dictated by the engine type).
- If you are stopped for a road traffic offense such as speeding, you must report this immediately to the office. You must also report any endorsements placed on your license.
- Random spot checks will be carried out on all of our vehicles.

DRIVER RESPONSIBILITIES

- Only authorized people are allowed to drive company vehicles. Make sure you are familiar with the vehicle and all its controls. Keep the manufacturer's handbook ready as a point of reference.
- Make sure your vehicle is roadworthy. You must carry out the vehicle safety checks and make sure the vehicle is serviced regularly.
- Maintain a good standard of personal cleanliness and appearance while on duty.
- Always be polite and professional when making calls or deliveries. You are our ambassador when on the road.
- You reflect our image, make it professional.
- You must tell us about any medical condition which might affect your driving ability.
- Never drive under the influence of certain types of drugs. It is an offense and dangerous to do so. If you are taking prescribed drugs for any medical condition, you must tell your manager.
- You must not alter the vehicle without your manager's approval.
- Make sure your driving license is valid.
- If you receive an endorsement or penalty point on your license, you must tell your manager
- You must follow the Department of Transport regulations for driving hours. You must also strictly follow regulations.
- Never carry unauthorized passengers.
- All people travelling in company vehicles must use the seat belts provided.
- Never carry more passengers than there are seats with seat belts in the vehicle.
- You can only use the vehicle for company business.
- Never carry passengers for hire or reward.
- Provisional license holders, unless authorized by a manager, may not drive company vehicles.
- You must not use company vehicles for teaching someone to drive, other than authorized internal staff training.

- Never drive vehicles that we don't own, lease or hire. For example, another vehicle is blocking an entry or exit, please find its owner or driver and ask them to move it out of the way.
- You should thoroughly understand and follow the rules of the road, and current laws and regulations which cover using cars.
- Never drive faster than the speed limit and never drive too fast for the road conditions. If you do, you could be prosecuted, which can lead to losing your license, your job and you will get a fine. You will also have to pay the fine yourself, and we may take action against you.

Vehicle safety checks

- Make sure your vehicle is roadworthy. Use the safety checklists to help you do this.
- Report any faults or problems immediately to your manager.
- Never use the vehicle if there is a fault or a problem.
- Vehicles must be serviced in line with the manufacturer's recommendations.

Tires

- The life of tires depends on how the vehicle is driven. Excessive speed, braking or acceleration will cause tires to wear away. If they are repeatedly driven against large stones, the walls of the tires will weaken.
- If tires are not maintained at the manufacturer's recommended pressures, they will also wear away. You must pay particular attention to these points. You should regularly check tires.
- If your tires need repairing or replacing, please contact your manager.

Speedometer

- It is an offense to drive the vehicle when the speedometer is faulty. You must make sure that the speedometer is in proper working order at all times.

Loads

- At all times, you are responsible for the care, security and safety of your vehicle's loads and must do everything you can to prevent loss, damage or theft.
- You must take care with the documents for any load and always make sure that you follow the correct procedures associated with paperwork.

Breakdowns

- Report breakdowns immediately to your manager, giving as much information as possible about the problem and the location of the vehicle.
- When a breakdown means your vehicle has to be towed, please remember that towing a vehicle a long distance can cause major damage to the drivelines. As a general rule, if your vehicle has to be towed for more than two miles, please make sure that drivelines and couplings are disconnected.

Theft

If your vehicle is broken into or stolen, you must report the circumstances to the home office of Allied Airbus and your manager immediately.

Vehicle security

- You must follow this general security advice.
- Unattended vehicles - Whenever you leave your vehicle, for however short a period, you must lock it. If an alarm is fitted, you must use it.
- Theft from vehicles - Make sure you lock all personal belongings or expensive items or equipment out of sight whenever possible. If possible, remove them from the vehicle. Personal belongings are not covered by our insurance. If you normally carry valuable items, make sure you have enough cover on your household policy or some other type of insurance.
- Long-term parking - If you are parking your vehicle overnight or long term, you should avoid using high-risk sites such as multi-storey or railway station car parks, unlit side streets and so on.
- Garage forecourts are becoming a popular hunting ground for thieves.
- You must follow these guidelines at all times.
- Before starting to fill up, make sure all windows are closed, you have taken the keys out of the ignition, the steering wheel is locked, and all outside doors are locked.
- Do not leave attractive items (such as portable phones, laptop computers, tools, briefcases, jackets and so on) on display.

Pre-Driving Vehicle Checks

- Walk around the vehicle to carry out a visual examination for any damage or defects
- Check all the fluid levels i.e. fuel, oil, windscreen washer, battery, brake, clutch and radiator (on daily/weekly basis)
- Check the operation and condition of all the lights and reflectors i.e. headlamps, tail lights, fog lights, reverse lights, indicators, brake lights, number plate light and rear reflectors
- Clean all the glass, mirrors and lenses
- Check that all the doors are closed
- Adjust the position, rake, height of the seat and head restraint. Put on the seat belt and ensure that any passengers do the same
- Adjust all the mirrors
- Before starting the engine check that handbrake is applied and that the gear lever is in neutral
- Check the gauges and warning lights
- Carry out a stationary footbrake and handbrake test
- Carry out a moving footbrake test

SPEED - IT CAN KILL!!!

- Modern vehicles are capable of high speeds and the urge to drive a vehicle fast is the most normal thing in the world for a driver, but all the evidence demands that this urge is resisted. DO NOT SPEED.

What is SAFE SPEED?

- The law states that all drivers must drive at a speed at which they can safely stop within the visible clear distance ahead. This is usually one vehicle length for every 5 miles per hour.
- You must ALWAYS be in control of your vehicle. You must be able to stop without endangering other road users, pedestrians or property.

A safe speed depends on a number of factors:

- Road Conditions – wide, straight, good/bad surface, good/bad vision, etc.
- Weather conditions – dry, wet, bright, sunny, misty, raining, snow, fog etc.
- Traffic conditions – light flows, heavy flows, roundabouts, country, city etc.
- Skill / Experience of driver.
- Physical condition of driver – fresh & rested, relaxed, happy, tired, worried, aggressive, frustrated etc.
- Condition of vehicle.

The driver's reaction to the prevailing conditions is the critical component in safe road use. Experienced drivers alter their driving behavior to deal with the conditions that they can't control. In wet conditions, an experienced driver will slow down, as should every driver. If an emergency arises this gives the driver more time to react.

DRINKING & DRIVING

IT IS THE GREATEST SINGLE CAUSE OF DEATH AND INJURY ON OUR ROADS. ONE IN EVERY TWO DRIVERS KILLED AT NIGHT HAVE BLOOD ALCOHOL LEVELS ABOVE THE LEGAL LIMIT.

What happens when you take a few drinks?

1. Alcohol enters the blood stream
2. Alcohol is carried to the brain
3. Alcohol goes to work on the "higher centers" which control the "lower centers" and relaxes that control. This gives in most cases, a relaxed and uncaring feeling. At the same time, it affects judgment and alertness and reduces awareness of danger

You do not realize this is happening to you. You feel that you are able to drive every bit as well as before those few drinks!!!!

If you drink and drive, the legal penalties include the loss of your license, a fine, and/or a prison sentence. You will also lose your job.

Remember:

- 1 You must never be in control of your vehicle while under the influence of alcohol.
- 2 It is against the Law and the Company Regulations.
- 3 You can lose your license
- 4 You will lose your job

IF YOU HAVE BEEN DRINKING – PLEASE TAKE A TAXI!!

SEAT BELTS

THE LAW REQUIRES YOU TO WEAR A SEAT BELT BOTH IN THE FRONT AND BACK AT ALL TIMES! COMMON SENSE DEMANDS IT!!!!

Human beings are soft – vehicles are hard. Vehicles are full of metal, plastic and glass, all of which can seriously damage you. Wearing a seat belt may stop you suffering injury. Your chances of surviving an accident with only minor injury are greatly increased when you wear a seat belt. So what is the worst case scenario?

In any accident, a human being not wearing a seat belt becomes a flying missile that will slam into the hard object that gets in the way. That hard object could be the steering wheel, the dashboard or the windscreen. Even at low speeds, the force of an accident could throw you forward onto the steering wheel. The impact could smash your chest – breaking ribs, piercing lungs, maybe even piercing your heart. You could die.

Your head could whip forward to smash on the windscreen and dashboard – which could shatter your facial bones, your skull, your neck and maybe even causing you to hemorrhage to death from brain injuries. A seat belt may prevent that.

GET INTO THE HABIT OF WEARING YOUR SEAT BELT EVERY TIME YOU SIT IN YOUR VEHICLE. NOT WEARING YOUR SEAT BELT WHILE DRIVING OUR VEHICLE IS GROUNDS FOR IMMEDIATE TERMINATION!!!!

IN CASE OF AN ACCIDENT

Call the DISPATCH immediately

Give location and time.

Service required – Ambulance etc.

Take notes if possible.

Fill out the Auto accident report form.