

# SAFETY RULES

## DRIVER SAFETY

### Employee Safety

Whether an employee is driving a company vehicle or commuting to and from work, it is imperative that drivers are aware of themselves and their surroundings. These driver safety rules are guidelines for reporting an accident, being phone-free while driving, and maintaining vehicle safety.

#### WorkSAFE Tips

- All employees tasked with driving on the job must have a valid state driver's license.
- Employees are responsible for knowing and complying with all federal, state, county and local driving laws.
- The use of a company vehicle while under the influence of intoxicants and other drugs that could impair driving ability is forbidden.
- No driver shall operate a company vehicle when the ability to do so safely has been impaired by illness, fatigue, injury, consumption of alcohol or prescription medication.
- Seat belts must be worn by all occupants of the vehicle. Passengers are limited to the number of seat belts available.
- No hitchhikers allowed in company vehicles.
- Employees must perform a thorough walk-around inspection of the vehicle before starting or moving the vehicle. If the vehicle is not in a safe operating condition, employees must report the condition to a supervisor.
- Employees must ensure all safety items are in place, including safety reflectors (flares), flashlight, tire gauge, jumper cables, fix-a-flat container, accident report form and required legal documents such as proof of insurance and registration.
- Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed and vehicle doors locked when the vehicle is left unattended.
- Headlights must be used one hour before sunset and one hour after sunrise, during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
- Cell phone use is prohibited while driving on company business. Cell phones should only be used when the vehicle is parked.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

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