

Manual Section 5	Issue Date 11/15/11	Revision Date 01/15/26	Policy Number LLCP-044
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**Purpose**

The Federal Motor Carrier Safety Administration (FMCSA) and the Department of Transportation (DOT) recognize the importance of a comprehensive fleet safety program as part of a plan to protect our company’s commercial drivers and those individuals traveling the nation’s roads and highways. The Code of Federal Regulations, 49 CFR Parts 380 and 391 outline general minimum requirements for training and qualifications for drivers operating commercial motor vehicles.

**Scope**

All GIS Holdings, LLC Companies and affiliates including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, LLC., GWIS, Mack Steel, NuWave, Valvemax, Discovery Industries, Inc., Global Inspections, LLC, and EIS, hereafter identified as “Company”.

**Objective**

The objective of this program is to strive to reduce or eliminate motor vehicle accidents and associated injuries by following the safe practices established in this program. This program is integrated into our company’s written safety and health program and is a collaborative effort that includes all employees.

Compliance with this program is mandatory for all company commercial drivers. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or termination. Any deviations from this program must be immediately brought to the attention of the employee’s supervisor or the DOT Compliance Specialist.

**Program Responsibilities**

**Management.** The Company is responsible for providing the tools and resources necessary to implement this program and for ensuring that the provisions in this program are being followed by the DOT Compliance Specialist and all employees.

**DOT Compliance Specialist.** The DOT Compliance Specialist is responsible for the following:

- Maintaining an accurate qualified drivers list
- Maintaining accurate qualification records
- Maintaining accurate substance abuse testing records
- Ensuring company vehicles are being maintained mechanically
- Ensuring all qualified drivers are trained in the safe operation of company’s vehicles
- Monitoring drivers to ensure compliance with all elements of this program

**Commercial Drivers.** Drivers of the Company are responsible for conducting themselves in accordance with this program. All drivers will:

- Meet all minimum qualification criteria
- Be medically qualified to drive a commercial motor vehicle
- Receive negative drug/alcohol tests
- Maintain an acceptable motor vehicle record (MVR)
- **Make sure to send copies of ALL DOT related paperwork to the Corporate HSE department!**

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- This includes: roadside inspections, DVIRs (married to maintenance logs once fixed), driver logs/timesheets, color copy of license when renewed, etc. **ALL PAPERWORK!!!**

*Note: A driver is anyone who may, in the course of their employment operate a company-owned commercial motor vehicle, a rented/leased commercial motor vehicle, and/or a personal commercial motor vehicle on company business.*

### **Commercial Driver Qualification Criteria**

Commercial driver applicants will not be considered for employment unless they meet the minimum requirements listed below.

- Be at least 18 years old to operate a commercial motor vehicle intrastate
- Be at least 21 years old to operate a commercial motor vehicle in interstate
- Be at least 21 years old to operate a vehicle transporting hazardous materials
- Be able to read and speak English sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records
- Be physically and mentally qualified to drive a company vehicle and possess a valid medical certificate as defined in 49 CFR Part 391
- Possess a current and valid commercial driver’s license or chauffeur’s license and proper endorsements for the type of commercial vehicle to be driven
- Must not be disqualified to drive a commercial motor vehicle under the rules and regulations set forth in 49 CFR Part 391.15
- Meets all of the requirements and be able to perform all of the tasks and essential duties of the job description
- Have at least two years of verifiable driving experience with like type vehicles
- Have at least five years verifiable driving experience, if required to transport hazardous materials
- Has not been convicted of any of the following violations within the previous five years:
  - Driving under the influence of alcohol and/or drugs
  - Reckless driving/speed contests
  - Hit and run accidents
  - Vehicular manslaughter/homicide
  - Leaving the scene of an accident
  - Failure to report an accident
  - Improper or erratic lane changing
  - Following too closely
  - Distracted driving (including cell phone use [texting or talking] while driving)
  - Flee/elude police officer
  - Passing a stopped school bus
  - Speeding 15 miles per hour over the posted speed limit
  - Refusal to submit to a alcohol and/or drug test
  - Operating with a suspended or revoked license
- Has not experienced any of the following within the previous three years:
  - Two “at fault” accidents
  - Three moving violations

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- Two moving violations and one “at fault” accident
- Tested positive to drugs or alcohol

**Application.** All commercial driver applicants must submit a completed, accurate, signed and dated application for employment. The hiring/screening process will not continue until all information on the application has been verified.

**Previous Employment.** The employment history will be collected and verified for every commercial driver applicant. All commercial driver applicants must provide the following employer information on all driving positions they have held for the previous 3 years.

- Names, addresses and phone numbers or other contact information of previous employers
- Names, titles and phone numbers or other contact information of previous supervisors

**Motor Vehicle Records.** The driving record from the previous five years will be examined for all commercial driver applicants from the appropriate agency of every state in which the applicant held a motor vehicle license or permit. The driver qualification and hiring process will not continue until all driving record information has been verified and no disqualifying items have been found (See qualification requirements above).

**Drug and Alcohol History.** All applicants will be asked if he or she has tested positive, or refused to test, on any pre-employment drug and alcohol test administered by a previous employer. If the employee admits to any of the above, without documented successful completion of DOT return-to-duty requirements, he or she will not be considered for employment.

All applicants who indicate no drug or alcohol violations must provide written consent for a drug and alcohol history to be obtained for the preceding two years from all DOT-regulated employers. If the applicant fails to provide this consent, he or she will not be considered for employment. Any positive indication of drug or alcohol use at the following levels will immediately disqualify the applicant.

- Alcohol test with a result of 0.04 or higher
- Verified positive drug test
- Verified adulterated or substituted drug test results
- Violations of DOT agency drug and alcohol testing regulations

Individuals who have successfully completed DOT return-to-duty requirements after a drug or alcohol regulation violation may be able to continue through the hiring process unless the individual hiring the prospective employee notifies HR to discontinue hiring process.

**Pre-Employment Screening Program.** All applicants must provide written approval for the Company to request a copy of the applicant’s commercial driving record from the FMCSA’s Pre-Employment Screening Program. Non-compliance with hours of service, cargo securement, vehicle inspections, etc. will be evaluated in the hiring process. Significant or repeated violations may disqualify the applicant.

**Proof of Citizenship and Right to Work.** All commercial driver applicants shall be required to provide either proof of U.S. citizenship or proof of their legal right to work in the United States.

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**Drug/Alcohol Screening.** All commercial driver applicants will submit to a drug/alcohol screening after an initial offer of employment is extended. Only the designated drug/alcohol testing facility will be used. Drug/alcohol test results from the commercial driver applicant’s previous employer will not be accepted.

A negative test result is a condition of employment. No driver applicant will perform any work or activity for the Company until a negative test result has been obtained for the driver applicant.

**Medical Qualification.** All applicants shall be medically examined and certified as physically qualified to operate a commercial motor vehicle by our licensed Corporate, DOT-certified medical examiner or, one designated by the Company.

### Driver Training

**Company Orientation.** During orientation, commercial drivers will be introduced to all documents, rules, procedures and policies used by commercial drivers of the Company, many of which are included in this document. We also require Defensive Driving/Heavy Equipment Safety Craft Specific Training prior to driving a commercial motor vehicle.

Note: Our Customers may require Employees to attend specific training programs prior to operating a motor vehicle on their property or on their time. Employees are required to fulfill that responsibility accordingly.

**Employment Documentation.** The Company uses a variety of forms and other recordkeeping documents including but not limited to: vehicle inspection reports, manifests and bills of lading, log books, fuel and other vehicle service and maintenance receipts. Drivers will be introduced to these documents by a representative from their Department. The Human Resources Department will also meet with each driver to complete all employment documentation including: insurance, taxes and withholdings, emergency contact information, work schedule and pay periods, time away from work including PTO, holidays, bereavement, jury duty and military leave, etc.

**Driver Safety Rules.** Commercial drivers are responsible for complying with all Company rules. Company Motor Vehicle Operation Rules Listed below are motor vehicle operation rules adopted by the Company for the health and safety of all employees:

- **Maximum speed driven in a Company vehicle is 70 mph regardless of the posted speed limit!!!**  
Any employee driving above 70 mph in a Company vehicle will be subject to disciplinary action up to and including discharge.
- Do not operate the vehicle unless all occupants are wearing a seat belt
- Do not drive the vehicle without headlights illuminated
- Do not allow any unlicensed/unauthorized persons to operate a company motor vehicle
- Do not operate any vehicle while impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury
- Do not engage in distracting activities while driving. This includes using a cell phone for talking or texting, eating, using a computer, GPS or MP3 player, applying makeup, reading, looking at maps, or any other activity that takes a person’s eyes or attention away from driving. Drinking non-alcoholic beverages is acceptable

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- Obey the posted maximum and minimum speed limits at all times (**Maximum speed in a Company vehicle is 70 mph**)
- Do not pick up hitchhikers. Only Company employees, or Customers may ride in a Company vehicle.
- Do not drive a motor vehicle that is mechanically unsafe to operate
- Do not operate a motor vehicle with unsecured cargo or equipment
- Move to another traffic lane or slow down when approaching an emergency vehicle along the side of the roadway
- Observe all state and local laws while operating the motor vehicle
- Do not accept payment for carrying passengers or materials not authorized by the company
- Do not push or pull another vehicle or tow a trailer without company authorization
- Do not transport flammable liquids and gases without prior authorization. If authorized, only DOT or UL approved containers are to be used, and only in limited quantities when necessary

These rules will be reviewed annually and signed by each commercial driver.

**Driver Safety Notices.** We understand the importance of current information and will use our Safety Alerts and Policy Updates to communicate changes to regulations or Company/Customer policy.

**Individual Driver Training.** The Company has developed and adopted a policy that all commercial drivers complete mandatory training before operating company vehicles. Training is conducted with a Company Trainer and includes both classroom and performance training. The total length of the training is dependent on each driver completing all course objectives.

**Vehicle Observation.** The DOT Compliance Specialist will conduct random unannounced vehicle observations of company drivers during their operations.

### **Maintaining Employment**

Each authorized driver must comply with the criteria below in order to maintain the status as a qualified commercial driver and be authorized to drive a Company motor vehicle. Failure to comply with any of the following conditions will automatically disqualify a driver from operating a Company motor vehicle.

**Licenses.** All drivers must maintain the proper commercial driver’s license (CDL) for their job duties. Drivers will not possess more than one state-issued license.

**Traffic Violations.** Drivers must notify the Company immediately upon obtaining knowledge of conviction of any traffic violations (except parking). Drivers must also notify the motor vehicle licensing agency in the state which issued his or her CDL within 30 days. These requirements apply to any motor vehicle the driver was operating at the time the violation was received regardless of who owns the vehicle.

**Drugs/Alcohol.** Drivers will not operate a commercial motor vehicle with a blood alcohol concentration higher than 0.00% (Company Policy) or operate a commercial motor vehicle while under the influence of legal or illegal drugs that impair the operation of the motor vehicle (If you are unsure of your medication, please consult with the Corporate HSE department).

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**Suspensions/Revocations.** Drivers will not operate a commercial motor vehicle if their license is suspended, revoked, or canceled, or if they are disqualified from driving. The driver must immediately notify the DOT Compliance Specialist if their license is suspended, revoked or canceled.

**Motor Vehicle Records.** The Company will check the motor vehicle records (MVR) of all authorized commercial drivers on a bi-annual basis. All reviews will be documented and maintained in the driver qualification file. Disciplinary action up to and including termination can result if a motor vehicle record indicates non-compliance with the driver qualification criteria.

**CSA Program**

The Federal Motor Carrier Safety Administration’s Compliance, Safety and Accountability Program (CSA) tracks violations by the Company’s DOT number. When a driver receives a citation for a moving violation, hours of service, vehicle maintenance or cargo securement, the law enforcement official will check the CSA database to review the safety record of our company. It is very important that each driver understands how their driving affects not only their safety record, but the company as well.

The DOT Compliance Specialist will review the CSA safety report as needed, and address areas where safety has diminished across the company. This may result in additional safety training or changes in drivers’ statuses.

**Qualification Files**

As required by the DOT, the Company maintains a qualification file for all drivers. No employee shall operate a company vehicle or any vehicle operated while on company business unless they are approved. This includes personal vehicles if used for company business. The Company maintains a current list of qualified drivers. The following information is required for each driver:

- Driver application for employment
- Copy of driver’s license
- Hire date
- Inquiry To Previous Employers in the past three years
- Inquiry to State Agencies
- Medical examiner’s certificate\* (medical waiver, if issued)
- Annual driver’s certificate of violations
- Annual review of driving record

\*Note: Drivers will be issued copies of these certificates upon request. Drivers only need to have a copy of the medical examiner’s certificate in their possession while driving.

Qualification records for each commercial driver will be maintained for a minimum of five years after the driver’s employment is terminated.

**Vehicle Inspections**

The Company is committed to following a rigid, daily inspection program.

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**Driver Pre-Trip Inspection.** A properly performed and thorough pre-trip inspection will be conducted by each driver prior to operating the vehicle. If anything unsafe is discovered during the pre-trip inspection, it must be fixed immediately or prior to the inspected vehicle being used for company business.

**During a Trip.** Once on the road, the driver must examine his or her vehicle and cargo:

- At each change of duty status
- After driving for 3 hours
- After driving for 250 miles

If a problem is found, the driver must either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility. For vehicles transporting hazardous materials, the driver must examine its tires at the beginning of the trip and each time the vehicle is parked.

During each stop the driver will check the following items:

- Tires, wheels and rims
- Brakes
- Lights and reflectors
- Brake and electrical connections to trailer
- Trailer coupling devices
- Cargo securement devices

**Post-Trip Inspection and Report.** Each driver is required to complete a written report on each vehicle's condition at the end of the day, or when he or she finishes driving the vehicle for that day. Vehicles include power unit and trailer(s).

The driver must also note any other defects that could affect the safe operation of the vehicle or result in its mechanical breakdown. The report must also indicate if no defects are found. The driver must sign and submit the report to the DOT Compliance Specialist.

The original copy of the inspection report and certification of repairs will be retained in the vehicle maintenance files. The original copies of inspection reports on which defects were noted and the certification of repairs shall be sent to the DOT Compliance Specialist immediately after repairs are complete.

**Vehicle Accidents.** The following steps will be followed in the event of a vehicle accident/incident. Near miss accidents or incidents must be reported as well, i.e., when a driver nearly has a vehicle accident but is able to avoid injury or damage.

- Stop the vehicle, turn off the engine, and protect the scene by activating the four-way emergency flashers and posting orange emergency triangles to prevent a secondary accident (one near the scene and one marker 100 feet in each direction from the scene and one marker near curves or hill crests, but no more than 500 feet away)
- Call the Company's Corporate Hotline immediately to activate the person on call
- Call the police
- Call for medical assistance and assist any injured people if necessary but do not move the person unless absolutely necessary to prevent further injury

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- If possible, prevent waterways, storm drains, etc. from hazardous materials if spilled
- Locate witnesses and get important information from them including names, addresses and phone numbers
- Exchange pertinent information with other drivers
- Take photos of the accident
- Make detailed sketches/drawings of the accident scene noting the direction of travel for each vehicle involved
- Fill out the Company's vehicle accident report form

Note: Every company motor vehicle is required to have a vehicle accident reporting kit. This kit should be used by the driver to record accident facts after the accident as soon as feasible.

**Post-Accident Actions.** Drivers involved in an accident are to comply fully with the following:

- Never admit fault or apologize. Apologies can be interpreted as an admission of fault
- Be polite and never argue with the police, other drivers or witnesses
- Never make a statement to the media. Refer them to the Corporate HSE Department.
- Never discuss details of the incident with anyone but a Company representative
- Always report the accident/incident to the DOT Compliance Specialist, regardless of severity

**Vehicle Accident Involving Employee Injury Reporting.** Our vehicle accident involving employee injury reporting procedures include the following:

- Employees injured on the job are to report the injury to the Company Hotline as soon as possible.
- The HSE personnel on call, will advise on the next steps to follow according to Company's Incident Management protocol.

The goal of this reporting and investigation process is not to find fault, but to determine the root cause so that corrective actions can be made in order to eliminate future accidents or incidents.

**Vehicle Accident Report Retention.** Vehicle accident reports and associated information will be maintained by the DOT Compliance Specialist for three years after the date of the vehicle accident. The following information will be retained:

- Date of accident
- City and state in which the accident occurred
- Driver name
- Number of injuries
- Number of fatalities
- Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicles involved in the accident, were released
- Copy of vehicle accident report
- Copies of all accident reports required by state or other governmental entities or insurers

**Post-Accident Corrective Action Procedure.** The DOT Compliance Specialist will evaluate driver performance after an accident. Accidents will be judged on a case-by-case basis before the corrective action program is initiated.

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The Company also reserves the right to impose consequences based on the circumstances and/or severity of a preventable accident.

## Vehicle and Equipment Selection

### Cargo Securement

Cargo securement is extremely important to the safety of the driver, his or her vehicle and other vehicles using the road. Loads should be examined within the first 50 miles of initial transport and again at all following stops. All tie-downs, tarps, doors, hatches, blocks/chocks, straps/chains/binders, tires, placards, lights, etc. are to be verified as secure, meaning they cannot damage the cargo or come loose and fall off the vehicle.

### Law Enforcement Stops/Roadside Inspections/Weigh Stations

The Company expects drivers to behave in a professional and courteous manner when pulled over by law enforcement, going through weigh stations or if asked to participate in a roadside inspection. Directions given by the official should be strictly followed. Failure to comply with the procedures set forth below may result in disciplinary actions up to and including termination.

**Roadside Inspection Procedures.** When a driver is required to participate in any of the above actions, he or she must pull off the road immediately to an area designated by the officer. If the driver believes that the designated area is unsafe for the driver and/or the officer, the driver will state his or her concerns to the officer in a courteous and professional manner. Once the inspection is underway, the driver shall follow the directions given by the officer and act appropriately.

The results of all stops and inspection must be reported to the Company during the driver's next scheduled check-in call. The driver must turn in all inspection reports to Supervision upon arrival. If the driver is not scheduled to arrive at a company location within the next 24 hours, the report must be mailed to:, Attention: DOT Compliance Specialist at PO Box 820, Galliano, LA 70354.

If the vehicle or driver is placed out of service, the driver must notify the DOT Compliance Specialist immediately so the Company can notify the customer of any delays that may result. A vehicle that is placed out of service cannot be operated until all repairs required by the out of service notice have been completed. All service/repair documentation must be sent to the DOT Compliance Specialist immediately after being repaired to assure proper filing (service/maintenance/repair documentation should be accompanied by the inspection documentation to assure everything is accounted for and filing is accurate).

**Disposition of Report.** Upon receiving a roadside inspection report, the Company, will make arrangements to correct any defects still outstanding. Within 15 days of the inspection, the Company will certify that all defects have been corrected by completing the signature of carrier official, title and date signed portions of the Inspection Report Form. The form will then be mailed to the issuing agency at the address indicated on the form.

The driver will be notified when defects have been corrected. Roadside inspection reports will be analyzed for ways to reduce the number of violations and lower the out of service rate. A copy of the roadside inspection report will be retained for three years.

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**Periodic Program Review**

At least annually, the DOT Compliance Specialist will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Review of individuals driving compared to the Qualified Drivers List
- Evaluation of all training programs and records
- The need for retraining of management and/or drivers based on accident investigation results
- Review the drivers that have produced a high number of vehicle accidents
- Responsiveness in reporting vehicle accidents
- Vehicles purchases and safety equipment contained on the vehicles
- The program’s success will be determined and reported to senior management using the following criteria:
  - Cost and frequency of vehicle accidents
  - Employee feedback through direct interviews, audits and questionnaires
  - Vehicle accident investigation results

**Records Retention**

All records not otherwise identified in this program will be scanned into the Corporate electronic filing system.