

## **Bradbury Stamm Construction – Safety Directive**

**Safety Directive # 020-04**

**Original Issue Date: 09/15/2003**

**Revision Date: 09/05/2023**

### **AUTHORIZED DRIVERS**

#### **Introduction**

Jobsite superintendents and project managers who drive company vehicles may wish to select specific BSC employees to use their assigned vehicle to run job-related errands. Any such employee asked to drive a field manager's vehicle must be identified as an approved driver for BSC and must also receive a minimal safety orientation for the vehicle to be used.

#### **Policy**

1. No BSC employees are allowed to drive company vehicles until the Safety/Risk Management Office has approved them as authorized drivers.
2. Superintendents and Project Managers wishing to select certain employees to drive their assigned vehicles shall notify the Safety/Risk Management office and identify the employee(s) to be considered as approved drivers.
3. Employees to be considered shall agree to submit to a motor vehicle department background check. Employees' drivers' records must meet the criterion spelled out in the BSC Associate Handbook before being approved as authorized drivers.
4. The BSC field manager whose vehicle will be used must orient each authorized driver on basic safety issues related to the vehicle. This orientation will include, as minimum, the following information:
  - Seat belts shall be worn at all times while the vehicle is in use.
  - Allow adequate room between your vehicle and the vehicle in front. This is a major cause of accidents. At no times should the driver attempt to get in a hurry or otherwise "make up time" by taking any kind of safety short cut.
  - All loads shall be correctly secured. Loose materials that can blow away or fall from vehicle must be covered. Keep bumpers and other surfaces free of gravel or other particulate matter that can fall onto roadway.
  - A vehicle carrying a load requires more stopping and following distance and the driver must make allowances for the load.
  - Driver shall observe all posted laws at all times.
  - In the event of an accident, driver shall stay on the scene of the accident until all information is exchanged between drivers involved. Use the booklets provided for each vehicle to record all information related to the accident. The driver shall contact his/her supervisor as soon as safely

possible to explain the situation. Even if uninjured, the driver of a BSC vehicle involved in an incident shall report for drug and alcohol testing on the same day as the accident, unless the BSC Human Resources director, the Safety Administrator or Safety Director allow otherwise.

5. Superintendent shall make a brief note in the employee's Safety Passport under Section 28 (Safe Driving) indicating "Reviewed Safety Directive #018 with employee." Superintendent and employee shall both initial this statement and include the date.
6. The BSC Safety Administrator shall notify the field supervisor when the selected driver(s) have been authorized to drive.
7. The BSC Safety Administrator shall periodically run motor vehicle background checks on all company designated and authorized drivers. If a driver's background includes information that makes him or her ineligible to drive company vehicles, that driver shall be removed from the list of drivers and the employee's supervisor shall be apprised that the employee can no longer drive BSC vehicles.

#### **Definitions**

- Designated Driver: BSC employee who has been assigned a specific vehicle for company use.
- Authorized Driver: BSC employee who has been approved to use a specific vehicle that is assigned to a designated driver.