

## VEHICLE FLEET SAFETY PROGRAM

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### INTRODUCTION/OVERVIEW

The purpose of this program is to ensure the safety of Winger Companies, herein referred to as Winger, employees who drive Company vehicles. It is the driver's responsibility to drive or operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damages. The company expects each driver to drive in a safe and courteous manner pursuant to the Winger Vehicle Fleet Safety Program and the Winger Employee / Safety Handbook.

### FACTS

- ✚ Every 12 minutes someone dies in a vehicle crash
- ✚ Every 10 seconds an injury occurs
- ✚ Every 5 seconds a crash occurs
- ✚ 40% of fatal vehicle crashes involve alcohol, that is an average of one alcohol-related fatality every 30 minutes
- ✚ Fatigued or drowsy driving may be involved in more than 100,000 crashes, 40,000 injuries and 1,550 deaths each year
- ✚ Distracted driving is a factor in about 20% of all traffic crashes, 5,500 people were killed and almost 500,000 were injured in 2009
- ✚ Motor vehicle crashes cost employers \$60 billion annually in medical care, legal expenses, property damage and lost productivity
- ✚ This does not reflect time lost to the employee for recovery and loss of normal income
- ✚ Traffic crashes are the leading cause of fatalities for 16 – 20 year olds
- ✚ Since 1970, the number of drivers increased by 64% while the roadway system increased by only 6%
- ✚ On an average, a driver makes 200 decisions per mile
- ✚ Nationwide Insurance, Columbus, Ohio developed and implemented a motor vehicle safety program. While the number of miles driven by their associates rose by 19%, their crashes have decreased by 53%.
- ✚ Colorado dropped their under age 20 fatality rate by 50% due to their Alive at 25 training program.



### COSTS OF ACCIDENTS

Vehicle Accidents cost more than just the price of repairing the damaged vehicle:

- ✚ Claims and settlements for damages to vehicles and property
- ✚ Injuries, physical therapy and recovery time for motorists and passengers
- ✚ Workers Compensation claims
- ✚ Health care costs, ambulance or medevac helicopters
- ✚ Increases to insurance premiums
- ✚ General Liability claims – Winger is self-insured
- ✚ Damage to transported materials, equipment and tools
- ✚ Negligent Entrustment lawsuits and punitive damages
- ✚ Vehicle towing, fees
- ✚ Damage to municipal or utility fees



Indirect costs:

- ✚ Supervisor's time rescheduling, making arrangements
- ✚ Fleet manager's time coordinating vehicle repair, replacement
- ✚ Reassignment of different or less efficient personnel to cover for employee
- ✚ Down time for vehicle repair or replacement – loss of revenue
- ✚ Employee replacement – hiring another worker, new employee costs and time

- ✚ Administrative costs, documentation of injuries, accident investigation, treatment of injuries, scheduling appointments
- ✚ Claim settlements with insurance company's representatives
- ✚ Bad publicity, downgrading the company's reputation, loss of business

## USE OF COMPANY VEHICLES

The following describes Winger's policies on the use of Company vehicles. Your cooperation in complying with these policies is mandatory and non-negotiable.

1. Company employees are required to complete the driving history questionnaire on the employment application and pre-employment process.
2. Completing the Winger Motor Vehicle Report acknowledgement annually authorizes you to drive a Company vehicle for one year, unless rescinded. These reports shall be systematically reviewed to ensure good driving records are being maintained. The authorization is automatically rescinded if you are convicted of driving under the influence of drugs or alcohol in any vehicle, or if your license is suspended, revoked or expires
3. Vehicles must be operated by authorized Winger employees only. You MUST have a valid driver's license and maintain a good driving record. If your driver's license has been suspended or revoked, you MUST report this situation to your Supervisor and the Safety Department immediately.
4. It shall be in the discretion of Winger to restrict access to Company vehicles for any employee based on driving history and/or violations. Any violation of this policy shall be grounds for discipline, up to and including discharge.
5. Drivers of vehicles with a GVWR of 26,001 pounds or more, vehicles which transport 16 or more passengers, or vehicles used in transportation of hazardous materials must have the appropriate Department of Transportation Commercial Driver's License (CDL).
6. Driving a Company vehicle is a privilege. As with all Company-owned property, you are to take reasonable care of the Company vehicle that you drive, and ensure it is maintained in safe driving condition.
7. Company vehicles are to be used only for valid business purposes. Personal use, including having family members as passengers, is prohibited.
8. No one outside the Company may drive your assigned vehicle.
9. Riders and passengers are not permitted in Company vehicles unless specifically authorized by management.
10. If you are assigned a Company vehicle and authorized to garage it overnight at home, then commuting to and from work is allowed.
11. All accidents with Winger company vehicles MUST be reported to management and safety as soon as possible. Drivers must fill out a Winger Companies "Report of Motor Vehicle Accident" whenever there is property damage or bodily injury.
12. Personal vehicles SHALL not be used for company business unless they have the proper insurance coverage and permission from Winger legal counsel. Remember:
  - YOUR auto liability insurance will be primary
  - YOUR physical damage insurance applies
  - YOUR personal insurance premiums can be greatly impacted
  - YOU are responsible for all maintenance and repairs
  - YOU are responsible if your car is in the shop for repairs
13. Winger provides the required collision and liability insurances on its vehicles. If a company-owned vehicle is damaged or involved in an accident during unauthorized use, the employee-driver will be held financially responsible and may be subject to disciplinary action.
14. Jobsite vehicles are not to be driven on public streets, unless properly licensed.
15. Report theft of any Winger vehicle, tools or materials immediately to your supervisor.
16. Obey all company, customer, state and federal safety rules, regulations, procedures, and instructions.

17. Many of our customers have banned riding in the back of pickup beds for safety reasons. For those that still allow that practice, sit down in the bed. Body parts are not allowed outside the truck body. DO NOT ride on the fenders or stand up. DO NOT jump off any vehicle while it is in motion.
18. Use every handhold and step available when getting in and out of equipment. NEVER jump down from equipment.
19. Use traffic signs, barricades or flaggers when construction takes place near public roadways.
20. Any employee exposed to vehicular traffic must wear high visibility traffic vests.
21. Should you need a tow, call Danny Thrasher, Winger Auto Manager, for assistance.



## CELL PHONE LAWS

Drivers that use cell phone devices are four times likely to be involved in a vehicle accident. It is highly dangerous to divide your attention from the task of driving while using cell phones. Many of our customer have banned the use of cell phones while driving, operating or even walking inside their facilities. Safely pull over off of the roadway or sidewalk if necessary.

### Nation Wide as of April 30, 2018:

1. **Hand-held Cell Phone Use Ban:** 16 states, D.C., Puerto Rico, Guam and the U.S. Virgin Islands prohibits all drivers from using hand-held cell phones while driving.
2. **All Cell Phone ban:** No state bans all cell phone use for all drivers, but 38 states and D.C. ban all cell phone use by novice or teen drivers, and 21 states and D.C. prohibit any cell phone use for school bus drivers.
3. **Text Messaging ban:** 47 states, D.C., Puerto Rico, Guam and the U.S. Virgin Islands ban text messaging for all drivers.

### Iowa Law:

1. As of July 1, 2017, Iowa has updated its previous cell phone use law, and has **banned use of electronic devices for text, email or the use of social media for all drivers while behind the wheel.** Before reading or texting the vehicle must be brought to a complete stop.
2. Drivers may still use hands free devices to talk or to check weather or traffic. Safely pull over off of the roadway if necessary.



## DAILY INSPECTIONS

1. As a driver, you are responsible for making sure your vehicle is safe to operate at the beginning of each trip or workday by performing an inspection.
2. All vehicles must have adequate braking systems and other safety devices.
3. Vehicle defects should be reported on the Winger Truck Inspection Form for the mechanic any problems you find during inspections.
4. DO NOT operate a vehicle with critical safety problems. If a vehicle does not pass inspection, tag the vehicle out of service and remove the key. Report any deficiencies to your supervisor or appropriate personnel to get the vehicle repaired as soon as possible.
5. All vehicle maintenance must be done by qualified personnel approved by management.
6. Vehicles should be cleaned (interior & exterior) regularly to maintain a good appearance for both you and the company. Windows should be kept clean so your vision will not be obstructed.
7. Vehicles must be the correct size and designed for intended use. Vehicles and machinery SHALL NOT be abused and misused.
8. All Company vehicles are to contain a fire extinguisher, first aid kit, current vehicle registration, current certificate of insurance, and accident forms.

Inspections should include at least the following:

1. Body integrity
2. Service brakes, including trailer brake connections and coupling devices.
3. Parking (hand) brake
4. Steering mechanism, horn
5. Headlights, tail lights, turn signals, lighting devices and reflectors
6. Tires, inflation and tread
7. Windows, windshield and wipers
8. Rear vision mirror or mirrors
9. Backup alarm
10. Check fluids
11. Safety cones are in good condition and writing is legible

## FUELING

1. To make it more convenient for you to fuel your assigned Company vehicle and to help you buy fuel at the lowest price, you are being issued a BP MasterCard credit card which is only valid for fuel purchases and certain maintenance items.
2. The authorized maintenance items are oil, filters, lubricants, and safety items, such as light bulbs and windshield wipers.
3. The card is accepted at nearly all branded gas stations. The cards are affiliated with BP and we get a discount at those stations. Please use BP whenever it is convenient.
4. Your card bears your name, additionally you have a unique pin tied to your name. If you use your pin for any Vehicle specific cards, we will have record that you purchased fuel for that vehicle.
5. The gas cards are to remain in your possession only for as long as you are assigned to drive a Company vehicle. Do not leave credit cards in vehicles.
6. Immediately report the loss of any Company credit card to Megan Laban at 214-552-6053.

## DEFENSIVE DRIVING RULES

Defensive driving is defined as “driving to save lives, time and money in spite of the conditions around you and the actions of others”.

1. Drive defensively. Stay focused, concentrate on driving, anticipate hazards, and correct to account for those hazardous conditions or situations.
2. You must not operate a vehicle at any time when your ability to do so is impaired, distracted, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.
3. Wear seat belts while operating or riding in all vehicles.
4. Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
5. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Obey all company, customer, state and federal safety rules, regulations, procedures, and instructions.
6. Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
  - Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be



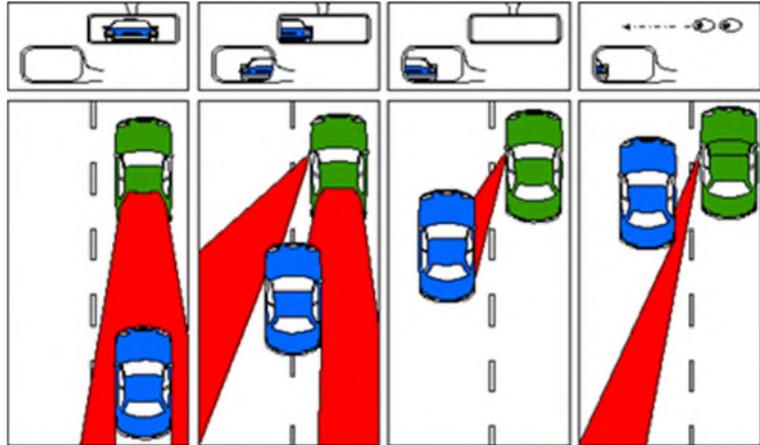
- increased to at least four-seconds.
- Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
7. Make frequent checks in your rearview and side mirrors for other vehicles behind you, pulling into and changing lanes and into your blind spot.
  8. Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
  9. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
  10. When passing, or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
  11. Watch other vehicles that have their turn signals on. Make sure they are turning in the designated direction before pulling out in front of them.
  12. When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
  13. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, may prevent you from being pushed into the car in front of you if you are rear-ended.
  14. It is against the law to pass any vehicle within 100 feet of a railroad crossing or intersection.
  15. Always watch for motorcycles, bicycles, pedestrians and children as they can be easily hidden by other vehicles or obstructions. In 40% of motorcycle crashes, other vehicles were turning left while motorcycles were going straight, passing or overtaking the vehicles. Pedestrians and bicycles in the roadway always have the right of way.
  16. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
  17. Use extreme caution when crossing any railroad crossing. STOP, LOOK, and LISTEN before crossing any set of tracks. Don't depend on lights, they may be inoperative.
  18. Watch the weather and consider the extra time it will take you when traveling in fog, rain, sleet, ice or snow.
  19. Be especially careful on bridges and overpasses when the temperature is at freezing or below.
  20. Deer are more prevalent during spring and fall, especially during sunrise and sunset. Scan the road and ditches for any movement. If you see one, there are probably more.
  21. Don't swerve for any animal. Survival chances are better than swerving into oncoming traffic or rolling the vehicle over in a ditch.
  22. Distracted Driving- these are some of the distractions that occur while driving:
    - Traffic
    - Other drivers
    - Pedestrians, children, pets
    - Adjusting radio, A/C, heater
    - Eating, drinking
    - Applying makeup
    - Shaving
    - Cell phones
    - Navigation devices
    - PDA's
    - Videos



## HOW TO ELIMINATE THE DREADED "BLIND SPOT"

"Blind spots" are a thing of the past! On any car or mini-van built in the last ten or twenty years (assuming it has a right-side mirror, which everyone should have), the mirrors can be adjusted so there are no **blind spots**. How?

1. The first step is to adjust the rear-view mirror to do exactly that - give you a view directly to the rear. Position it so that it best covers your view straight out the rear window. Don't bother tilting it to one side or the other to assist with your view of traffic to either side of your car. That's what the side mirrors are for.



2. Next, lean your head until it almost touches the driver's side window. Then, adjust your left side mirrors so that you can **just barely** see the side of your car, and no more than that.
3. Lean your head to the right towards the middle of the car and adjust the right-side mirror so that you can **just barely** see the right side of your car. You should NOT be able to see the side of your car when your head is perfectly upright. After all, why would you want to? When was the last time your own car ran into itself?
4. Check for blind spots by doing the following: While driving along a four-lane road in the right lane, note a vehicle in the left lane coming up to pass you from behind. Without moving your head, glance in the rear-view mirror and follow it as it approaches your car in the left lane. Just before it disappears from your view in the rear-view mirror, glance to the left side mirror. There it is. Now follow that vehicle in the side mirror as it begins to pass you. Then, just before it disappears from the side mirror, you should see it with your peripheral vision. Notice that without even turning your head, you never had a blind-spot. Then try it with the right-side mirror. Watch as you pass a vehicle travelling in the right lane, go from your peripheral vision, to your right-side mirror, to your rear-view mirror. Again, no blind-spot. If there is a blind spot for even a fraction of a second, your side mirror adjustment needs some fine-tuning.
  - This procedure should be done every time you get into a car in which you have not adjusted the mirrors. It only takes seconds and can make a big difference.
  - Far too many drivers do not use their side mirrors enough when changing lanes, instead relying on turning their heads and looking over their shoulder. The problem is as they are not set or adjusted properly - resulting in blind spots - the driver does not trust using the side mirrors. But, once they are adjusted properly, using them and trusting them to give you the information you require will become a habit.
  - With the mirrors adjusted properly, a shoulder check to change lanes becomes more of a "shoulder peek", meaning you don't have to turn your head so far. That means your peripheral vision will still provide a view in front of you - no "blind spot" in front of you either, meaning less chance of rear-ending a vehicle that has suddenly stopped.
  - As a side benefit, with the side mirrors tilted out farther, you will no longer have to worry about the bright lights of a vehicle behind you glaring in your eyes.
  - It may take a little while to feel comfortable with not being able to see the side of your own car in the side mirrors (if you really need to see it every now and then, just tilt your head a little!). Also, it may take a little time to stop relying on the side mirrors for looking to the rear. But once you get used to it, you'll love it. You'll feel much more confident and comfortable in traffic.

## PARKING AND BACKING UP POLICY

It has been Winger policy since May 1, 2015, to back into parking spaces such as parking lots, jobsites, etc. The best way to avoid a backing accident is: Don't Back Up! Think about it. If you don't back up, you won't have a backing accident.

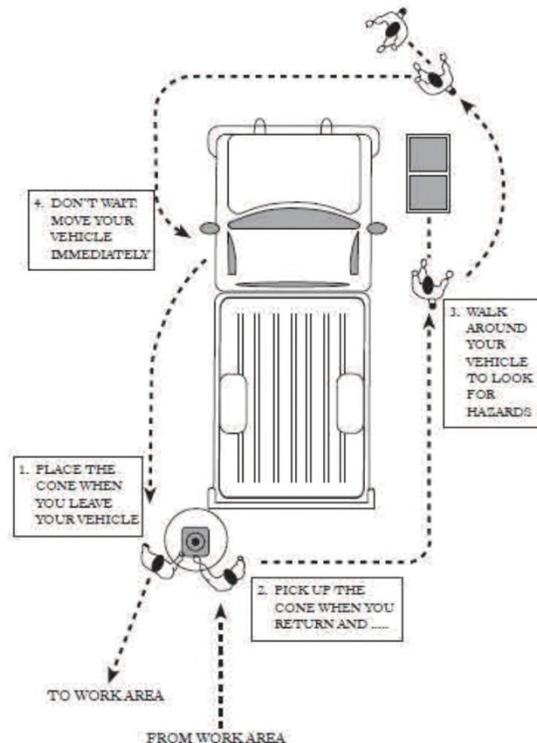
1. Audible back up alarm systems will be installed and maintained in working order on all fleet vehicles and powered industrial equipment operated by Winger employees. Verification of back up alarm operation will be performed before each vehicle use. To make sure the area is clear and you do not have an operable backup alarm or spotter, tap your horn twice to get the attention of others nearby, then back in.
2. All Winger employees will make an effort to park in a manner where they will not need to back up. Example: Employee arrives at a parking lot, pulls through one stall to park in the next. This will allow him or her to pull out of the stall without the need to back up.
3. When you arrive at a location, begin to think about how you will leave. As an alternative to backing later, enter the parking area looking for ways to avoid backing.
4. Look for a pull-through situation. Look for curb-side parking with no restriction in front of you. Look for a way to beat the odds by steering clear of the backing maneuver whenever you can. The extra time you take won't make a dent in your schedule or make a mark on your driving record.
5. The driver must use a "spotter", if available, when backing a vehicle or construction equipment. Agree on signals before starting, especially the signal for "stop".
  - Position the spotter where you can visually see him/her, where he/she is out of your path of travel, and where he/she can clearly see behind the vehicle. Stop immediately if you lose sight of your spotter. If you are in doubt of the situation, stop immediately, get out of your vehicle and check the situation yourself.
  - If a spotter is not available, the driver must check under and around the vehicle to make sure the area is clear before proceeding to back a vehicle. Use the rear view and side mirrors, and if possible, look behind you.
  - Back up immediately, but slowly, before the present situation has time to change. Whether or not a spotter is available, while backing a vehicle, always periodically check the front of the vehicle.
  - When another employee is there to assist the driver, they should act as a spotter. Even when using a spotter, the driver is still responsible if an accident occurs. Drivers can use the advice of the spotter; not to depend upon them. If they back into a fixed object or otherwise have an accident, they will be held responsible despite the use of a helper.
  - The use of a spotter does not excuse the driver from making a "circle of safety," rather it enhances it. The driver can tell the spotter what to watch out for, and act as an extra set of eyes.
6. In addition to the procedure above, the act of backing will result in the reduction of the potential for property damages and/or personal injury.
7. Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
8. When backing a vehicle or equipment for staging, extreme caution SHALL be exercised to avoid injury or property damage.
9. When backing up, Winger employees will walk around the vehicle to inspect for damage & clearances. When possible, the preferred method is for a co-worker to spot vehicle movement.
10. Check behind your vehicle. Back to the driver's side. Do not back around a corner or into an area of no visibility.
11. Winger employees must stay clear of fire lanes; avoid blocking overhead doors, egress routes, etc. All vehicles must be parked in a manner that will comply with site rules, regulations, procedures, best practices, the facility PEO/EAP, and will not disrupt the work of others.
12. Service vehicles shall not be left running while unattended. The only exception to this rule is for industrial diesel equipment during the cold months. Note: Upon request to the team Manager, Supervisor, or Superintendent may grant an exception when weather conditions are extreme.

- Set parking brakes when vehicles and equipment are parked and chock the wheels if they are on an incline. Some customers require chocking the wheels of any vehicle on their plant site that is not parked in their parking lot.

### SAFETY CONE - How to Perform the “Circle of Safety”

This Safety Cone policy will help remind us all to establish a “circle of safety.” A number of companies require their drivers do what is called “Walk the Safety Circle.” Experience has shown that this “walk around” procedure creates a level of awareness and alertness that has been effective in preventing accidents. If practical, it is preferred that the vehicle operator select a parking location which does not require backing to re-enter the flow of traffic. When this is not possible, adhere to the following procedures:

- All Winger employees operating fleet vehicles (vans, trucks and vac trucks) will utilize a policy of placing a green Hi viz fluorescent green, 18” safety cone at the outer most corner of the outward direction of the vehicle or at the rear traffic side of the vehicle if parallel parked.
- The cone should be placed immediately after parking and picked up just before leaving.
- While walking around the vehicle to retrieve the cone, the employee will inspect for damages and clearances before moving the vehicle. The drivers get out of their vehicle and make a clockwise “walk around” their vehicle, and pick up the cones prior to backing up or driving away.
- Only use the cones designated for vehicles. Orange barricade cones are not to be used as vehicle safety cones. Vehicle safety cones are to be florescent green only.
- The placement of cones in this manner will require vehicle operators to remove them before moving the vehicle and encourage a survey of the area behind the vehicle prior to backing.
- Placing a second cone at the left front of the vehicle can help increase the level of safety.
- Winger employees are responsible for keeping their cones in good condition and keeping all writing legible. This is included on your daily vehicle inspections.



Note: More than just backing accidents can be prevented by the “walk around.” There are many incidents of property damage caused by vehicles sideswiping low stationary objects as the driver pulls away. Drivers are often focused on the task at hand and forget about obstacles they’ve seen when arriving. Most importantly, this practice will identify if there is anyone in the immediate area.

This cone policy does not apply to personal vehicles that may be operated on site by Winger employees with customer approval. Orange barricade cones may be utilized as needed to secure work area while operating certain equipment. This procedure does not apply to the following:

- All forklifts (rough terrain and straight mast)
- Scissor lifts
- Golf carts
- Articulating boom lifts
- Single man lifts

## VEHICLE MATERIAL HANDLING

Our company business frequently requires transportation of pipe and metal fabrication parts on vehicles. Improperly installed racks or materials improperly secured to the rack can be extremely hazardous to others on the road or construction site. Take these precautions:

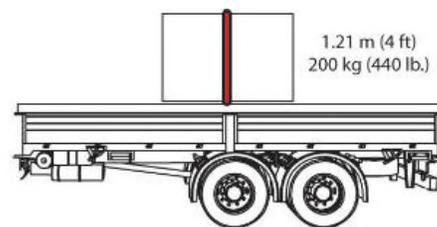
1. Make sure pipe racks are securely bolted in place. Use lock washers to keep the nuts from vibrating loose.
2. Check the rack frequently to make sure it is secured in place.
3. When using a pickup truck, install a steel grate over the back window to keep pipe and other objects from flying through the rear window due to an accident or abrupt stop.
4. Avoid overloading the racks with too many items, such as sticks of pipe, conduit, etc.
5. Avoid stacking materials too high as well.
6. Material racks inside vans must keep items secured from sliding and falling inside the vehicle.
7. Never exceed the GVWR (Gross Vehicle Weight Rating) of your truck, trailer or vehicle.
8. Use the correct load rated nylon straps with ratchets, chains and chain binders or come-alongs to secure heavy loads on trailers and materials to the rack. DO NOT use duct tape or wire to secure loads.
9. All loads or equipment must be secured while in transit. Use as many tie-downs as you need to effectively secure the load you are transporting.
10. Secure ladders to the rack in the same way.
11. Recheck the security of the load before you start off.
12. For loads extending 4' or more, use warning flags (D.O.T. orange 18" x 18") on the highway, or caution tape around construction sites, to mark the end of the pipe or ladders sticking out over the back of the rack or tailgate.
13. Projections beyond the rear of motor vehicles 4' or more shall have the following during hours when headlamps are required:
  - On each side of the projecting load, one red side marker lamp, visible from the side, located so as to indicate maximum overhang.
  - On the rear of the projecting load, two red lamps, visible from the rear, one at each side; and two red reflectors visible from the rear, one at each side, located so as to indicate maximum width.
14. Remember heavy loaded vehicles take longer to stop than lighter vehicles. A truck loaded with pipe or metal fab parts will take several seconds or 4 times longer to stop than the same empty truck going the same speed.
15. For loads extending 3' or more, use warning flags (D.O.T. orange 18" x 18") on the highway, or caution tape around construction sites, to mark the end of the pipe or ladders sticking out over the back of the rack or tailgate.



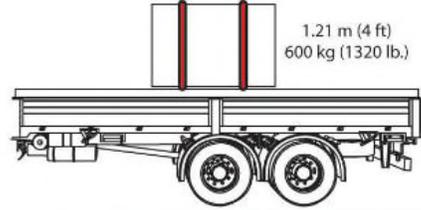
## HOW MANY TIEDOWNS ARE REQUIRED?

If cargo is not prevented from forward movement (for example, by the headboard, bulkhead, other cargo, or tiedown attached to the cargo), secure the cargo according to the following requirements:

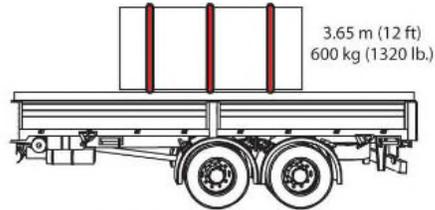
Article Description	Minimum # of Tiedowns
<ul style="list-style-type: none"> <li>• 5 ft. or shorter</li> <li>• 1,100 lb. or lighter</li> </ul>	1



Article Description	Minimum # of Tiedowns
<ul style="list-style-type: none"> <li>• 5 ft. or shorter</li> <li>• Over 1,100 lb.</li> </ul>	2

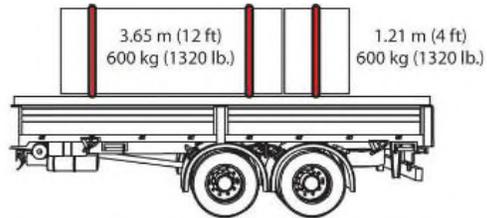


Article Description	Minimum # of Tiedowns
<ul style="list-style-type: none"> <li>• More than 5 ft. but 10 ft. or less</li> </ul>	2



When cargo is prevented from forward movement (for example, by the headboard, bulkhead, other cargo, or tiedown), secure the cargo according to the following requirements:

Article Description	Minimum # of Tiedowns
All Cargo	1 tiedown for every 10 ft., or part thereof



**Note:** A vehicle transporting one or more articles of cargo such as, but not limited to, machinery or fabricated structural items (e.g., steel or concrete beams, crane booms, girders, and trusses, etc.) which, because of their design, size, shape, or weight, must be fastened by special methods. However, any article of cargo carried on that vehicle must be securely and adequately fastened to the vehicle.

## ATVS, GOLF CARTS, AND UTILITY CARTS

1. All Winger ATVs, golf carts, and utility vehicles shall be operated by Winger employees only.
2. Under no circumstances should these vehicles be operated on public roads.
3. No more riders than recommended by the manufacturer.
4. Seat belts shall be worn.
5. No passenger may ride in cargo areas.
6. Load limits must be adhered to.
7. Site speed limits shall be observed at all times.
8. All vehicles shall have a 5' warning flag attached to better identify them in the field.
9. Hard hats and safety glasses shall be worn at all times when operating these carts on an active work site.
10. No towing of any kind will be allowed with any ATV, golf cart, or utility vehicle.
11. Arms, legs, and head shall remain inside the vehicle at all times.
12. Keys are to be removed, from the vehicles, unless otherwise specified by the customer.
13. When parked, they shall be left in gear and the parking brake engaged.



## WHAT TO DO IN CASE OF A VEHICLE ACCIDENT

Every driver of a motor vehicle involved in an accident from which results injury to or death of any person or person, or property damage of any kind, regardless of the amount, shall:

1. **STOP.** The law says the driver must stop their vehicle as close to the crash scene as possible without blocking traffic. Leaving the scene of an accident is a serious offense. No matter how bad the wreck looks to the driver, it will be ten times worse if he does a hit-and-run routine. Little scratches have a way of turning into big dents overnight.
2. **PROTECT THE SCENE.** The driver should turn on his or her flashers and make sure there are flares at least 200 yards down the road from the crash, fore and aft. On an interstate, put out several flares up to a quarter mile behind the accident. If flares are not set up, other vehicles could slam into the crash, making matters worse. DO NOT disturb the accident site until an adequate review has been conducted. If possible, take photographs to document as much of the accident scene, vehicle/property damages and/or injuries. Include in the pictures the other vehicle and its license plate, and your vehicle number and license plate.
3. **HELP THE INJURED.** This does not mean he or she should administer first aid, and pave the way for a law suit. All the driver is expected to do is what any untrained adult would do in a similar crisis. Make an injured person comfortable, moving them only if they are in serious danger where they are, and stopping any serious bleeding, usually with a folded handkerchief pressed to the bleeding point. (movement of injured persons by a driver should not be undertaken if likely to cause further injury);
4. **CALL 911.** Once the driver has done the above steps, they must call the police and/or an ambulance. Stay calm and give the emergency operator as much information as you can about the incident.
5. **PHONE OR RADIO THE COMPANY.** As soon as it is possible, without causing traffic problems, call your supervisor and Winger Safety Director immediately to report any property damage or bodily injury.
6. **STAY AT THE SCENE.** A driver involved in an accident must not leave the scene until they have carried out all of their responsibilities under the law. One of these is making themselves available to the other driver and the authorities.
7. **IDENTIFY THEMSELVES TO OTHERS.** If the driver gets into an accident, they must identify themselves and their company to the other driver and to the police and any other authority who requests it. Required are their address, license plate number, firm name, driver's license, registration insurance carrier, and proof of insurance. Secure the names and addresses of all witnesses to the accident.
8. **USE A WRECKER ONLY WITH POLICE SAY-SO.** If the vehicle must be moved to clear traffic, the police will instruct the driver; only the police can order the vehicle moved. If the driver thinks it is important to get photographs before the vehicle is moved, they should tell the police. They will usually honor such request. The driver should not let any wrecker hook up to his vehicle without police consent.
9. **MAKE A COMPLETE PERSONAL RECORD.** As soon as they can, the driver should write down everything they remember about the accident before their memory fades and witnesses disappear. A written record made at the scene is good evidence in court.
10. **DON'T SIGN ANYTHING OR TALK TO ANYONE BUT THE POLICE.** The only item a driver needs to sign is a traffic citation, if the police request it. Often this comes later. Under no circumstances should the driver sign anything prepared by the other motorist. Here again, you can't overstress the need that the driver must not shoot his mouth. Employees shouldn't try to fix blame, accuse anyone, discuss the accident with bystanders, or admit they were wrong. Name, address, company, and insurance carrier are all they need to tell. Let the police, court or insurance company make the final determination of who was in the right. DO NOT discuss the accident with anyone except the police officer, Winger supervision, or our company insurance representative.
11. **NOTIFY** the Winger Safety Director immediately to assist with case management.
12. **POST ACCIDENT DRUG SCREEN** Per insurance requirements, any employee whose driving contributes to any vehicle accident will be required to take a drug and alcohol test within 24 hours.
13. **COMPLETE THE WINGER INCIDENT FORM AND DOT REPORTS.** Complete the accident report form and Iowa DOT report in detail (somebody unfamiliar with the accident should be able to fully understand what happened) and immediately send it and digital pictures to the Safety Director. This must be received no later than the next business day (no exceptions).

## SOURCE CREDITS

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## DOCUMENT CONTROL

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