

OVERVIEW

Associates are expected to operate vehicles using a defensive driving attitude and with due regard for their safety and that of their passengers as well as other motorists, following posted speed limits when applicable, allowing for adequate following distance etc.

When vehicles are operated in Priority 1 response, and clear visibility with dry road surfaces, Associates shall not operate the vehicle 10 MPH higher than the posted speed limit and coming to a complete stop at all intersections. During times of decreased visibility, wet roads etc. the vehicle shall be driven with due regard, below the posted speed limit.

As a part of our overall defensive driving program, all operational vehicles are equipped with a Samsara Camera video monitor system.

It shall be the policy to review each Samsara Camera event on a daily basis in order to maintain the highest level of safe driving behavior by each employee. The following policy is implemented to ensure the utmost integrity of the program.

Procedure

The system will automatically send out alerts whenever trigger events occur. Trigger events include:

- Excessive speed
- Aggressive acceleration and deceleration
- Aggressive turns
- Driver distraction movements (abnormal head movements)
- Abrupt/Sudden motion changes such as when hitting curbs, too fast over speed bumps, and/or hard pothole impacts, etc....
- Failure to wear seatbelt while vehicle is in motion (+5mph)

Alert Distributions:

- Shift Commander Responsibilities – Each alert of the system, the on-duty Field Supervisors will perform reviews on each vehicle listed in their respective markets. And submit appropriate notifications to Division Managers, Area Managers, and/or General Managers as needed.
- Division/Area Manager –Responsible for viewing the events and performing a review on each event submitted to them. Review documents, feedback, and Corrective Actions (if needed) should be printed and sent to General Manger for approval.
- General Manager – Responsible for approving all review documentation, positive feedback, and Corrective Actions to the staff and disseminating it appropriately. GM will be responsible for collecting all video files via download if needed to preserve the event. GM will also be responsible for ensuring consistent application of this process for every alerted event.

REVIEW PROCESS - General Notes

- Associates who choose to use a cellphone or GPS device for directions should only do with the device secured in a holder such that does not require them to utilize their hands while driving and does not interfere or block the camera view.
- Each event should be reviewed by a supervisor.
- After an event has been reviewed, it should be marked as reviewed on the Samsara dashboard.
- The progressive disciplinary process should be followed for each event that is a violation of company policy. Each event that shows a company violation should receive progressive corrective action (in accordance with the definitions below). These should be forwarded to the Division Manager or General Manager for final approval
- Each event that is positive should have positive comments entered and be forwarded to Division Manager for final approval.
- Each event that is not a company policy violation and that is not positive must have comments attached and the event will be forwarded to the Division Manager or General Manager with suggested outcome for final review and approval.
- Every pertinent event will be assigned to the appropriate driver and saved.
- The following guidelines are meant to serve as guidelines, there may be extenuating circumstances that may cause deviation from the policy.
- The progression of events shall follow a 12-month calendar. (if your second violation is 12 months and 6 days from the first—it is treated as first—if your second event is 11 months from your first it will be treated as second)

Detail

The following are samples of the Event Severity and associate causes usually involved with triggering the recording of the event:

Level 1 – Minor Incident Sample causes include:

- pothole
- speed bump
- road dip
- driveway
- rough surface

Level 2 – Erratic Driving Sample causes include:

- hard braking/acceleration
- hard cornering
- skidding or major body roll
- lane weaving
- speeding

Level 3 – Serious Incident Sample causes include:

- not wearing seatbelt when vehicle is in motion
- ignoring traffic control devices
- unauthorized vehicle use
- tampering with Samsara Camera equipment

Level 4 – Most Serious Incident Sample causes include:

- major collision
- intentional damage
- reckless/dangerous activity
- endangering passengers or others
- serious traffic violations
- distracted driving or texting

Corrective Action Plans

Level 1 – Minor Incident – Samsara Camera QA form and Mentorship on each incident.

- On 3rd incident: Verbal Corrective Action
- On 6th incident: Formal Corrective Action Level (dependent upon previous corrective action(s))
- On 9th incident: Formal Corrective Action Level (dependent upon previous corrective action(s))
- On 12th incident: Termination (unless mitigating circumstances)

Level 2 – Erratic Driving - Samsara Camera QA form and Mentorship on each incident

- On 2nd incident: Verbal Corrective Action
- On 4th incident: Formal Corrective Action Level (dependent upon previous corrective action(s))
- On 6th incident: Formal Corrective Action Level (dependent upon previous corrective action(s))
- On 8th incident: Termination (unless mitigating circumstances)

Level 3 – Serious Incident - Samsara Camera QA form and Mentorship on each incident

- On 1st incident: Verbal Corrective Action
- On 2nd incident: Formal Corrective Action Level (dependent upon previous corrective action(s))
- On 3rd incident: Formal Corrective Action Level (dependent upon previous corrective action(s))
- On 4th incident: Termination (unless mitigating circumstances)

Level 4 – Most Serious Incident - Samsara Camera QA form and Mentorship on each incident

- Discretionary by MGM and DGM. Incidents of this nature can result in no action in the instance of a no-fault accident or can result in immediate termination.

Special Safety Concerns

Because of the high level of risk of injury and/or death associated with the following infractions/behaviors/activities, violations may result in formal corrective action including immediate termination:

- Traveling through an intersection where we have a red light while running lights and sirens without coming to a full stop and clearing the intersection prior to proceeding.
- Speeding or otherwise operating the Vehicle in a reckless or dangerous manner.
- Texting while driving and/or other unnecessary egregious distracted driving activities.
- Operating the emergency vehicle in a manner that prevents the operator from maintaining control.
- Operating the emergency vehicle without due regard for other motorists.