

# Hiland Dairy Foods Company's Fleet Safety Rules

The following rules are for your own safety, if they are broken, disciplinary action may be taken.

## **Fleet/ Equipment Issues**

1. Be aware of the height and width of your vehicle and use caution when driving under or around obstructions.
2. The trucks, including the cabs of the trucks, should be kept clean and free of trash and rubble.
3. Drive only the type vehicle for which you have been authorized and trained.
4. Do not operate any vehicle that appears to be unsafe.
5. Report any vehicle defects to your supervisor or on vehicle report sheet.
6. Allow no unauthorized riders in company vehicles
7. Before backing, check the area to make sure it is clear.
8. "Back in – Not out" wherever possible.
9. Shut off electrical power before connecting or disconnecting electrical cords to your vehicle. Hang up all electrical cords when not in use.
10. Report all injuries, accidents, near accidents and traffic citations to your supervisor by the end of the workday.
11. Any employee involved in an accident shall report such immediately to his/her supervisor.
12. Report any restrictions of your driving privilege to your supervisor immediately.
13. Fire extinguishers and reflectors are to be in or on the vehicle.
14. No pushing, towing, or permitting same.
15. Obstructions, such as cardboard, are not to be place in front of radiator.
16. Water should not be added to an overheated engine until it has been cooled to under 140 degrees which will usually take about an hour or more. Temperature should remain below 180 degrees.
17. Drivers are responsible for checking oil and water in vehicles on a daily basis to insure proper pressure and temperature.
18. Vehicles should not be moved with doors open.
19. Idling of engines is not permitted when driver is away from vehicle.
20. Emergency brakes should be set when leaving truck for any reason.
21. Wear seatbelts at all times when vehicle is moving.
22. Know and follow all cell phone rules and prohibitions.

## **Employee Safety Issues**

1. Never jump from your truck, trailers or cab, step down using three points of contacts.
2. Do not dolly excessive number of loaded cases to save time (no more than 8 loaded cases on a dolly, no stacks more than six high)
3. Do not attempt to catch a falling stack of cases, get out of the way!
4. Do not lift excessive number of loaded cases at a time (never more than 2 full cases)
5. Footwear should be slip resistant with decent tread maintained.
6. Use proper lifting technique, feet spread apart, object close to body.
7. Report all safety issues to your supervisor and/or record on the branch action board.
8. Face in the direction of travel when using a dolly or pulling stacks.
9. Make sure all dock plates are in good shape and properly secured before use.
10. Never take shortcuts to save time at the expense of safety!
11. Anticipate slippery conditions in your vehicle, trailer, outside or at the customer location.

**Safety First, All the Rest will Follow!**

**Hiland Dairy Foods Company's**  
**Fleet Safety Rules**  
**Acknowledgment Form**

This is to acknowledge that I have received a copy of the Hiland Dairy Foods Company, LLC's *Fleet Safety Rules*. I understand that it is my responsibility to read this policy and comply with the guidelines.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/H.R. Signature \_\_\_\_\_ Date \_\_\_\_\_