



Vehicle Safety Policy

Our Company recognizes that our Employee / Contractors are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our Employee / Contractors. The Company will do everything possible to prevent workplace accidents and is committed to providing a **safe** working environment for **all Employee / Contractors**.

Traffic related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors of which the majority is uncontrollable. The purpose of She Loves To Do Laundry, LLC Vehicle Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our Employee / Contractors not only as Employee / Contractors but also as human beings crucial to the success of their family, the local community and She Loves To Do Laundry, LLC. To further this goal, our Company has developed a Vehicle Safety Policy effective August 1, 2009. The Program will consist of six components: Recruitment, Job Requirements, Preventative Maintenance, and Accident Investigation. This policy applies to all candidates for employment as well as all current Employee / Contractors.

Recruitment:

She Loves To Do Laundry, LLC. Focuses its initial efforts on driver selection through a variety of resources, the first being the job application. The application packet includes a background check to include a motor vehicle report (MVR). New Hire selection will be made upon completion of a formal interview and background check to include contacting references and review of the MVR. MVRs will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per 3-years. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, 3 violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective Employee / Contractor or possible termination and/or disciplinary actions of an active Employee / Contractor.

Drug/Alcohol Testing:

Initial and periodic random drug and alcohol testing will be conducted if required by client. Testing will be conducted by a licensed medical facility designated by SHE LOVES TO DO LAUNDRY, LLC,. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

Job Requirements:

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All positions that require a current or prospective Employee / Contractor to drive to and from a work site may require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks. As part of the recruitment process, prospective Employee / Contractors may be required to complete a satisfactory road test.

Procedures:

All Employee / Contractors are expected to wear seat belts at all times while in a moving vehicle being used for company business, whether they are the driver or a passenger. The use of handheld cell phones/or laptop computers whether personal or business-owned, while behind the wheel of a moving vehicle being used on company business is strictly prohibited. Although the use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency Circumstances. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic. All Employee / Contractors are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving. Employee / Contractors should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt. Failure to adhere to these procedures may result in disciplinary action per company policy.

Preventative Maintenance:

To retain the safety and integrity of the vehicle, motor vehicle maintenance should be done to ensure all vehicles are operating at their best. Employee / Contractors should conduct pre-trip vehicle Inspections.

Accident Investigation Procedures:

SHE LOVES TO DO LAUNDRY, LLC,. Realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Post-accident procedures for supervisors and drivers are to secure the details of the accident and document the damage. Contact the Human Resource department and provide a description of the accident and/or Employee / Contractor injury report. Providing detailed facts of the accident will help the insurance carrier deter fraudulent third party insurance schemes. All Employee / Contractors should have paper, a pen, and a disposable or digital camera in their vehicle. Drivers should document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Employee / Contractor Owned Vehicles for Business Use:

SHE LOVES TO DO LAUNDRY, LLC,. Recommends that all business and personal miles be logged and tracked in a ledger. Once again, Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, of which the majority is uncontrollable. The purpose of SHE LOVES TO DO LAUNDRY, LLC, Vehicle Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our Employee / Contractors not only as Employee / Contractors but also as human beings crucial to the success of their family, the local community, and She Loves To Do Laundry,

LLC. All Employee / Contractors are expected and required to actively participate in this program for their own health and well-being. SHE LOVES TO DO LAUNDRY, LLC,. encourages its Employee / Contractors to take a proactive approach in identifying and eliminating potential hazards. MVRs will be requested periodically at a minimum of at least once per 3-years. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, (3) violations in the past three years will be grounds for an unsatisfactory MVR and cause for termination and/or disciplinary actions. SHE LOVES TO DO LAUNDRY, LLC,. conducts, at its discretion, random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination. We encourage all Employee / Contractors to maintain their vehicles. SHE LOVES TO DO LAUNDRY, LLC,. Realizes a proper working vehicle is the first step to ensuring everyone's safety. All Employee / Contractors should have paper, a pen, and a disposable or digital camera in their vehicle. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all Vehicles involved.

REPORT ALL ACCIDENTS IMMEDIATELY TO YOUR HR Department AND/OR SUPERVISOR.

Use of seatbelts and other safety devices is mandatory

I have read and understand She Loves To Do Laundry, LLC Vehicle Safety Policy, and its requirements and expectations of me as an Employee / Contractor.

Name:

Date