



**LEGO**  
*CONSTRUCTION CO.*

**DRIVER AND VEHICLE  
SAFETY HANDBOOK**

June, 2021

## POLICY STATEMENT

The following states LEGO Construction Co. position with respect to safety, vehicle accidents, and the losses which result from accidents.

Accidents are of considerable concern to us because:

- Any accident involving a company vehicle, even though minor, involves potential personal injury, and affects the safety and well being of our employees, customers, and other drivers.
- Accidents are costly and time consuming. They have a definite bearing on our operational costs and often reflect basic conditions for other potential losses.
- Our own insurance costs eventually reflect these losses.

At LEGO Construction Co., Inc. safety is one of the most important and critical elements of our success. Drivers are to take personal responsibility for the safe operation of their vehicle. Safety is a critical element considered at each performance review.

Because our company has an interest in your personal safety, and the general public as well, our established policy provides that vehicles should be operated only...

- When the vehicle is in good, safe mechanical condition;
- When the driver feels capable of driving safely;
- In accordance with all traffic laws, signals, and markings, with additional consideration for weather and traffic conditions;
- In accordance with the principles of “defensive driving”, the driver always being on the alert and prepared to compensate for unpredictable actions of other drivers and pedestrians;
- In a courteous manner at all times, with consideration for the rights of other drivers and pedestrians.

It is anticipated that each individual at LEGO Construction Co. will do his or her part towards the success of this program.

*Rodrigo Q.*  
Rodrigo Quiroga  
Safety Director  
LEGO Constructions Co.

## **DRIVER ELIGIBILITY REQUIREMENTS**

General – Applicable to all drivers:

All drivers must be approved by the insurance company, no employee of LEGO Construction Co, can drive vehicles of the company without having previously been approved in writing by the insurance company.

The eligibility parameters to be followed are those required by the insurance company, and:

- It is absolutely forbidden to allow any person not employed by LEGO Co, and accepted by insurance, to drive LEGO Construction Co. vehicles.
- Must have a valid and current driver's license.

### **Behavior, Actions or Background NOT Accepted by LEGO Co:**

1. Leaving the scene of an accident.
2. DUI or DWI.
3. Text and Drive
4. Reckless driving or conduct.
5. Speeding.
6. Eluding police.
7. Driving with a suspended, revoked, or fraudulent license.
8. Failure to report or making a false report of an accident.

**ALL EMPLOYEES OF LEGO CO. MUST FOLLOW LOCAL, STATE AND FEDERAL STANDARDS, RULES AND LAWS WITHOUT EXCEPTION.**

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## **VERIFICATION OF DRIVING RECORD**

### **Motor Vehicle Records**

Each applicant's driver license will be verified at the time of employment and a copy of the applicant's Motor Vehicle Record (MVR) will be obtained at hire, and annually thereafter, to ensure that employees of LEGO Construction Co., maintain good driving records.

- a) MVRs shall be obtained for each employee of LEGO Construction Co. whose job description requires driving a company owned or operated vehicle.
- b) MVRs are to be evaluated according to the Driver Eligibility Requirements on the previous page.
- c) MVRs will be obtained:
  - Prior to employment;
  - After involvement in an accident or receiving a citation;
  - Any other time management deems it advisable.

### **Driver's Licenses**

- a) Revocation or suspension of a driver's license must be reported to the company immediately.
- b) Only one valid driver's license is to be held by an employee of LEGO Construction Co. at any time. The current license must be issued in the driver's state of residence, or, if required by state law, the license will be issued in the state where the person is gainfully employed. A copy of the driver's license will be maintained in the driver's file. License verification of employees of LEGO Construction Co. is made via a Motor Vehicle Record report (DMV printout).
- c) Driver's licenses will be checked for the following:
  - The state of issue;
  - Date issued;
  - Date of expiration;
  - Restrictions;
  - Violations (if in a state where violations are listed on the license);
  - Any evidence of alteration or mutilation.

## **DRIVER RESPONSIBILITY**

All motor vehicle violations and accidents in company and personal vehicles, must be reported to management as soon after the incident as practical. Failure to do so may result in disciplinary action up to and including termination of employment.

It is every driver's responsibility to drive defensively to avoid accidents, and safely maintain each vehicle under the driver's control. Defensive Driving is defined as "Driving to avoid accidents in spite of the incorrect actions of others, and the adverse conditions of weather, visibility, light, and traffic that the driver may encounter on the road". Failure to operate a vehicle safely may result in a suspension of driving duties or termination of employment.

A "preventable accident" is one in which the driver failed to exercise reasonable precautions to prevent the accident. Preventable accidents are defined in the National Safety Council's "Guide for Determining Preventability of Motor Vehicle Accidents".

The Accident Review Committee will review each vehicle accident and a determination of preventability made. Drivers with unacceptable driving records will be subject to a progressive disciplinary procedure. Poor driving behavior can result in remedial training, days off without pay, reassignment to a non-driving job or termination of employment.

## **DRIVING PRIVILEGE**

Only qualified and reliable employees with safe driving records are permitted to drive company vehicles. If adverse driving behavior, such as accident involvement, repeated violations of traffic laws, or poor vehicle condition and maintenance is experienced, drivers will be subject to a progressive disciplinary procedure.

The following are minimum guidelines for appropriate, graduated driver discipline for accidents occurring in company vehicles:

- One (1) preventable accident in one year: Written Warning, 1 day post-accident retraining at corporate office with pay.
- Two (2) preventable accidents within one year: Written Warning, 1 day post-accident retraining at corporate office with pay, and subject to transfer to a non-driving assignment, or termination of employment.
- Three (3) preventable accidents within one year: Termination of employment.
- Two (2) preventable accidents within two years: Written Warning, 1 day post-accident retraining at corporate office with pay.
- Three (3) preventable accidents within three years: Transfer to non-driving job or termination of employment.

(Generally, an accident in which over \$500.00 in damage occurs will result in a suspension. If a pattern of non-suspension accidents develops, potential disciplinary procedures could result in termination.)

## **REAR END COLLISIONS**

Rear end collisions are one of the most devastating types of crashes involving commercial motor vehicles. If a large truck rear ends a passenger vehicle, the sheer force of impact is enough to cause a catastrophic result. If you strike another vehicle from behind, chances are you will be at fault. The vast majority of these types of collisions are preventable, since most are caused by driver error. You can reduce your risk of being in a rear end collision by staying alert, driving defensively, and by leaving plenty of space between your vehicle and the vehicle in front of you.

Because the liability exposure to our company is so high in a rear end collision, we have developed a Zero Tolerance Policy regarding these types of incidents. We simply cannot afford the ramifications of rear end collisions. If you are found to be at-fault in a rear end collision, your employment will be terminated.

## **WHAT TO DO AT THE ACCIDENT SCENE**

In spite of our best efforts to avoid accidents, we realize they can happen and we must be prepared when they do. If you are involved in a vehicle accident, do the following:

- Stop immediately.
- If you are not injured, protect the accident scene to prevent other vehicles from becoming involved. Put out emergency reflectors or flares.
- Call for help and the police if necessary.
- Notify your supervisor or manager.
- Take photographs of the accident scene.
- Hand out witness cards and get names, addresses, and telephone numbers of witnesses.
- Do not admit liability at the accident scene.

In many cases, determining fault for an accident is done only after extensive investigation. Be courteous to others at the scene, but never take the blame. Let the investigators determine that. Also, do not discuss the details of the accident with anyone other than a licensed authority such as a police officer or our insurance company representative, without getting prior approval from management.

## **RULES OF CONDUCT FOR DRIVERS**

- Obey all traffic laws.
- Be courteous to other drivers and pedestrians.
- Maintain at least a 3-second following distance from the vehicle ahead under excellent driving conditions; 4-seconds if over 40 mph. If you encounter adverse conditions of road traffic, light, visibility, or weather, add a second or two for good measure.
- Help other drivers to safely negotiate the highway. If it is safe to do so, allow other drivers to merge into your lane by backing off and letting them in. This applies at freeway on-ramps as well. This courtesy will help you avoid accident involvement and make the highway a more pleasant place to be.
- Always use the GOAL principle (Get Out And Look) when backing, or driving under an object.

## **VEHICLE USE POLICY**

Company vehicles are intended to be used for company use only. Personal use is strictly prohibited, unless prior written permission is granted by management. When assigned a company vehicle, its use is restricted to the assigned driver only. Use by family members or non-employees is not permitted. The use of personal vehicles for work is not allowed, so the vehicle owner will be responsible for any accident / incident that may occur, releasing the company from any liability.

## **SEAT BELT USE POLICY**

Use of seat belts by LEGO Construction Co. drivers and all occupants of the vehicle is mandatory. Studies have shown that injuries are reduced or completely avoided when seat belts are worn.

## **DRIVER EDUCATION**

Each employee who is assigned a company vehicle, or whose job description necessitates the frequent use of a company vehicle, must pass the company's new hire training and safety course.

Monthly driver safety meetings will be conducted. At least one safe driving topic will be discussed each month with driving employees. Meetings will be regularly scheduled, and documented on a prescribed form as to the date of the meeting, topic(s) discussed, and the names of drivers attending.

## **VEHICLE MAINTENANCE**

All of our vehicles are operated under a full maintenance program. Any malfunctions or safety concerns should always be reported to a supervisor and noted on a Vehicle Inspection Report (VIR) to ensure repairs are made.

- Part of your daily routine includes a pre-trip and post-trip inspection of your vehicle using a company provided VIR. Turn in a copy of the VIR at the end of your shift.
- Keep your car clean. Loose papers, soda cans, or bottles and other unnecessary items in the car can be hazardous.

## **SMOKING POLICY**

Because of the obvious health and safety concerns, and out of courtesy for other employees, smoking is not permitted in company vehicles or at customer facilities.



## **PRE DRIVE DAILY INSPECTION COMPANY VEHICLES POLICY**

At LEGO Construction Co. we are ever mindful of the safety and security of our employees, the company vehicles they drive, and the personal vehicles. For this reason, our employees are required to abide by the following:

- Car doors shall be locked when not attended.
- The driver must check the vehicle daily before driving it. This inspection should include but is not limited to:

Tires, mirror position, auxiliary mirrors, glass cleaning, gasoline, seat belt, seat position, Headlights, guiners, stop lights, windshield wipers, etc.

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### ***DISCIPLINARY ACTIONS FOR EMPLOYEES WHO VIOLATE THE "PRE DRIVE COMPANY VEHICLES POLICY"***

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If an employee is found to be in non-compliance with any part(s) of the "Pre Drive Company VehiclesPolicy" listed above, the following will apply:

- Employee will be suspended for five (5) days without pay.

If loss due to theft or vandalism occurs because of non-compliance with any part(s) of the policy listed above:

- Employee will face disciplinary action up to and including termination of employment.

## **CELL PHONE USAGE**

Driving is a serious responsibility that demands and deserves your full attention. Driver distractions may occur anytime, anywhere. A distraction is anything that takes your attention away from driving, such as cell phone use.

Studies have proven you increase the risk of having an accident by 400 percent every time you use your cell phone when driving.

With this in mind, LEGO Construction Co. has implemented the following policy regarding the use of cell phones while on duty:

- The use of COMPANY issued cell phones or radios should be used on an as needed basis, and only when it is safe to do so. Personal use of these units is prohibited.
- It is absolutely forbidden to drive while using the cell phone, if an employee is found using the cell phone to write or read messages, or talk without the use of a hands-free, the employee will be suspended without pay for three days.
- The use of PERSONAL cell phones while on duty is strictly prohibited while driving a company vehicle, operating a forklift, working in a warehouse, and/or any other safety sensitive position.

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### ***DISCIPLINARY ACTIONS FOR EMPLOYEES WHO VIOLATE THE "CELL PHONE USAGE POLICY"***

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If an employee is found to be in non-compliance with any policies outlined in this handbook, the appropriate disciplinary actions will be applied. Disciplinary actions, when required, will be based on the severity, frequency, and overall impact of the infraction. Potential disciplinary actions are as follows:

- Verbal Warning
- Written Warning
- Suspension without pay
- Termination

## **DRIVERS GUIDE AND TRAINING.**

All LEGO Construction Co. employees understand that they must read this manual and the following guidelines:

- A DRIVER'S GUIDE TO UNDERSTANDING WEATHER CONDITIONS.

All LEGO Co, Employees must understand the SUPERVISOR DEFENSIVE DRIVER CHECKLIST.

Employees must fill out and submit the monthly "Vehicle Inspection" report through the website [www.legosafety.com](http://www.legosafety.com), until the fifth day of each month, or when they find a mechanical or safety failure in the assigned vehicles.

All LEGO Co employees are required to attend Defensive Driving' training once per year.

The training is provided by the company once per year, if the worker fails to attend the training he/she must obtain the training at a 30 calendar days after the training date set by the company.

Failure to obey the requirements mentioned above in this manual is considered a serious offense on the part of the employee and will be permanently stored in the employee's Personal File, which may negatively affect the employee's annual evaluation, even determining the worker's continuity.

AS A COMPANY CONCERNED ABOUT THE ENVIRONMENT, LEGO CONSTRUCTION CO, DISTRIBUTES THIS MANUAL ELECTRONICALLY, THROUGH EMAIL AND ON THE WEBSITE WWW.LEGOSAFETY.COM in the "LEGO STAFF" area.

**YOU MUST ONLY PRINT THIS PAGE, sign it and submit it through [www.legosafety.com](http://www.legosafety.com) where you will find the "Safety Driver" button in the LEGO STAFF area of the website.**

## DRIVER & VEHICLE SAFETY HANDBOOK

### RECORD OF RECEIPT

Please read the following statements, sign, and return the original to LEGO Construction Co.:

I, \_\_\_\_\_ have received the Vehicle Safety Handbook on  
Print Name

\_\_\_\_\_  
Date Received

- I have read the Vehicle Safety Handbook and agree to abide by the policies and procedures of LEGO Construction Co.
- I have had the opportunity to ask questions and to clarify any uncertainty regarding these policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date