



# TRANSPORTATION SAFETY POLICY

## CADETS ARTS & ENTERTAINMENT, INC.

We are committed to safe and efficient travel for The Cadets operations. The Cadets complies with federal, state, and local driving laws and regulations as well as fleet best practices. This includes, but is not limited to:

- obeying speed limits and bridge and tunnel limits and regulations
- ensuring proper licensing and background checks for all employed and volunteer drivers
- ensuring proper registration and insurance for vehicles and trailers
- conducting preventative maintenance of vehicles and trailers according to the recommended manufacturer schedule and making repairs timely
- ensuring safe towing practices for trailers
- keeping driving logs
- prohibiting distracted driving or driving under the influence of alcohol or drugs
- requiring drivers to be well rested
- making sure vehicles and trailers are loaded and unloaded safely, are within weight limits, and are appropriately balanced for travel

### **Department of Transportation Guidelines**

The Cadets follows the Federal Motor Carrier Safety Administration Interstate Truck Driver's Guide to Hours of Service. Each driver for all vehicles over 10,000 lbs. (including any towed items or actual weight of vehicle and any tows) must keep a driving log using the system provided by The Cadets.

Any driver of a vehicle with a gross vehicle weight rating (including tows) over 26,000 lbs. (or actual weight of vehicle and any tows) must possess a valid commercial driver's license and be in compliance with Department of Transportation regulations.

### **The Cadets Transportation Manager is responsible for:**

- creating the fleet plan, travel plan, and cargo plan for the drum corps
- coordinating background checks including driving records and licensing on all paid and volunteer drivers to be maintained in personnel and volunteer files
- training all drivers for all vehicles on all relevant policies and procedures
- training corps members, roadies, and volunteers on how to load and unload the vehicles and trailers correctly and safely
- creating and implementing the maintenance schedule for all vehicles and trailers, and keeping all records of completed work
- ensuring all vehicles and trailers are registered, inspected, and covered by appropriate insurance, and that documentation is current

The Chief Operating Officer has final authority on all matters related to fleet and transportation safety. Concerns should be relayed to Justin Moore, Chief Operating Officer, at [jmoore@cadets.org](mailto:jmoore@cadets.org).

### **Pre-trip Walk-around Inspections**

Drivers are responsible for conducting walk-around inspections of their vehicles before driving each day or shift and note any defects or damage. Employees must also note defects or damage to seats, seat belts, interior lights, engine warning lights, rearview mirrors, and emergency equipment. Employees must report defects or damage to the Chief Operating Officer immediately. The COO will evaluate the report and ensure that all hazards are repaired promptly. Vehicles that are unsafe to drive must be placed out of service immediately.

## **Driver Guidelines and Reporting Requirements**

1. The Cadets vehicles are to be driven by authorized drivers only, except in case of repair testing by a mechanic.
2. Any driver who has a driver's license revoked or suspended shall immediately notify the Chief Operating Officer, and immediately discontinue operation of the vehicle. Failure to do so may result in disciplinary action, including termination.
3. All accidents in The Cadets vehicles, regardless of severity, must be reported to the police and to the Chief Operating Officer. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on The Cadets business\* must follow these same accident procedures. Accidents involving the driver's personal injury must also be reported to Human Resources. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination. For each accident a Vehicle Accident Report must be completed and kept on file by the Chief Operating Officer. Any driver of The Cadets involved in an accident while operating a vehicle for The Cadets business must submit to a drug and alcohol screening.
4. Drivers must report all ticket violations received during the operation of a vehicle belonging to The Cadets, or while driving a personal vehicle on company business\*, within 72 hours to the Chief Operating Officer.
5. Motor Vehicle Records will be obtained on all drivers prior to employment or assignment and no less than annually.
6. Driving a vehicle for The Cadets business while under the influence of alcohol, intoxicants or other drugs (which impair driving ability) is strictly prohibited and is cause for immediate termination.

**The Cadets business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.**