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OGDENSBURG BRIDGE AND PORT AUTHORITY

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DANNY L. DUPREY
Executive Director

M E M O R A N D U M

TO: All Employees

FROM: Brenda Lee M. Hargrave
Finance Officer

RE: Motor Vehicle Safety Program

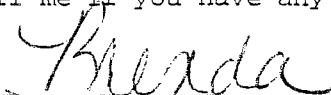
DATE: October 11, 1996

The Authority's insurance carrier, The Travelers, has recommended that the Authority adopt a Motor Vehicle Safety Program. A copy of the proposed program is attached.

The primary purpose of this program is to protect the Authority's assets and employees. This program is administered by the designated Business Unit Safety Coordinator who will be myself. The program outlines the driver's responsibilities, the authorized use of vehicles, driver's motor vehicle record checks, accident reporting and investigations, as well as safety regulations.

Please review the policy and complete the attached Driver History Form. This completed form must be submitted to me prior to October 22, 1996.

Please stop by my office or call me if you have any questions.


Brenda Lee M. Hargrave

BLMH/pb
Attachment

OGDENSBURG BRIDGE AND PORT AUTHORITY

MOTOR VEHICLE SAFETY PROGRAM

I. Policy Statement

Many company employees operate a "MOTOR VEHICLE" for business purposes. Just as driving may be a business necessity, so too is the safe operation of any motor vehicle. The primary purpose of this program is to protect, to the greatest possible extent, the company's most valuable resource -- the employee. The safety of our drivers, their passengers and the general public is a high priority.

The success of this program depends upon the sincere, constant and cooperative effort of all employees. It is essential that everyone who operates a motor vehicle takes the time necessary to read, understand, and follow this program.

Any questions concerning the program should be referred to the Business Unit Safety Coordinator, who is currently Brenda Lee M. Hargrave.

II. Program Goals

The primary goal of the Motor Vehicle Safety Program (MVSP) is to maintain a high level of safety awareness and foster responsible driving behavior. This will result in the prevention of motor vehicle accidents and the reduction of personal injuries and property damage.

Employees who operate a "MOTOR VEHICLE" on company business and those defined in the glossary as "OTHER AUTHORIZED DRIVERS" must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or dismissal.

III. Driver Responsibilities

Everyone shares in the responsibility to make the MVSP a success. Driver responsibilities have been outlined as follows:

1. Read, understand and follow the requirements contained in this program;
2. Participate in company-sponsored activities or programs designed to improve driver safety; and
3. Maintain a valid driver's license and adhere to license restrictions.
4. Report all accidents involving "MOTOR VEHICLES" on Accident Report and submit to Business Unit Safety Coordinator.

IV. Authorized Vehicle Use

A. Use of "AUTHORITY VEHICLE"

Authority Vehicle, when not used for business purposes, may be driven for personal use. However, PERSONAL USE IS LIMITED TO THE "ASSIGNED DRIVER", as set forth by the Executive Director. The privilege of driving an "AUTHORITY VEHICLE" for personal use is subject to change by the company at any time.

B. "NON-AUTHORITY VEHICLES" Used for Business

Employees who drive "NON-AUTHORITY VEHICLES" while conducting business for the company are subject to all the provisions and standards of this program.

Responsibilities include:

1. maintaining automobile insurance at least to the extent required by law for the state in which the driver resides;
2. maintaining current state vehicle inspection if the state requires one;
3. maintaining their own vehicle driven for company business in safe operating condition; and
4. use of a motorcycle for company business is strictly prohibited.

C. Unauthorized Use of "AUTHORITY VEHICLES"

If Driver and/or his/her "OTHER AUTHORIZED DRIVER" allows an unauthorized individual to drive a vehicle, disciplinary action may be taken, up to and including suspension of driving privileges or dismissal of the assigned driver.

If the unauthorized use results in an accident, in addition to whatever disciplinary action may be taken, the responsible employee will be required to make restitution for the damages.

V. Driver MVR Checks

1. All new employees will be informed that employment is conditional upon receipts of a MVR indicating a record he/she holds are valid driver's license and is not a "HIGH RISK DRIVER".
2. Existing employees must complete a "DRIVER HISTORY FORM" and submit it to the Business Unit Safety Coordinator for review and evaluation. Annually, employees motor vehicle records are obtained by the insurance carrier. The Authority will be notified if any employee has a serious conviction or does not hold a valid license.

VI. Accidents Reporting and Investigation

1. Drivers are required to report all accidents involving "AUTHORITY VEHICLES" or "NON-AUTHORITY VEHICLES" to their supervisor who in turn should provide an accident investigation report to the Business Unit Safety Coordinator. The Business Unit Safety Coordinator will then notify the Authority's insurance carrier.
2. Accidents must be reported by the drivers as soon after the accident as is reasonably feasible.
3. "NON-AUTHORITY VEHICLE" "ACCIDENTS" should also be reported by the driver to his/her personal lines automobile insurance carrier.
4. Every "AUTHORITY VEHICLE" should have an accident report in the glove box. This report should be used by the driver to record accident facts as soon after the accident as is reasonably feasible. The completed accident report should then be submitted to the applicable supervisor.
5. The immediate supervisor of the Driver is responsible for reviewing and investigating the accident.
6. Police Report: The supervisor should obtain a copy of the police report (if applicable) as soon after the accident as is feasible, and forward it to the MVSP Coordinator and the Business Unit Safety Coordinator.

VII. Other Reporting Responsibilities of Drivers

Drivers are required to notify their supervisor immediately of:

1. any illness, injury, physical condition or uses of medication that may impair or affect their ability to safely drive a Motor Vehicle; or
2. the suspension, revocation or administrative restrictions of the Drivers license. If this occurs, the Driver must discontinue use of the "MOTOR VEHICLE".

VIII. Safety Regulations

A. Vehicle Safety Belts

The driver and **ALL OCCUPANTS** are required to wear vehicle safety belts at all times when operating or riding in a "MOTOR VEHICLE". The driver is responsible to ensure all passengers are wearing their vehicle safety belts. Children under four years of age or 40 pounds in weight are required to be secured in a Department of Transportation (DOT) approved child safety seat.

B. Impaired Driving

An individual must not operate a "MOTOR VEHICLE" at any time, when the ability of the driver to do so is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

C. Traffic Laws

All "MOTOR VEHICLE" users must abide by all federal, state, and local motor vehicle regulations, laws and ordinances.

D. Vehicle Condition

Every driver is responsible for ensuring that the "MOTOR VEHICLE" is maintained in safe driving condition.

E. General Safety Rules

Drivers of "MOTOR VEHICLES" may not:

1. pick-up hitchhikers;
2. accept payment for carrying passengers or materials (this does not apply to company endorsed car pools);
3. use any radar detector, laser detector, or similar devices;
4. push or pull another vehicle, or tow a trailer; unless vehicle is intended for this purpose;
5. transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary;
6. use ignition or burning flares. The preferred method is the use of reflective triangles; or
7. assist disabled motorists or accident victims beyond the level of their medical expertise, EMT, CPR, Basic First-Aid, etc. If a driver is unable to provide the above services, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well being is to be protected at all times.

OGDENSBURG BRIDGE AND PORT AUTHORITY

MOTOR VEHICLE SAFETY PROGRAM

GLOSSARY OF TERMS

ACCIDENT: Any incident involving a "Motor Vehicle" driven while on Authority business that results in bodily injury or property damage.

ASSIGNED DRIVER: Any employee who uses a "Motor Vehicle" for or on Authority business.

AUTHORITY VEHICLE: Vehicles owned by or leased to the Authority, including temporary replacement vehicles.

DRIVER HISTORY FORMS: See Appendix B, Driver History Form.

HIGH RISK DRIVER: Any driver on probation or whose MVR indicates conviction for an alcohol and/or drug related driving offense, refusal to submit to a Blood Alcohol Content (BAC) test, conviction for reckless driving, any combination of three or more moving violations or chargeable (at fault) accidents within the most recent three years, suspension, revocation or administrative restriction within the last three years, leaving the scene of an accident as defined by state laws, at fault in a fatal accident, felony committed involving a vehicle.

MOTOR VEHICLE: "Authority Vehicles", "Non-Authority Vehicles;" and daily rental or leased vehicles used for Authority business.

MOTOR VEHICLE RECORD (MVR): A document supplied by the appropriate State Department of Motor Vehicles providing information on motor vehicle violations and license status of a specific driver.

NON-AUTHORITY VEHICLES: Those vehicles used on company business not provided by the Authority, including privately owned, leased, or rented vehicles.

OTHER AUTHORIZED DRIVERS: Any household member (continuous residency for the last six months) of the assigned driver participating in the company car program who possesses a valid driver's license, is 21 years of age or older, and does not meet the definition of a high risk driver.

PERMANENT DRIVER: Any employee who must operate a motor vehicle as an essential job function, and drives 6,000 miles or more per year on company business.