

# Driver Training

All drivers for The DPI Group need to go through this course annually. It covers driver training, company expectations for driver safety, defensive driving basics, what to do in the event of accident, where to report accidents, etc.

 Driver & Fleet Standards

 Defensive Driving

 Quiz

# Driver & Fleet Standards

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At DPI we prioritize the safety of our employees, clients, and the public. We are committed to conducting our motor vehicle operations in full compliance with all applicable local, state, and federal laws governing the operation of motor vehicles. Adhering to these laws is a fundamental expectation for all employees who drive as part of their job responsibilities.

## Compliance with Policies, Laws & Regulations

All employees who operate a motor vehicle as part of their job responsibilities must comply with all local, state, and federal laws related to motor vehicle operation, including traffic laws, speed limits, and licensing requirements.

Employees are responsible for maintaining a valid driver's license, insurance, and any additional endorsements required by law for their specific job functions.

Any changes in an employee's driving record or licensing status must be promptly reported to their supervisor, noted in Avionte/reported to HR.

### **Safe and Responsible Driving**

Employees are expected to operate motor vehicles safely and responsibly, considering road conditions, weather, traffic, and other factors that may affect safety.

Adherence to speed limits, traffic signs, signals, and other traffic control devices is mandatory. Reckless driving, aggressive behavior, or any actions that may endanger oneself or others are strictly prohibited.

The use of alcohol, illegal drugs, or prescription medications that impair driving ability is strictly prohibited while operating company vehicles or driving for work purposes.

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**Safety is everyone's responsibility. Together, we can ensure a secure and accident-free environment for all.**

## Vehicle Maintenance & Inspections

Employees are responsible for promptly reporting any DPI vehicle defects, malfunctions, or maintenance issues. Use the [Assistance Request](#) form (choose "Fleet/vehicle Issue") to make a quick report.

Vehicles must undergo regular inspections and maintenance as required by law and manufacturer recommendations. Any repairs or maintenance must be performed promptly by trained professionals.

## Recordkeeping & Reporting

Accurate records must be maintained regarding employees' driving records, licenses, and any violations or citations received.

Employees must report any motor vehicle accidents, incidents, or citations received while operating a company vehicle or driving for work purposes. Such reports should be made immediately to the appropriate supervisor or the designated authority responsible for managing motor vehicle operations.

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## Driver Training & Qualifications

Training provides the knowledge, skills, and motivation to drive safely and control fleet losses. To continue learning, periodic safety meetings occur to discuss safe driving techniques. Topics include, but are not limited to:

- Company driving rules
- New regulations

- Defensive driving techniques
- Backing techniques
- Adverse weather driving
- Vehicle maintenance requirements
- Accident reporting
- Emergency procedures

## **Motor Vehicle Records**

Motor Vehicle records (MVR) review the applicant's past driving record and confirms that the driver has a valid license. Annual MVR updates are run for all employees who operate company vehicles.

MVRs are also ordered for employees who drive their own vehicles for company business (non-owned auto exposure). These drivers should be considered as if they are regular operators of the company fleet. Certificates of personal auto liability insurance in amounts equal to the company's current policy are obtained and updated annually.


## **Driver Qualifications**

A driver's past behavior is a strong indicator of how they will behave in the future. A candidate/employee with offenses in their motor vehicle record (MVR) may be disqualified from driving company vehicles and/or vehicles rented by the company:

- The driver's license is currently suspended or revoked
- The driver does not have at least one year of verifiable driving experience (it's preferable to have at least two years' experience with the kind of vehicle they will be operating)
- In the past three years, the driver has had more than two at-fault accidents, three moving violations or two moving violations plus one at-fault accident

Candidates/employees with any of the following violations on their MVR within the last five years may not be eligible to drive as part of their assignment/employment (their own car, company car, rented company vehicle, customer vehicles):

- Driving under the influence of drugs or alcohol
- Fleeing/eluding police or resisting arrest
- Hit and run/leaving the scene of an accident
- Open container violations
- Operating vehicles with a suspended/revoked license
- Passing a stopped school bus
- Reckless driving
- Refusing a field sobriety test
- Speeding more than 15 mph over limit
- Using a vehicle to commit a felony
- Vehicular manslaughter

 If an existing driver incurs a violation during their employment that prevents them from meeting DPI driving history standards, they may be disqualified from driving company vehicles until they once again meet company standards.

**CONTINUE**

## **Vehicle Maintenance & Inspections**

The objective of our preventive maintenance program is to establish procedures that, when consistently applied, will reduce operational costs, minimize accidents caused by vehicle defects, and enhance public opinion about our company's commitment to safety and reliability.

## **Vehicle Inspection Schedule**

Vehicle inspection is important in assuring that a vehicle is in safe operating condition. Early detection of defects or problems will reduce the likelihood of a breakdown or traffic collision caused by maintenance problems. DPI vehicles undergo regular inspections and maintenance to guarantee their safe and reliable operation. Any defects or issues identified during inspections are promptly addressed and resolved by professional mechanics.

Use the online vehicle inspection checklist on a weekly (if not daily) basis. This covers all critical components, including brakes, tires, lights, signals, fluids, and safety features. The results of this form are submitted to the Safety Team who also tracks the maintenance and repair history for each vehicle.

The Safety Manager will review all driver self-inspection reports. On a semi-annual basis, the Safety Manager will make a physical inspection of all company-owned vehicles and review the inspection reports submitted by the drivers.

## **Routine Maintenance**

Each vehicle has a maintenance schedule that includes regular tasks such as oil changes, filter replacements, tire rotations, and fluid checks.

Only qualified technicians (following manufacturer guidelines and industry standards) are able to perform maintenance work on DPI vehicles.

Maintain accurate records of all maintenance activities, including dates, performed tasks, and parts replaced. These records are to be scanned and uploaded to the vehicle folders in SharePoint.

## **Proactive Repairs**

DPI drivers must report any fleet vehicle abnormalities or concerns promptly. Use the [Assistance Request](#) form to submit maintenance requests and ensure they are addressed in a timely manner.

## **Continuous Improvement**

DPI will regularly review and update the preventive maintenance program based on feedback, industry advancements, and regulatory changes. DPI will leverage data from inspections, maintenance records, and repair history to identify patterns, potential issues, and opportunities for optimizing maintenance processes.

We want to foster a culture of continuous improvement by encouraging employee feedback and implementing their suggestions to enhance the effectiveness of the program.

**CONTINUE**

## **Safe Driving Practices**

DPI requires drivers to prioritize defensive driving techniques, obey traffic rules, and practice courteous behavior towards other road users. The use of seat belts, avoiding distractions while driving, and the responsible use of electronic devices are non-negotiable expectations.



Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about employee welfare, but also the welfare of others who could be put in harm's way by inattentive driving. As a driver, the primary responsibility is to pay attention to the road. When driving (regardless of whether it is the employee's car, a rental car, or a DPI car) on the Company business, or driving while conducting business on behalf of the Company in any other manner, state law is the controlling factor.

DPI fleet drivers must go through Defensive Driving training annually.

CONTINUE

## Accident Reporting & Investigation

All drivers must promptly report any safety concerns, incidents, or near-miss events. Thorough investigations are conducted to understand the root causes, implement corrective actions, and prevent similar incidents in the future.

Once an accident occurs:

- Stop immediately and protect the accident scene as much as possible.
- Tend to any injured persons at the scene.
- Contact DPI (Safety Team, your supervisor, or other executive) and the local police as needed.
- Do not make any statements accepting responsibility for the collision.
- Only address the facts of the event.

Try to file a report of the accident as soon as is practicable. This can be done from a cell phone via the [Employee Accident/Incident report](#) (found on either the employee website or the Dispatch). This is important to do while the details of the accident are still fresh in memory. If possible, photos should be taken of the accident scene and uploaded.

The Safety Manager will contact the insurance company to report the accident, collect the police report and review the accident report completed by the driver. After reviewing records, the Safety Manager will interview the driver to inquire not only about their version of the accident but to also discover the conditions and situations that led to the accident.

It will be determined if the accident was preventable or not preventable. Based on this evaluation, established disciplinary procedures may be taken. The Company is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding employee driving habits and operation/care of the employee's personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for the Company.



By upholding these policies and principles, we demonstrate our unwavering commitment to driver and vehicle safety, aiming for accident-free operations and protecting the well-being of our employees, clients, and the communities we serve.

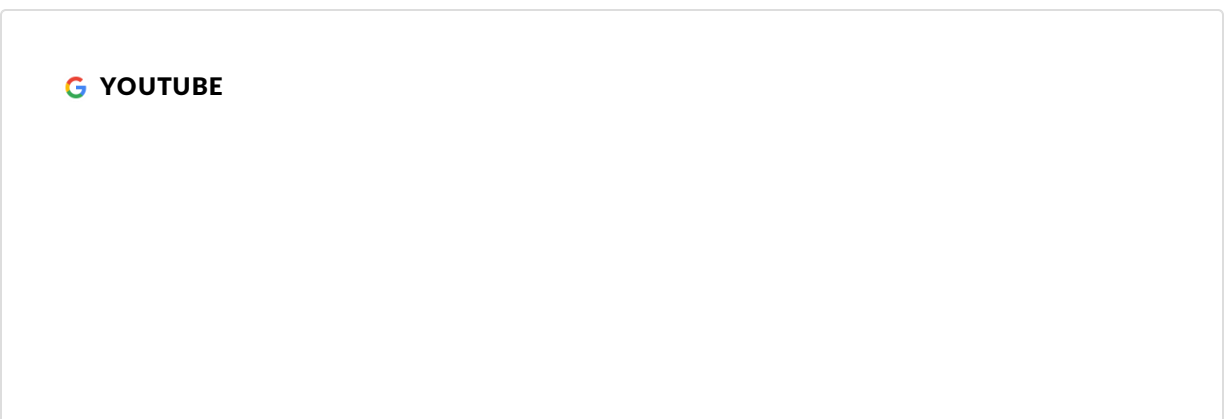
# Defensive Driving

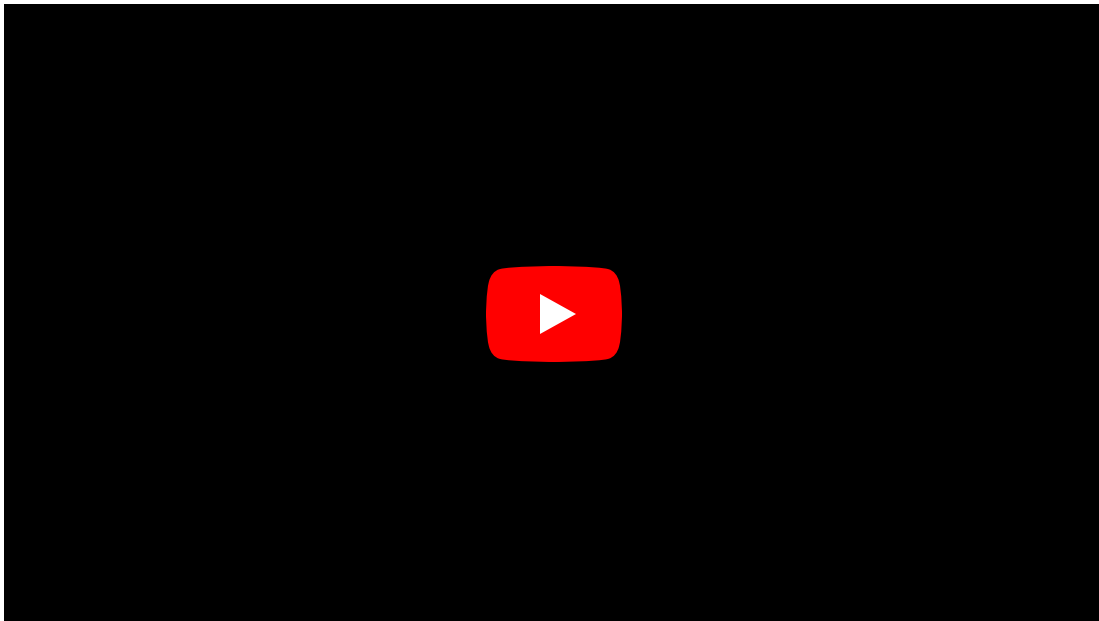
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At DPI we prioritize the safety of our employees. Defensive driving is a vital skill that equips drivers with the ability to anticipate hazards, make informed decisions, and respond effectively in challenging situations on the road. By promoting defensive driving techniques, we reduce accidents, prevent injuries, and minimize costs associated with vehicle incidents.

Defensive driving offers numerous benefits. It significantly reduces the likelihood of accidents by empowering employees to identify and avoid potential risks. This skillset also protects human life, as it enables drivers to respond appropriately in hazardous conditions. In addition to saving lives, defensive driving results in cost savings for our organization by reducing medical expenses, property damage, and insurance premiums. It enhances productivity by minimizing downtime and disruptions caused by accidents. Moreover, prioritizing defensive driving upholds our company's reputation by demonstrating our commitment to safety and responsible practices.

**Please watch this seven-minute video on safe driving practices:**





## Defensive Driving Tips

Defensive driving is about anticipation -- knowing what's going on around you, predicting what might happen and knowing how to react quickly when another driver catches you off-guard. It's also about protecting yourself so that you're less likely to be injured in a crash.

**[VIEW ON YOUTUBE >](#)**

CONTINUE

## The Five Characteristics of a Defensive Driver:

- 1 Knowledge of laws and safe driving strategies
- 2 Alertness to be able to focus attention on driving and the changing conditions that occur
- 3
- 4
- 5

3

Foresight to recognize hazards in advance and know what actions can be taken

4

Judgment to decide on the safest action to take

5

Skill to carry out the action



## Techniques Used Recognize Hazards While Driving:

1

Scan the road ahead, behind, and next to your vehicle.

2

In congested traffic such as city driving, scan one or two blocks ahead or to the next intersection.

3

On rural roads or less congested highways, scan to the next hill or curve.

4

Check the rear-view and side-view mirrors every three to five seconds.

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**If the driver recognizes the potential hazards while driving and understands the appropriate actions that can be taken if there is an unexpected hazard, choosing the correct action will be taking the one with the least resistance or damage.**

### **Appropriate Actions:**

1

Slow down!

2

Leave additional clearance between your vehicle and the one in front of you.

3

Stop driving until conditions clear.



**DO NOT SPEED!**

If you are driving a fleet car or your own, do not go over the speed limit.

**Speeding in a car poses a significant danger due to its adverse impact on multiple aspects of road safety.**

- Firstly, excessive speed reduces the driver's ability to react to unexpected situations, such as sudden obstacles or changes in traffic flow, increasing the likelihood of accidents.
  
- Secondly, higher speeds lengthen the braking distance, making it harder to stop the vehicle in time to avoid a collision. Moreover, speeding amplifies the severity of crashes, as higher impact forces result in more severe injuries and damage.
  
- Excessive speed impairs the driver's control over the vehicle, making it challenging to negotiate curves, maintain proper lane positioning, or navigate safely in adverse weather conditions.

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Speeding also increases the risk of losing control of the vehicle, leading to rollovers or other catastrophic outcomes.

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**For every 10 miles per hour over 50 mph, you double your chance of being killed. Improper speed is a direct cause of almost 25% of all fatal collisions and many violations.**

### **Major Consequences of Speeding:**

- Increased gas consumption
- Longer stopping distances
- Violation of traffic laws
- Increased chance of fatality
- Decreased peripheral scanning ability

### **If Everyone Else is Speeding, What Should You Do?**

Drive in the right lane or, on a multi-lane expressway, in the lane with the least visible hazards. Be aware that slower traffic must remain to the right and keep within the legal limits posted on the freeway.



## Basic Driving Conduct:

Right-Of-Way Intersections:

Action that contributes to collisions and violations is failure to yield the right-of-way. Many drivers think at certain types of intersections they have the right-of-way. The law gives the right-of-way to **no one**. The right-of-way is **yielded**. Most situations in which we need to yield or fail to yield

1 of 3

Right Turns

- Turn on your directional signal at least 100 ft. before the intersection.
- Check your right blind spot for other traffic: vehicles, bicycles, pedestrians, etc.
- Move into the right lane when it is safe to do so.

## Left Turns

- Turn on your signal.
- Move into the left lane.
- Obey the traffic light.
- Keep your wheels pointed straight. (If you are struck from behind, you will not be pushed left into oncoming traffic).

## SAFE DRIVING DISTANCE:

What do you think are the most common actions that cause rear-end collisions?

Following too closely and not stopping in time

Most drivers think they can stop in time. However, at a speed of just 20 miles per hour, it will take an average vehicle between 40 and 44 ft. to stop (this is if all driving factors are good). The faster you drive, the more distance you'll need to stop. At 65 mph, it will take about 231-295 ft to stop.

CONTINUE

## Determining A Safe Following Distance:

Use the three-second rule when following another vehicle. if all conditions are good (the driver, vehicle, and environment), watch the rear bumper of the vehicle in front of you. as the rear bumper of the vehicle ahead passes a fixed object, such as a pole or sign, begin counting 1001, 1002, 1003 so that your front bumper should not pass the same fixed object until you count to 1003.

### Three-Second PLUS Rule:

If you are driving in adverse conditions, use the three-second-plus rule. The rule is to add an additional second of space for following distance for every adverse condition:

- If you have a heavy load, add one second.

- If you are towing a trailer, add one second.
- If the roads are wet, add one second.
- If you are being tailgated, add one second.
- If you are towing a trailer, the road is wet, and you are being tailgated, add three seconds.

CONTINUE

## Passing:

Passing another vehicle while moving should not be done for the following reasons:

- Just to get in front
- Late for an appointment
- Habit
- Because you can

Before deciding to pass another vehicle, three questions should be asked:

- Is the pass necessary?
- How much will I lose if I do not pass?



Why am I passing?



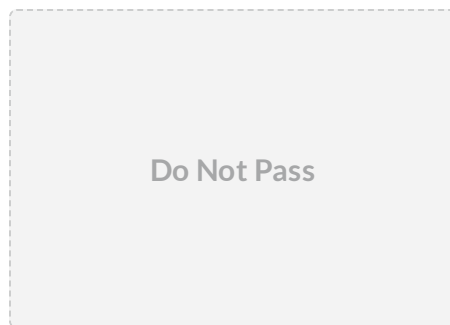
**RULES FOR LEGALLY PASSING:**

**Maintain the proper following distance behind the vehicle in front. You will be able to see down the road for oncoming traffic and thus avoid a rear-end collision if the vehicle suddenly stops.**



**A Passing Game!!**

Sort the tiles below into one of the two categories....



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**No passing zones**

**School zones**

**Within 100ft of a railroad  
crossing**

**Within 100 ft of an  
intersection**

**Within 100 ft of a tunnel**

**At curves or hills**

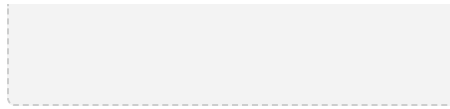
**On two-lane or narrow  
bridges**

**Construction zones**

**Hospital zones**

**OK to Pass**





**On a four lane highway**

**When the other car is disabled**

**A flagger or traffic cop is indicating it is safe to pass**

**Wherever signs and/or pavement markings permit passing**

### **Before Starting the Pass** —

- Look ahead.
- Signal left.
- Check blind spots.
- Verify you are not being passed.

### **Making the Pass** —

- Move into the left lane and increase speed.

- Communicate with your horn or light (if necessary).

### After the Pass —

- Signal right.
- Ensure you can see road between your vehicle and the one you just passed.
- Check blind spot.
- Move right back into the proper lane.

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Together, let us create a culture of responsibility and make defensive driving an integral part of our organization, ensuring every journey is a safe and successful one.

**CONTINUE**

Lesson 3 of 3

# Quiz

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Please answer the questions below!



Question

01/10

Statistics show that drivers using cell phones and smartphones are less likely to be involved in traffic accidents that cause injury or death than other drivers.

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True

False

Question

02/10

Most states ban texting while driving and many ban the use of handheld phones.

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True

False

Question

03/10

What are the three main types of distracted driving?

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- Visual (e.g. taking your eyes off the road)
- Verbal (e.g. talking too much while driving)
- Manual (e.g. taking your hands off the wheel)
- Cognitive (e.g. taking your mind off your driving)
- Auditory (e.g. listening to loud music)

Question

04/10

Texting and using smartphones to send or read e-mail are particularly dangerous while driving because they involve all three types of distractions.

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True

False



Question

05/10

DPI employees who are required to drive during their work for DPI, must have:

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- a current, valid driver's license
- a 2015 model car (or more recent).
- proof of valid insurance
- a cool car to impress customers
- a motor vehicle background check that fits DPI and the customer's requirements

Question

06/10

A flashing yellow light at an intersection means you should:

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- Slow down and proceed with caution.
- Come to a complete stop as quickly as possible.
- Stop and proceed only when the intersection is clear.

Question

07/10

Where is it safe to pass another vehicle?

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- Within an intersection where there are no oncoming vehicles
- Within a curve where there are seemingly no oncoming vehicles
- Wherever signs and/or pavement markings permit passing

Question

08/10

You should allow an extra cushion of space:

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- When following a station wagon.
- When following a driver who cannot see the rear of their vehicle.
- When following a small passenger car.

Question

09/10

A steady yellow traffic signal light is a warning that the light is about to change to red. If you are already within the intersection when a green light changes to yellow, you should:

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- Stop
- Continue moving and clear the intersection safely.
- Increase your speed so as not to cause an accident.

Question

10/10

If you experience a change in your motor vehicle record while employed by DPI (and driving is a component of your job) you must notify your supervisor.

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True

False