Purpose
This plan was written and implemented in order to help prevent incidents involving vehicle operations. *Any operator found in violation of this plan could face discipline up to and including termination of employment.*

Plan Management and Implementation
Upon receipt of this plan, every vehicle should be inspected inside and out by the area coordinator or their designee. Any damage should be recorded along with the mileage. Notes should be made as to the condition of the tires, windshield wipers, oil change dates and dates of regular preventative maintenance. These logs should be maintained on a weekly basis due to the amount of mileage being logged on these vehicles. The area coordinator, or their designee, shall conduct a regular inspection of the vehicle in their areas to ensure that all policies and procedures are being followed.

Vehicle Safety
- Operators must obey all federal and local driving laws or regulations as well as all the requirements of our client(s).
- Operators shall be in possession of a valid, current driver’s license at all times while operating a vehicle owned or leased by TriCorps or a vehicle owned or leased by our client(s).
- Operators will immediately report any restriction or change in their driving privileges to their supervisor.
- Operators are **NOT** allowed to send text messages, emails, or instant messages while operating a vehicle owned or leased by TriCorps or a vehicle owned or leased by our client(s).
- If an operator needs to use their phone, they must pull over safely to the side of the road or another safe location.
- When speaking with any occupant of the vehicle, operators much keep their eyes on the road.
- Seat belts must be worn at all times by all occupants whenever the vehicle is in motion.
- Operators need to maintain a defensive driving mindset by continually assessing road conditions and hazards in order to remain prepared for any challenge that may approach.
- Operators must drive for the conditions, not just the posted speed limit.
- Slow down when around road construction, large vehicles, wildlife, fog, rain, snow, or anything else that adds a hazard to the driving conditions.
• Alcohol, tobacco, or illegal drugs are NOT allowed in any vehicle owned or leased by TriCorps or any vehicle owned or leased by our client(s).
• Operators are NOT allowed to drive a motor vehicle while under the influence of alcohol, illegal or prescription drugs, or over-the-counter medications that might impair their judgment or driving skills.
• Operators shall notify their area coordinator no later than the next business day if he/she receives a traffic ticket or a parking ticket while operating a vehicle owned or leased by TriCorps or a vehicle owned or leased by our client(s).

Vehicle Care and Appearance
• There is NO smoking in any vehicle operated by TriCorps personnel. This includes vehicles owned or leased by TriCorps or any vehicle owned or leased by our client(s).
• All vehicles will be kept clean and orderly inside and out. We understand that these vehicles are being used in conditions which make this difficult but we need to maintain a professional appearance at all times.
• All operators will maintain a professional demeanor and appearance while operating a TriCorps vehicle or a vehicle owned by our client(s).
• Before each shift the operator of the vehicle should conduct a 360 degree inspection inside and out. Any new damage must be reported immediately to a supervisor. If it is undetermined whether or not the damage is new, the operator should contact the coordinator and have them ascertain if the damage has been previously recorded. If the operator fails to discover new damage prior to being driven it will be assumed that the damage occurred during his/her shift.
• The operator should record the mileage and advise the area coordinator when the oil needs to be changed or preventative maintenance is due. This information should be included in the activity log for that vehicle.
• If any damage is incurred to the vehicle during a shift, it is the responsibility of the current operator to report the damage immediately to the area coordinator. The area coordinator will determine how to proceed depending on the amount and type of damage.
• Operators need to brush or clean off snow or ice on all windows to ensure complete vision.
• Operators need to check to ensure the license plates and inspection tags (if applicable) are current on their assigned vehicle and report any needed updates to the area coordinator.
• Employees and operators of any vehicle owned or leased by TriCorps or any vehicle owned or leased by our client(s) are not to perform any maintenance, repairs, or alterations unless first cleared by the area coordinator.
On this day , I received notice of TriCorps Security’s Vehicle Management and Safety Plan. It outlines our policy on operating TriCorps Security owned vehicles or client owned vehicles while on duty for TriCorps Security. I have familiarized myself with the contents of the policy. I understand that if I do not understand any part of the policy, it is my responsibility to contact my immediate supervisor as soon as possible. I understand that if I am found in violation of this plan, could face discipline up to and including termination of employment. By signing this form, I acknowledge, understand, accept and agree to comply with the information contained in the Vehicle Management and Safety Plan.

Enter Date