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1 Purpose

Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) is committed to the safety of its employees, its customers and the people who live and work in the communities we serve. Driving presents the highest risk to Silver Eagle Houston’s operations, to its employees and to others with whom we share the road. To manage this risk, Silver Eagle Houston has established this standard that details the requirements for Silver Eagle Houston drivers and the operation of Silver Eagle Houston vehicles.

2 Scope

The requirements of this standard apply to all Silver Eagle Houston employees who operate a motor vehicle owned, leased or rented by Silver Eagle Houston or those who operate a personal vehicle to conduct Silver Eagle Houston business.

3 Definitions

Incident - An unplanned or unintended event or series of events that did or had the potential to: (a) result in death, injury, loss of or damage to a system or service; (b) cause environmental damage; (c) adversely affect an activity or function; or (d) cause property damage.

Aggressive Driving - Driving in a selfish, bold or pushy manner, without regard for the rights or safety of other users of the roadway.

Collision - An incident in which the first harmful event involves a motor vehicle in motion coming in contact with another vehicle, other property, person(s) or animal(s).

Company Eligible Driver – A driver who has satisfied Silver Eagle Houston’s driver qualification requirements and has been authorized to operate a Silver Eagle Houston owned vehicle or a personal vehicle on Silver Eagle Houston’s behalf.

Crash - An incident involving one or more motor vehicles in motion.

Defensive Driving - Driving to save lives, time and money, in spite of the conditions around you and the actions of others.

Distracted Driving - Diversion of the driver’s attention from the task of operating a motor vehicle by activities, objects or events inside or outside the vehicle, or by factors such as emotional stress or preoccupation.

Incident Rate - The number of incidents per unit of measurement for the purpose of assessing safety performance over time or comparing performance with other organizations.


Injury - Physical harm or damage to a person resulting in the marring of appearance, personal discomfort and/or bodily harm, impairment or death.

Motor Vehicle - Any licensed mechanically or electrically powered device (except one moved by human power), not operated on rails, designed to be operated primarily on public streets and roads. Cargo and/or attachments (trailers, etc.) to a motor vehicle are considered part of that vehicle.

Organizational Vehicle - Any vehicle owned, leased or rented on behalf of the company.

Passenger - A person, other than the driver of the vehicle who is in or on a motor vehicle.

Preventable Collision - One in which the driver failed to do everything that reasonably could have been done to avoid the collision.

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Remedial Training - Training required following an incident to upgrade and renew skills and demonstrate proficiency.

Road Rage - A criminal offense in which a vehicle is used as a weapon with intent to do harm or the physical assault of a driver or vehicle.

FMCSA - Federal Motor Carrier Safety Administration.

FMCSR - Federal Motor Carrier Safety Regulations.

USDOT - United States Department of Transportation.

4 Roles and Responsibilities

4.1 Fleet Management/Human Resources/HSE


- Establish measurement objectives to ensure compliance with this standard.
- Ensure that vehicles are the correct size and are chosen based on their ability to perform their intended functions.
- Provide assistance and the resources to implement and maintain this standard.
- Utilize appropriate coaching and progressive discipline process as deemed necessary to improve driving habits and performance.
- Consider driver safety performance during driver and management performance evaluations.
- Check periodically to ensure that employees who operate a Silver Eagle Houston vehicle have a current and valid Texas driver's license appropriate for the type of vehicle they operate.
- Establish a preventive maintenance program for Silver Eagle Houston vehicles based upon internal, regulatory or manufacturer's requirements.

4.2 Supervisors

- Meet and maintain the requirements set forth in this standard.
- Ensure that all drivers utilizing a Silver Eagle Houston owned, leased or rented vehicle are performing required vehicle inspections.
- Monitor and manage employee driving performance.
- Conduct periodic motor-vehicle-related pre-shift meetings or safety meetings.
- Perform periodic inspections.
- Assist in the investigation of motor vehicle accidents, regardless of injury or amount of damage, and complete required forms.
- Recognize drivers for safe driving and overall safe performance.

4.3 Drivers

- Have in their possession a current and valid state driver's license appropriate for the vehicle and its use while conducting Silver Eagle Houston business.


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- Immediately notify HR/HSE upon the loss of their state driver’s license, or if their license is suspended, revoked, or restricted.
- Immediately notify management, HSE or HR of any traffic violations received while operating a Silver Eagle Houston vehicle, whether work-related or not. Driver is responsible for payment of any fines.
- Do not drive a vehicle if impaired.
- Never operate a motor vehicle while using mobile phones or other electronic devices, unless in fully hands-free mode
- Properly maintain the vehicle at all times, which includes all applicable emergency equipment.
- Keep all vehicle and all vehicle storage areas clean and orderly.
- Smoking, vaping, electronic smoking devices or use of any tobacco products is prohibited in all Silver Eagle Houston owned vehicles.
- Inspect the vehicle and conduct a full 360-degree walk-around inspection of the vehicle and/or trailer prior to operation.
- Ensure that an inspection sticker, if required by state, vehicle license plate back and front (if required), vehicle registration, and insurance card is current when operating a Silver Eagle Houston vehicle.
- Ensure the security of the vehicle. When a Silver Eagle Houston vehicle is unattended, the engine must be shut off, ignition keys removed and vehicle doors/compartments locked.
- Operate the vehicle for intended purpose/use, in a safe, proper, legal manner and observe all traffic laws and regulations.
- Ensure that a seat belt is worn when the vehicle is in motion by the driver and all passengers.
- Immediately report collision and crash incidents in accordance with the requirements of this standard.
- Operate the Silver Eagle Houston vehicle in compliance with all company requirements and report deficiencies or safety concerns to their immediate supervisor.

4.4 Safety Review Panels

4.4.1 Corporate Safety Review Panel

- Establish driver and vehicle safety requirements, as set forth in this standard.
- Compile and analyze trends to identify areas for improvement in driver and vehicle safety.
- Review Motor Vehicle Records (MVRs) to determine driver qualification based upon risk ranking system.
- Review driver performance after significant crash/collision incidents, non-compliance driving events, customer or other complaints, undesired driving performance or behavior trends to determine remedial or disciplinary actions needed.

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- Membership consists of corporate representatives from:
 - HSE
 - Fleet
 - Sales
 - HR, and
 - Legal

4.4.2 Branch Safety Review Panel

- Review overall branch driver and vehicle performance trends.
- Review individual driver performance after crash/collision incidents, non-compliance driving events, other unexplained vehicle damage, customer or other complaints, undesired driving performance or behavior trends to determine remedial or disciplinary actions needed.
- Membership consists of branch representatives from:
 - HSE
 - Fleet
 - Sales, and
 - HR

4.4.3 Safety Review Panel meeting inputs may include:


- Lytx® reports,
- Incident details,
- Investigation findings,
- Motor Vehicle Records (MVRs),
- Driver risk rankings,
- Individual employee, branch or overall corporate vehicle incident trends,
- Individual work histories, and
- Overall fleet performance trends.

5 Driver Qualifications

5.1 General Requirements

Job Applicants for a position involving operation of any motor vehicle will be required to provide:

- Name, address, date of birth, and social security/driver's license number,
- A current, driver's license appropriate for the type of vehicle that will be operated,
- Permission to have your driving record obtained and reviewed,

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- Agreement that a driving record is a vital part of the employment application and the applicant may not be hired if it does not meet Silver Eagle Houston requirements,
- List of all motor vehicle accidents and violations or MVR report, and
- Any driver's license suspensions or revocations.

5.2 Commercial Vehicle Qualifications

For positions that require a Commercial Driver’s License (CDL), the following minimum qualification requirements must be met before permission will be given to applicants and current employees to drive a commercial motor vehicle on behalf of Silver Eagle Houston:

- Minimum age –18 years old for intrastate operations only, shall not transport Hazardous Materials.
- Ability to read, write, and understand the English language.
- Provision of the applicant’s previous addresses for the past three years.
- Provision of the applicant’s past employers for the last three to ten years with names and addresses and written permission to contact previous employers.
- If the applicant does not have a Commercial Motor Vehicle driver’s license upon hire, he/she must obtain a license with the proper endorsements within an agreed timeframe after the date of hire.
- Physical and medical qualification, as required by US regulations, by a licensed Doctor of Medicine or Osteopathy that have been certified by FMCSA.
- A satisfactory motor vehicle record (MVR) review.
- Completion of all required training within an agreed timeframe.
- Successful completion of a Pre-Employment controlled substance and alcohol test with a negative result.

5.3 Motor Vehicle Record (MVR) Review

All employees who are in a position requiring them to drive as part of their job duties are required to maintain an acceptable driving record.


Silver Eagle Houston will verify each employee’s MVR prior to employment and, at a minimum, on an annual basis thereafter, or as requested by the Corporate Safety Review Panel.

5.3.1 Risk Ranking

Utilizing the MVR Scoring Form – SED-Corp-HSE-4-023, a risk score will be assigned to each employee based upon a review of their MVR. Each citation, collision or other item noted on the MVR is assigned a point value. The employee’s risk score is based upon the total points accrued.

There are four risk levels that can result from the MVR scoring process. They are as follows:

- **Green** – Eligible to operate a vehicle on behalf of Silver Eagle Houston without condition.

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- **Yellow** – Conditionally eligible after review and approval by both the Corporate HSE Director and Corporate HR Director.
- **Orange** – Conditionally eligible after review and approval by the Corporate Safety Review Panel (4.4.1).
- **Red** – Not eligible to operate a vehicle on behalf of Silver Eagle Houston.

Silver Eagle Houston will carefully consider the risk scores for all personnel prior to making a decision on driving eligibility. Failure to maintain a satisfactory driving record may result in loss of driving eligibility and/or the employee being subject to Silver Eagle Houston’s progressive disciplinary process, as described below.

Regardless of the overall risk score of an employee, the following infractions noted on an MVR are grounds for immediate loss of driving eligibility:

- Consuming alcohol while driving/Driving Under the Influence (DUI)/Driving While Intoxicated (DWI),
- Fleeing from law enforcement, or
- Criminally negligent homicide (1st or 2nd degree) or murder with a motor vehicle,


5.3.2 Other Driver Qualification Criteria

In addition to an elevated risk ranking, Silver Eagle Houston reserves the right to suspend driving privileges either permanently or for a pre-determined period for other infractions. These include collision or crash incidents or other non-compliance events such as customer or citizen complaints, vehicular damages resulting from collisions, other unexplained damages or unsafe driving behaviors identified through the Lytx® driver monitoring process. In addition, the driver’s performance may be reviewed by the Corporate or Branch Safety Review Panel for possible additional actions, including application of the Progressive Discipline/Corrective Action Process.

5.3.3 Progressive Discipline/Corrective Action Process

Silver Eagle Houston’s Progressive Discipline/Corrective Action Process will be used to address unsafe driving by its employees in a Silver Eagle Houston vehicle. This applies in cases where:

- A driver is involved in a preventable collision or crash or causes physical damage to a Silver Eagle Houston vehicle,
- Any high-risk violations,
- Unsafe driving behaviors and/or violations of this standard,
- Any improper use of vehicles, and
- The Corporate or Branch Safety Review Panel recommends disciplinary action.

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5.4 DUI/DWI

Those employees that are required to maintain a valid Texas Driver’s License and/or required to operate their personal vehicle for work may not perform their job duties using a suspended or revoked Texas Driver’s License or an Occupational Driver’s License. Accordingly, in the event that such an employee is: (i) arrested by law enforcement for DUI or DWI, or (ii) suspected by law enforcement of DUI or DWI and refuses to submit to any alcohol or drug test, resulting in such employee’s driver’s license being suspended or revoked, the employee will be subject to immediate termination, without entitlement to a reassignment to a non-driving position.

Employees are required to notify Human Resources immediately following any of the above described incidents related to driving under the influence or driving while intoxicated.

Silver Eagle Houston employees may not consume alcohol within eight hours proceeding on duty status or have a blood alcohol concentration of 0.02 or greater while on duty or while operating a Silver Eagle Houston vehicle while off duty.

5.5 Personal Vehicle Use on Silver Eagle Houston Business

In addition to satisfying other Driver Qualification requirements of this standard, including maintaining a valid Texas driver’s license, those employees operating their personal vehicle for work will be required to maintain liability insurance in the amount required by the Texas Motor Vehicle Safety Responsibility Act, in accordance with the Personal Vehicle Use Agreement - SED-CORP-HSE-4-020.

6 Driver Performance and Safety


6.1 Driver Behavior

Every driver of a Silver Eagle Houston vehicle is a representative of the company. Therefore, Silver Eagle Houston expects its drivers to exercise safe behaviors.

6.1.1 Driver Behavior

Silver Eagle Houston drivers will:

- Comply with all applicable state and local traffic regulations.
- Be alert to what is going on in front, behind and to each side of the vehicle, maintaining a safe zone around the vehicle.
- Ensure adequate clearance for the vehicle/trailer when encountering overhangs, trees, power lines, signage or awnings.
- Avoid blocking driveways, places of business and other vehicles when parking.
- Use a spotter when backing commercial vehicles or maneuvering in tight or congested areas.
- Not back into an active roadway unless no other alternative exists.
- Reduce speeds as conditions warrant.
- Maintain a clear field of vision and scan ahead for hazards.

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- Never operate a motor vehicle while using mobile phones or other electronic devices, unless in fully hands-free mode.
- Never tailgate another vehicle. Follow at safe distances of at least four seconds.
- Drive defensively, and recognize and properly react to hazards in the driving environment, including, but not limited to:
 - Other drivers' actions
 - Uneven road surfaces, roadway obstacles/debris or standing water, ice or snow
 - Blind spots
 - Emergency vehicles
 - Bicycles
 - Pedestrians
 - School zones and buses loading/unloading
 - Freeway on/off ramps
 - Construction zones
 - Intersections


In the event a Silver Eagle Houston vehicle becomes high-centered, inoperable or disabled you must notify Fleet Operations immediately. Do not attempt to repair or remove the vehicle unless directed by Fleet Operations.

Vehicle damages incurred as a result of driving a vehicle into high water are considered to be completely preventable. Drivers found to be at fault for damages resulting from this type of behavior will be subject to disciplinary action, up to and including termination.

6.1.2 Vehicles on Silver Eagle Houston Premises

The following applies to all employees who drive and park on Silver Eagle Houston premises:

- The employee parking lot speed limit is 5mph.
- Employees will park in a designated employee parking lot;
- Employees are encouraged to observe their surroundings.
- Employees who park personal vehicles in employee parking areas must provide vehicle information to the Fleet Department.
- All individuals operating a vehicle in the employee parking lot are required to have in their possession a current and valid Texas driver's license and proof of insurance.
- Employees parking vehicles in "No Parking" areas such as fire lanes, in front of gates, handicapped, or reserved spaces, are subject to disciplinary action and/or towing.

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6.1.3 Driver Fitness for Duty

The emotional, physical or mental state of the driver has an impact on driving safety. In some cases, it represents the biggest hazard to safe driving. Drivers will be aware of:

- Driving while ill or tired – Driving while tired or sick is unsafe. Drivers must monitor their own condition and speak to a supervisor if they are tired or ill.
- Changes in physical conditions – Physical factors may negatively impact driving safety. These problems fall into two categories: permanent and temporary. Regular physical examinations, like the DOT physical, are meant to identify changes that may harm safety. Drivers must be aware of the potential for physical problems to hurt their ability to drive safely and speak to a supervisor about a change. Example: Knee surgery that makes it difficult to operate a vehicle.
- Impairment – Driving while under the influence of alcohol or drugs is strictly forbidden. However, drivers must understand that there are many forms of impairment, including driving while:
 - Taking certain prescription or over the counter drugs,
 - Emotionally upset or mentally distracted, or
 - Temporarily ill.

6.2 Driver Performance Monitoring (Lytx®)


Silver Eagle Houston utilizes an onboard camera system (Lytx®) that monitors driver behavior for unsafe acts. Once an unsafe act or behavior is identified through Lytx® monitoring, it is assigned a point value based upon the risk it presents. Drivers whose behavior or unsafe acts trigger a Lytx® analysis are subject to coaching from their supervisor or members of management to encourage development of safe behaviors. Employees who exhibit repetitive or unacceptably high risk unsafe behaviors will be subject to Silver Eagle Houston’s Progressive Discipline/Corrective Action Process, which may result in disciplinary action, up to and including termination.

6.3 Personal Use of Company Vehicles

6.3.1 Personal Use Limitations

Company vehicles are provided for Silver Eagle Houston business use. However, certain reasonable personal use is permitted only when approved:

- For uses not specifically listed below, personal use must be authorized (in writing) in advance by a manager of the company with notification given to Fleet Management.
 - Personal errands while en-route to or from a business-related activity, provided that the errand is done on the driver’s own time (e.g., authorized break or lunch hour) and involves only a minor deviation from the original business route.
 - On evenings and weekends, provided these miles are accurately reported to the company on a monthly basis, and the company is reimbursed for this personal use at the current IRS rate.

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- No one except for an authorized employee may drive a company vehicle. This includes immediate family members and friends, except in extreme emergency situations.
- Vehicles must be turned in to the branch fleet department when driver is off duty for 3 or more days.

During personal use, drivers must comply with all applicable state laws and regulations, properly secure vehicle when not in use and never park on public streets overnight.

No alterations of company vehicles are permitted. Personal trailers are prohibited.

6.3.2 Non-Silver Eagle Houston Passengers

Except as noted below, non-Silver Eagle Houston personnel shall not be permitted as passengers in Silver Eagle Houston vehicles:

- Non-Silver Eagle Houston personnel may drive or ride in a Silver Eagle Houston commercial vehicle for diagnostic and maintenance purposes, as directed by Fleet Management.
- Customers, suppliers and other legitimate business partners are permitted as passengers in Silver Eagle Houston light-duty vehicles. The Silver Eagle Houston employee operating the vehicle shall ensure that all such passengers comply with Silver Eagle Houston requirements and applicable traffic regulations, such as seat belt use and open container prohibition.
- With prior approval from a manager and on a limited basis, an employee's immediate family members are permitted as passengers in Silver Eagle Houston light-duty vehicles. The Silver Eagle Houston employee operating the vehicle shall ensure that all such passengers comply with Silver Eagle Houston requirements and applicable traffic regulations, such as seat belt use and open container prohibition.

6.4 Vehicle and Cargo Security


All drivers of Silver Eagle Houston vehicles are required to remove the keys from the vehicle ignition and have the keys in their possession at all times when the driver/operator is away from the vehicle. The vehicle should be locked and secured. If the driver/operator is using a delivery truck of any type, all cargo doors must also be locked and secured to protect and secure payload, equipment, supplies and personal items.

Drivers/operators should use good judgment and not leave valuable items clearly visible in the passenger area of the vehicle that could incite unwanted criminal activity.

In the event that vehicle keys are inadvertently locked in a Silver Eagle Houston vehicle, the driver/operator is required to contact their direct supervisor to report the incident. The driver/operator's supervisor will then be required to check out the spare set of keys from the respective branch fleet operation to unlock the vehicle and then immediately return the spare keys to the branch fleet operation.

Ensure cargo is secured sufficiently to avoid shifting, damage or loss during transit.

If the driver/operator fails to follow the security requirements above, the driver/operator will be held responsible for losses due to theft of personal and/or company owned payload or equipment.

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6.5 After a Crash/Collision Incident

After the occurrence of a vehicle crash/collision incident, Silver Eagle Houston drivers will do the following, as necessary:

- Stop the vehicle and shut off engine. Exit the vehicle if safe to do so.
- Turn on emergency flashers and place warning reflectors around the scene;
- Attend to any injured persons;
- Immediately call local law enforcement to file a report, call an ambulance if necessary;
- Contact Silver Eagle Houston’s Emergency Call Center (ECC) at 1-877-211-5663, in accordance with Incident Management – SED-CORP-HSE-2-027. After contacting the ECC, the employee will also contact their immediate supervisor and Silver Eagle Houston Fleet Operations.
- Obtain badge numbers of police;
- Be courteous and answer police questions truthfully;
- Do not discuss details of the accident with any other individuals; and do not assume responsibility;
- Keep notes on any statement made at the scene by you and others involved;
- Take photos of the accident scene and of damages to property and other vehicles;
- Do not drive or move the vehicle unless instructed to do so by the Fleet Department or law enforcement. Contact Fleet Operations to determine road worthiness of the Company Vehicle;
- If requested, provide the form in the insurance package to involved third parties.
- Obtain information with other involved parties as outlined in the insurance package; and

7 Vehicle Inspections and Maintenance

7.1 Inspections


7.1.1 Pre-Use Inspection

Before operating the vehicle, the driver must inspect the Silver Eagle Houston vehicle and be satisfied that it is in safe operating condition. If the last vehicle inspection report (DVIR) notes any deficiencies, the driver must review and sign to acknowledge and certify that the required repairs were made.

Ensure a kit, which includes an incident report, liability insurance information and the vehicle registration, is in the vehicle;

7.1.2 DVIR

Drivers of Silver Eagle Houston commercial vehicles will complete a Driver Vehicle Inspection Report (DVIR) no later than the end of shift. The report shall cover at least the following parts and accessories, and must list any defect or deficiency discovered by or

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reported to the driver which would affect the safe operation of the vehicle or result in its mechanical breakdown:

- Service brakes, including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear-vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

If a driver operates more than one vehicle during the day, a report must be prepared for each vehicle operated.

7.1.3 Annual Inspection

Each Silver Eagle Houston vehicle will receive an annual Texas vehicle safety inspection. The inspection report will be retained by Silver Eagle Houston for 14 months, while documentation of the most recent inspection (sticker, report, or decal) will be kept on the vehicle.


7.2 Repair and Maintenance

Proper vehicle maintenance is crucial to preventing operational incidents and accidents. Routine and preventive maintenance is critical to the safety of the fleet. Maintenance will follow Silver Eagle Houston’s preventive maintenance program.

All Silver Eagle Houston vehicles are maintained by qualified/certified automotive service technicians at regular intervals based upon miles driven, hours of operation and/or calendar time.

Safety-related defects shall be repaired before the vehicle is placed back in service with appropriate records maintained. No company vehicle will be operated with a known safety related defect of any kind.

Silver Eagle Houston maintains an inventory of all vehicles, equipment, machinery for the purpose of tracking preventative maintenance and wear schedules. This inventory is maintained in the corporate office and provides a “snap shot” of all units and their respective condition. As units are added or deleted from inventory they are added and/or removed from the “active” inventory.

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7.3 Vehicle Cleanliness

Silver Eagle Houston drivers must embrace the idea that the appearance of Silver Eagle Houston fleet vehicles is a direct reflection on the employee, the company and the brands Silver Eagle Houston represents. As such, all vehicles must be clean and detailed at every opportunity (weather permitting), in an effort to put forth a high quality image.

This requirement applies to all vehicles regardless of age. An older clean and detailed vehicle looks much better than a new or older vehicle that is uncared for. Failure to maintain a well detailed vehicle will subject the employee to Silver Eagle Houston’s Progressive Discipline/Corrective Action Process.

Cleaning and detailing materials are available at all Silver Eagle Houston branch fleet operations. The exterior of vehicle must be clean at all times (weather permitting). POS must be current and usable, do not overstock. Old POS should be discarded/recycled to reduce weight. Drivers will ensure the vehicle is free from:

- Dirt, dust and clutter in the interior of vehicle.
- Empty boxes, trash, wrappers debris in cargo area.
- POS in cab of trucks.
- Clutter on dashboard.
- Unauthorized decals or stickers on vehicle body or glass.

8 Training

Drivers are required to be trained and have the required credentials based on the type of vehicle operated. In addition to required State-issued driver’s licenses, employees must also complete Silver Eagle Houston training prior to operating a company-owned, leased or rented vehicle. Upon the satisfactory completion of training, drivers will be issued a certification card.


8.1 CDL Drivers

All employees who operate Silver Eagle Houston commercial vehicles (defined as a vehicle with a gross vehicle weight rating of 26,001 or more pounds) on public streets will have a valid Texas Class A Commercial Driver’s License (CDL) Employees must have their valid CDL in their possession at all times when operating a Company commercial vehicle on public streets.

The company has established a comprehensive driver training program. The training program addresses the requirements for new drivers (e.g., orientation), continuing education of existing drivers and instances where remedial training may be required.

The CDL driver training program includes both classroom and behind-the wheel training. The driver training program includes but is not limited to the following topics:

- Defensive driving
- Substance abuse
- Distracted driving (e.g., cell phone use)
- Aggressive driving (e.g., tailgating)

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- Vehicle pre and post trip inspection
- Commodity specific training (e.g. hazardous materials, material handling, cargo securement when applicable)
- Safety regulations
- Security procedures
- Emergency equipment
- Post incident reporting procedures
- Vehicle maintenance
- Driver skills and vehicle handling coaching/development
- FMCSA - It is the responsibility of all Silver Eagle Houston CDL drivers to become familiar with these regulations. All CDL drivers must have a copy of the FMCSA regulation book in his/her possession at all times when driving a commercial vehicle.


8.2 Van and Non-Commercial Company Vehicle Drivers

All Silver Eagle Houston employees/drivers who will at some point be assigned a company vehicle or be expected/ required to check out and operate a Silver Eagle Houston pool vehicle will be properly trained and made aware of all Silver Eagle Houston expectations with regards to safe and courteous operations.

Only employee/driver candidates with a current and valid license, and an acceptable MVR will be allowed to participate in driver training classes.

The van and auto driver training program includes, but is not limited to the following topics:

- Inspecting for vehicular damage both pre-departure and post-departure.
- Accelerating – The new employee/driver will be instructed on how to gradually accelerate smoothly in an effort to eliminate jack rabbit starts and drive with fuel economy as a forethought.
- Stopping – The new employee/driver will be instructed on how to reduce vehicle speed gradually.
- Utilizing traffic Lanes – The new employee/driver will be instructed on how to use lanes properly and control the space around the vehicle in an effort to avoid exposure to dangerous situations.
- Stop Lights – The new employee/driver will be instructed on how to identify “fresh” and “stale” green lights.
- Road Hazards – The new employee/driver will be instructed how to utilize the 4-8 second rule which consists of observing and identifying possible hazardous road conditions.
- Freeway Driving – The new employee/driver will be instructed how to enter and exit the freeway without creating hazards or traffic back-ups..

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- Backing Up – The new employee/driver will be instructed how to safely back and enhance awareness of their surroundings to avoid collisions with stationary and moving objects.
- Parallel Parking – The new employee/driver will be instructed how to effectively and safely parallel park a vehicle.
- Turning - The new employee/driver will be instructed how to make left and right hand turns properly and from the correct lanes to avoid risk and possible citation.
- Vehicle Inspection – The new employee/driver will be instructed how to perform a proper pre and post-trip vehicle inspection properly, and what to do if the vehicle needs attention.
- Mechanical Malfunctions - The new employee/driver will be instructed on what to do if the vehicle encounters a mechanical malfunction or a breakdown as well as Silver Eagle Houston protocol as it relates to scheduled PMI (preventative maintenance inspections).
- Parking Site Selection – The new employee/driver will be instructed how to analyze available vehicle parking areas and how to select a parking spot that will not create congestion, will minimize potential damage to Silver Eagle Houston rolling assets and allow the employee/driver an easy out at time of departure to ensure maximum productivity.
- Vehicle Cleanliness – The new employee/driver will be instructed and taught the value of perception and company image. Silver Eagle Houston requires all assigned drivers to wash their vehicle in a quality manner at least once a week. The interior must be maintained on a daily basis.
- POS Storage/Cargo Security – The new employee/driver will be taught how to properly secure all POS & Cargo securely as well as manage weight and volume to positively impact fuel efficiency.

Drivers must attend a company driving orientation and driver training at the scheduled time. More class time will be given if deemed necessary. Depending on employee/driver performance during classroom and on the road training, Silver Eagle Houston reserves the right to withhold driver certification privileges.

Upon completion of the van and non-commercial driver training program, each employee/driver will be issued a certification card.

9 References

Manager and Employee Responsibilities – SED-CORP-HSE-2-001

Substance Abuse & Testing Standard - SED-CORP-HSE-2-005

Substance Abuse & Testing Procedures - SED-CORP-HSE-3-001

Incident Management – SED-CORP-HSE-2-027

Fitness for Duty – SED-CORP-HSE-2-006

HSE Compliance and Hazard Training – SED-CORP-HSE-2-007

Personal Vehicle Use Agreement - SED-CORP-HSE-4-020

Driver & Vehicle Safety Standard Acknowledgement and Safe Driving Pledge - SED-CORP-HSE-4-021



Health, Safety & Environmental
Driver and Vehicle Safety

Approved By Corporate Safety Review Panel	Issue Date 01/01/2020	Revision Date	Revision Number 0	Document Number SED-CORP-HSE-2-008
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FMCSR Pocketbook and Pre/Post Trip Inspection Acknowledgement - SED-CORP-HSE-4-022

MVR Scoring Specifications – SED-Corp-HSE-4-023

10 Document Revision Register

Revision #	Section #	Date	Revision Description
0		01/01/2020	Initial Issue