

RN Services Private Duty Care

Vehicle Safety Program

DRIVING SAFETY RULES

The following are safe driving rules that must be observed by all employees that drive a personal vehicle or a client's vehicle for company business.

- Do not take chances. To arrive safely is more important than to arrive on time.
- Drivers should be mentally and physically rested and alert prior to each trip.
- Drinking of alcoholic beverages while driving or driving while under the influence of alcohol or restricted drugs is prohibited.
- Drivers must have a valid driver's license and keep the license with them at all times while driving.
- Traffic laws must be obeyed. Drivers must adhere to safe driving rules adopted by RN Services, state and local laws:
 - Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions. Posted speed limits must be obeyed.
 - Never attempt to exercise the right-of-way; always let the other driver go first.
 - Keep to the right except when overtaking slow-moving vehicles, or when getting into a position to make a left hand turn.
 - Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Observe Timed Interval and Following Distance guidelines.
 - Turn signals must be used to show where you are heading: while going into traffic and before every turn or lane change.
 - Slow down and watch for children in school zones.
- All passengers must remain seated in a vehicle seat with seat belt.
- Check your vehicle daily before each trip, and check the vehicle visually each time before driving. Check lights, tires, brakes, and steering. An unsafe vehicle should not be operated until repairs are made.
- Drivers must report all accidents immediately, as required by law and the company rules.
- Drivers must report all arrests and traffic convictions immediately to the company. Repeated traffic convictions or failure to report traffic accidents or convictions will result in disciplinary action.
- If a client and a client's friend are being driven by RNS caregivers, a waiver must be signed by the client and their friends. The waiver releases RNS from liability related to injuries that may occur. The waiver is found in the employee section of the website under client forms.

CELL PHONE POLICY

It is the policy of RN Services that employees are prohibited from talking on any cell phone while driving a motor vehicle for business purposes. Employees are prohibited from texting and using any app's while driving. Employees are required to pull over and stop their vehicle before answering or placing calls and texting or using their cell phone in any manner. Employees must use a hands-free device to answer calls. Voicemail should be used to receive calls while driving if hand free answering is not available. This company policy must be followed at all time.

Driving with a hands-free device can still be distracting. If you are using a hands-free device:

1. Keep calls brief
2. Turn the phone off and let voicemail pick up calls when possible
3. Pre-program important and frequently called numbers and use voice dial settings
4. Do not search for phone while driving
5. Suspend phone conversations in merging traffic, heavy traffic, hazardous weather and around pedestrian traffic

Certain states require drivers to use only hands-free devices. This company will not be responsible for hands-free use citations received while driving for business purposes.

SEAT BELT POLICY

It is the policy of RN Services that all employees that drive personal vehicles for company business are required to wear seatbelts at all times while operating the vehicle. Seatbelts save lives and can help reduce the amount of injuries should a motor vehicle accident occur. Above all, wearing seatbelts is the law. Any employee observed not wearing a seatbelt will be subject to disciplinary action.

BUSINESS USE OF PERSONAL VEHICLES

It is the policy of RN Services that any employee who drives their personal vehicle or a client's vehicle for company purposes is required to maintain automobile liability coverage, including coverage for any passengers, with combined single limits of liability for bodily injury or property damage of not less than \$100,000 for any one occurrence. All employees will send a current copy of the employee's insurance card to the RN Service's office to keep on file. Scanned copies of insurance cards can be sent to INFO@RNServicesSTL.com or mailed to Julie Burns, 1237 Tammany Lane, Town & Country, MO 63131.

Motor Vehicle Record/Driving Record Evaluation Guidelines

MVR's (Motor Vehicle Reports) will be obtained on all drivers on an annual basis.

Type A Violations

Convicted of driving while intoxicated or under the influence of drugs (Within the past 5 years); failing to stop and report when involved in an accident; driving while license is suspended or revoked; homicide, assault, or felony arising from the operation of a motor vehicle.

ALL TYPE A VIOLATIONS WILL RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR EMPLOYEES AND WILL DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES. THIS MAY ALSO RESULT IN TERMINATION OF EMPLOYMENT IF ANOTHER POSITION IS NOT AVAILABLE.

Type 'B' Violations:

All Moving Violations not listed as type 'A' Violations.

6 points for each instance during the most recent 12 months shown on the MVR

3 points for each instance during second 12 months shown on MVR

2 points for each instance during third 12 months shown on MVR.

Moving violation involving defective or faulty vehicle.

5 points for each instance during the past 36 months on the MVR.

Accident

5 points for each non-preventable accident during the past 36 months on the MVR.

Calculating Results:

- If the total points count is 9 or less, the individual can drive clients for RN Services.
- If the total point count is 10 - 19, the President or members of the safety committee make the final decision on eligibility for driving clients for RN Services.
- If the total point count is 20 or more, the individual is ineligible to drive clients for RN Services for twelve months.

NOTE: All decisions are subject to the discretion of insurance company underwriter.

WHAT TO DO IN CASE OF AN ACCIDENT:

1. Secure the scene
2. Call the Police
3. Get Photographs before scene changes
 - a. Company vehicle – damaged or undamaged
 - b. Other involved vehicles – damaged or undamaged
 - c. Other involved property – damaged or undamaged
 - d. Accident scene photos
 - i. Back up get pictures of entire accident, move in, closer to cars, taking pictures as you move in
 - ii. Pictures from all approaches
 - iii. Intersection – street signs and mile markers
4. Get Witness Statements in their words
 - a. Passengers in all involved vehicles
 - b. Pedestrians
 - c. Persons who viewed incident and stopped
5. Get all information
 - a. Road conditions at the time of the accident
 - b. All vehicles and structures involved
 - c. Location of accident
 - d. Date and time
 - e. Distractions (cell phones, eating, reading, etc.)

6. Report the incident to _____ at _____.

YOUR VEHICLE

Owner's Name _____

Driver's Name _____

Phone # _____

Driver's License # _____

License Plate # _____

Make of Vehicle _____

Model _____ Year _____

VIN # (Last 4 digits) _____

ACCIDENT

Date _____ Time _____ @AM @PM

Place of Accident _____

Drivable? & Yes & No

Towed To: _____

CONDITIONS

Pavement & Dry & Wet & Ice & Snow

Weather _____ Visibility _____

Traffic Control & Lights & Sign & None

Police Investigation & Yes & No

If Yes, Police Report # _____

Police Department: _____

Ticket(s): & Yes & No

If Yes, to Whom? _____

OTHER VEHICLE

Owner's Name _____

Driver's Name _____

Phone # _____

Cell # _____

Driver's License # _____

License Plate # _____

Make of Vehicle _____

Model _____ Year _____

VIN # (Last 4 digits) _____

Insurance Company _____

Insurance Co. Phone # _____

Drivable? & Yes & No

Towed To: _____

OTHER PEOPLE INVOLVED IN ACCIDENT

**PROPERTY DAMAGE OTHER
THAN VEHICLES**

Owner _____

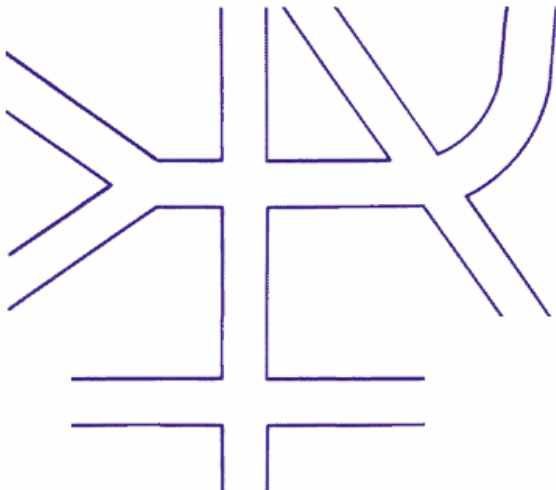
Address _____

City _____ State ____ Zip _____

What was damaged? _____

Location of Property? _____

Diagram Your Vehicle "A," & The Other
Vehicle "B."



DESCRIBE WHAT HAPPENED:

RN Services
Private Duty Care

**AUTO ACCIDENT
REPORTING
FORM**

Witness Statement Form

Name_____

Date_____

Address

Telephone _____

Location of Accident_____

Did you see the accident happen?_____

How did this accident happen?

Signature_____

Witness Statement Form

Name_____

Date_____

Address

Telephone _____

Location of Accident_____

Did you see the accident happen?_____

How did this accident happen?

Signature_____

Witness Statement Form

Name_____

Date_____

Address

Telephone _____

Location of Accident_____

Did you see the accident happen?_____

How did this accident happen?

Signature_____

DRIVER CONDUCT AT THE ACCIDENT SCENE

What You Should Do After an Accident

- A. Take Immediate Action to Prevent Further Damage or Injury at the Scene of the Accident
 - Pull onto shoulder or side of road
 - Activate four-way flashers and place warning signals promptly and properly
 - Assist any injured person, but don't move them unless they are in danger of further injury
- B. Call The Police
 - If someone is injured, request medical assistance
 - The vehicle should not be left unattended except in extreme emergency
- C. Exchange "traffic accident exchange information" forms with other driver(s). You should give identifying information to the other party involved, but should make no comments about assuming responsibility.
- D. Secure names and addresses of all witnesses. Witnesses should be asked to complete a Witness Information Card.
 - If there are no witnesses, the name and address of the first person to arrive at the scene should be obtained
- E. Complete the "driver's report of motor vehicle accident" form. Drivers should remember the following general rules for filling in the report:
 - Print or write legibly
 - Follow instructions to the letter
 - Answer all questions completely. If unable to answer any question, mark "not known"
- F. Report the accident to the main office. The driver must call the company immediately to report the accident so that the insurance company can be notified.

Suggested Do's and Don'ts In Case You Are Involved in an Accident

Don't "make a deal" for damages

Don't leave the scene of even a Minor accident

Don't accept an offer of cash, check or "private" settlement

Don't disavow injury to you or your passengers

Don't offer to pay ANYTHING even if you think you are at fault

Do (when conditions permit) move to the shoulder or other "safe area" to prevent further damage

Do ask someone to summon police and seek medical assistance. Repeat at 5-minute intervals

Do remember the 3 C's: remain CALM, COURTEOUS, and CONSISTENT in your version of the accident

Do obtain complete information from those involved

Do complete the accident report form on the scene -- not later

Do obtain the names of witnesses including addresses and phone numbers

Do notify your company as soon as possible

PREVENTABLE AND NON PREVENTABLE ACCIDENTS

While evidence of a violation of the law is a clear-cut indication of the preventability of an accident, the absence of any violation does not make the accident non-preventable. There are many steps that the driver can take to avoid an accident, which are beyond the requirements of the law. The safety committee must determine whether the driver could have reasonably taken other actions that would have avoided the accident.

Struck in Rear by Other Vehicle

Non Preventable if:

1. Driver's vehicle was legally and properly parked
2. Driver was proceeding in own lane of traffic at a safe and lawful speed
3. Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal of the directions of a police officer or other person
4. Driver was in proper lane stopped and waiting to make turn

Preventable if:

5. Driver was passing slower traffic near an intersection and had to make a sudden stop
6. Driver made sudden stop to park, load or unload
7. Driver's vehicle was improperly parked
8. Driver rolled back into vehicle behind

Struck While Parked

Non-Preventable if:

1. Driver was properly parked in a location where parking was permitted
2. Vehicle was protected by emergency warning devices as required by federal and state regulations, or if driver was in the process of setting out or retrieving signals

Accidents at Intersection

Preventable if:

1. Driver failed to control speed so that he could stop within available sight distance
2. Driver failed to check cross-traffic and wait for it to clear before entering intersection
3. Driver pulled out from side street in oncoming traffic, whether seen or unseen
4. Driver collided with person, vehicle or object while making right or left turn
5. Driver failed to observe traffic signal or device

Striking Other Vehicle in Rear – Preventable

Sideswipe and Head-on Collisions

Preventable if:

- Driver was not entirely in the proper lane of travel.
- Driver did not pull to the right and slow down and stop for vehicle encroaching on own lane of travel when such action could have been taken without additional danger

Squeeze Plays and Shutouts

Preventable if:

1. Driver failed to yield right of way to avoid an accident

Backing Accident – Preventable

Accidents Involving Train – Preventable

Accidents While Passing

Preventable if:

1. Driver passed when view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
2. Driver attempted to pass in the face of closely approaching traffic
3. Driver passed a vehicle slowing or stopped for a turn, whether other car was signaling or not
4. Driver failed to signal change of lanes
5. Driver pulled out in front of other traffic overtaking from rear
6. Driver cut-in short returning to right lane.

Accident While Being Passed

Preventable if:

1. Driver failed to stay in own lane, or held or reduced speed to permit safe passing

Accidents While Entering Traffic Stream – Preventable

Pedestrian Accidents

Preventable if:

1. Driver did not reduce speed in area of heavy pedestrian traffic
2. Driver was not prepared to stop
3. Driver failed to yield right of way to pedestrian

Mechanical Defect Accidents

Preventable if:

1. Defect was of a type which driver should have detected in making pre-trip or enroute inspection of vehicle
2. Defect was a type which driver should have detected ruining the normal operation of the vehicle

All Types of Accidents

Preventable if:

1. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic
2. Driver failed to control speed to be able to stop within assured clear distance
3. Driver misjudged available clearance
4. Driver failed to yield right of way to avoid accident
5. Driver failed to accurately observe existing conditions and drive in accordance with those conditions
6. Driver was in violation of company operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinances

RN Services
VEHICLE SAFETY PROGRAM

I acknowledge that I have read and understand the Vehicle Safety Program. I agree to work safely and to abide by the policies in this Manual or which may come into existence in the future.

I also understand and agree that this Manual is not a contract of employment and that RN Services reserves the right to change, delete, interpret or replace any or this entire Manual at any time. In addition, I understand that RN Services reserves the right to vary any policy in this Manual when, in its determination, circumstances so warrant. I have been given the opportunity to ask questions regarding this Manual.

Date

Employee Signature