

# 6 Keys to the Tetra Tech Vehicle Safety Program

An effective Vehicle Safety Program must be comprehensive, current, and an inherent part of our business safety culture. Commitment at each level of the organization is essential to successful program outcomes. Each time an employee gets behind the wheel, these key elements must be followed.



1

## Identify all company drivers

Tracking the extent of our ongoing vehicle exposure is key to program management. Managers of drivers need to immediately communicate new drivers to their OU Human Resources.

2

## Communicate program expectations

Employees participating in the program are expected to sign a Driver Rules of Conduct and Vehicle Use Policy before driving. Leadership will communicate program expectations and safety requirements annually.

3

## Screen drivers for safe driving records

To maintain our safety record, Tetra Tech upholds clear hiring standards for company drivers. Drivers require an initial and ongoing review of their [driving record](#), which can include drug screening depending on the work performed.

4

## Train new drivers and again every two years

Training is required for all drivers to ensure they follow the vehicle safety rules. New drivers are required to take training before driving for company business. Ongoing drivers are required to re-take training every two years.

5

## Assess driving risks and manage incidents

Driving should not be taken lightly, risks related to all non-routine journey's need to be assessed before getting behind the wheel by completing a risk assessment. Risks need to include possible driver fatigue. In case of incident, ensure all drivers have the [incident report documents](#) before getting behind the wheel.

6

## Conduct vehicle safety inspections

Vehicle inspections, repairs, and maintenance can help with costly, unexpected breakdowns, and help avoid crashes due to faulty equipment. All fleet vehicles will have documented inspections monthly. All drivers are to complete a visual inspection before getting behind the wheel.