Vehicle Safety

Copies of this procedure are uncontrolled unless maintained in a document controlled intranet site or binder.
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1 Purpose
This procedure establishes the requirements to be followed to protect the general public, personnel, and vehicles during the operation of motorized vehicles within the facility and over public roads.

2 Scope
This procedure applies to the operation of facility owned and/or leased passenger and cargo vehicles at "Company" facilities and over-the-road. This procedure does not apply to:

- Vehicles not required to be registered with the State’s Department of Motor Vehicles (DMV),
- Specialized industrial tractors (e.g., forklifts, motorized pallets, scissor lifts and similar industrial truck-type vehicles), or
- Off-road vehicles (e.g., 4–wheelers, 3-wheelers, snowmobiles).

The requirements within this procedure may be superseded by more stringent local standards.

2.1 Applicability
This procedure applies to all EthosEnergy Power Plant Services owned and/or operated facilities, field service operations, its employees and its contractors except where superseded by more stringent local standards.

2.2 References
This procedure is written to comply with the requirements of following documents and directives:

- Vehicle Manufacturers’ Maintenance Manuals
- Local Department of Transportation or Motor Vehicle Department
- Wood Group Policy WGP-020: Driving
- 49 CFR Subpart B;

3 Definitions
“Company Approved” Commercial Vehicle Operator - those individuals that have been approved by local management to operate commercial vehicles over public roads as defined by the U.S. Department of Motor Vehicles (DMV). Operators of these vehicles are required to have a commercial driver's license, or local equivalent.

4 Responsibilities
Corporate HSE performs the following functions:

Reviews applicable regulations and ensures that procedures meet all Federal regulatory requirements.

- Revises procedures as applicable.
• Distributes updates and changes.
• Provides technical assistance to site Safety Representatives and Facility Managers.

The Facility Manager (or designee) shall be responsible for ensuring that this procedure is implemented fully where employees operate vehicles covered by this procedure, and shall provide the resources necessary for its full implementation. The Facility Manager is responsible for informing his or her EthosEnergy Power Plant Services Human Resources representative whether new hire employees are expected to operate vehicles under this procedure as part of their job duties. If so, a pre-hire screening that evaluates the new hire’s driving history may be required if permitted by law.

Safety Representative (or designee) shall be responsible for:
• Supporting the vehicle operator training process.
• Periodically auditing compliance with this guideline.

Supervisors of vehicle operators shall be responsible for:
• Ensuring that employees who operate vehicles have been qualified by completion of the appropriate prerequisites per the requirements of this procedure.
• Ensuring that company owned, operated, and/or leased vehicles meet government licensing and placarding requirements before leaving company property, if applicable.
• Ensuring that driver qualification files are maintained for the appropriate type(s) of vehicles being operated.

Vehicle Operators shall be responsible for:
• Compliance with Community, Federal Motor Carrier, and Facility traffic rules/regulations and safety requirements.
• Maintaining a valid DMV (or equivalent) operator’s license for the type of vehicle operated.
• Performing routine visual checks of vehicles before use and completing the “Quarterly Operator’s Vehicle Inspection Checklist” (see Attachment 2), or an equivalent inspection tool, to ensure good operating condition.
• Maintaining vehicles in a clean condition inside and out.
• Using the hand brake and chocks when parking vehicles in excess of 14,000 pounds (6,500 kilograms) gross vehicle weight.
• Reporting mechanical problems to their Supervisor in a timely fashion.
• Reporting vehicle accidents to their Supervisor as soon as possible.
• Incorporating safe driving habits into their work practices.
• Complying with post-accident drug/alcohol testing, as applicable.

5 Process
[PENDING]
6 Procedure

6.1 General

- Operators of vehicles shall ensure that the area around the vehicle is free of materials or personnel prior to moving the vehicle.
- Individuals who operate any State registered motor vehicle on EthosEnergy Power Plant Services property or for EthosEnergy Power Plant Services business (including Contractor vehicle operations) shall have in their possession a valid, current driver's license from their State (or other licensing body) of residence. This license must also be appropriately classified for the vehicle they are operating (e.g., CDL, Class ratings, etc.) where applicable.
- Contractors, guests, and visitors are only allowed to operate company vehicles per approval from their EthosEnergy Power Plant Services contact.
- The on-site maximum speed limit on an EthosEnergy Power Plant Services owned or operated property is 15mph, unless local management implements more stringent limits.
- Operators must continually assess risk while operating vehicle. Operate vehicles at a speed that is reasonable, safe, and proper for the weather, traffic, and road conditions. Vehicle operators who are cited for traffic violations off-site while on official business are personally responsible for all fines and penalties associated with the citation and may also be subject to disciplinary action by the company. When operating on public roadways, drivers shall maintain a safe distance from the vehicle in front of them. Tailgating is not permitted. Operators shall use the “three-second rule”. To determine the right following distance, first select a fixed object on the road ahead such as a sign, tree or overpass. When the vehicle ahead passes the object, slowly count "one one thousand, two one thousand, three one thousand." If the EthosEnergy Power Plant Services driver's vehicle reaches the object before completing the count, the following distance is too close. Making sure there are three seconds between vehicles improves time and distance to respond to problems in the lane ahead.
- In heavy traffic, at night, or when weather conditions are not ideal (e.g. light rain, light fog, light snow), double the three-second rule to six seconds, for added safety.
- If the weather conditions are very poor, eg. heavy rain, heavy fog, or heavy snow, start by tripling the three-second rule to nine seconds to determine a safe following distance.
- Smoking is prohibited in EthosEnergy Power Plant Services owned or leased vehicles.
- Ignitions sources shall be controlled in refueling areas (e.g. turn off engine, turn off cellular phones, no smoking)
- Facility-specific fueling instructions concerning how and where to fuel vehicles shall be included in the vehicle operator's training, if fueling is performed at the facility.
- Vehicles must be loaded and secured to prevent loss, or damage, of the load during transportation. When equipment or materials must extend outside the vehicle dimensions, the load shall be marked with a red flag for increased visibility.
- All hazardous material loading and unloading activities shall be in conformance with all applicable regulations and site-specific transfer procedures.
Vehicle operators are responsible for wearing seatbelts and ensuring that vehicle occupants wear their seat belts while the vehicle is in motion. Personnel shall not ride in truck beds, on running boards/fenders, or any other part of the vehicle that is not equipped with an appropriate seat and seat belt.

Only authorized contractor vehicles are allowed on the property beyond designated contractor/visitor parking areas. These vehicles will be cleared with an EthosEnergy Power Plant Services Facility Representative.

Vehicles shall be positioned and operated with AT LEAST a minimum 20 ft. clearance from any overhead electrical lines.

Intersections within the facility shall be marked with appropriate traffic control signs.

Operators of vehicles covered by this Procedure are prohibited from texting while operating a vehicle.

The use of mobile phones if equipped with a “hands-free” device is allowed while driving on company business.

Vehicles should be driven only on designated roadways or paths at facilities, unless specific work assignments mandate otherwise. Vehicles should not be operated so as to generate excessive road dust, or in any way which may cause excessive damage to dirt roads.

A copy of the proof of insurance for the vehicle shall be maintained within the vehicle at all times.

All moving violations or citations issued to an EthosEnergy Power Plant Services employee while operating a vehicle owned, leased, or under the control of EthosEnergy Power Plant Services, whether related to an accident or not, are the responsibility of the employee involved and shall be immediately communicated to the employee’s supervisor and the EthosEnergy Power Plant Services Human Resources Department.

At wind farm sites only, the operator of the vehicle and all passengers shall wear a hard hat “from vehicle to tower”.

6.2 Parking Requirements

Facility main parking areas shall be clearly identified and approved or “no parking” parking spaces marked, whenever possible.

Where designated parking is not marked, vehicles shall be parked such that there is a passing area (for emergency vehicles) around them unless the driver remains with the vehicle and obeys the following conditions:

- Do not park in fire lanes.
- Do not obstruct or block emergency equipment including fire hydrants, hose houses, emergency carts or vehicles.
- Do not block roll-up or personnel doors in any building.
- Do not park within 50’ of any flammable, oxidizing, or reactive gas/liquid use, handling, or storage area or vessel (vehicle filling stations are exempt for this requirement).
- Vehicles must be parked in designated parking areas when available, and should not overlap adjacent spaces or block the flow of traffic.
• Vehicles must be shut off when left unattended or when located in proximity to any building where potential exists for exhaust entering the building.
• Turn wheels toward the curb when parked on a decline, and away from the curb when parking on an incline. Be aware of center of gravity and soil condition (e.g., muddy, wet grass, etc.) on side hill parking to avoid rollover or sliding.
• Set parking brake when parking any commercial vehicle. Chock wheels if any unloading or loading is to be conducted. Vehicles (gross vehicle weight greater than 14,000 tons or 6,500 kg) shall be chocked when parked.
• Ensure any natural area/soil is dry and will adequately support the vehicle load.
• Do not park or drive in areas with tall and/or dry vegetation.

6.3 Pedestrian Safety

Pedestrians have the right-of-way at marked crosswalks and unmarked intersections, but must give way to vehicles at all other points when on designated roadways or vehicle work areas. Pedestrians must not move into the paths of moving vehicles so suddenly so as to create a hazard. Always establish eye contact and signal your intentions to the vehicle operator prior to entering the vehicle’s path. Walking on roadways or other vehicle paths on facility property is to be avoided where possible. When unavoidable, pedestrians should walk as close as possible to the far-left side of the roadway (opposing traffic).

6.4 Commercial Vehicle Operation Requirements

Operating certain commercial motor vehicles (CMVs) requires special skills and knowledge, specifically the acquisition of a commercial driver’s license (CDL). The US Federal standard requires states to issue CDLs to drivers according to the following license classifications:
• Class A -- Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
• Class B -- Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.
• Class C -- Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.

Note: Based on the current requirements listed above, EthosEnergy Power Plant Services commercial vehicles generally do not meet the criteria necessary to require operators to obtain CDLs.

If required, commercial vehicle operators shall be considered “Qualified” upon the following:
• Having in their possession a valid, current driver’s license from their State (or other issuing body) of residence. The license must be appropriately classified for the vehicle they are operating (e.g., CDL, Class rating, etc.).

  NOTE: A current copy of the driver’s “Commercial Vehicle Operator’s License” shall be maintained by Human Resources.
• Where applicable, successfully completing the facility’s Vehicle Operator’s Orientation Program.
- Where applicable, driver applicant’s references have been checked including driving record.
- A vehicle orientation and driver performance test shall be completed for each type of vehicle the
  driver is being qualified for.
- A medical evaluation consistent with U.S. Department of Transportation requirements for
  Commercial Driver’s License (or local equivalent) has been passed to operate commercial vehicles
  over public roads and on the facility property.
- The completion of a “vehicle safety” training course. General Physics CBT or equivalent (see
  above).

Commercial vehicle operators shall be requalified every three years (or immediately upon involvement in an
accident) per the following requirements:

- An updated driver application has been completed identifying the driver and the vehicles to be
  operated.
- Applicant’s driving record of the previous three years has been checked, if possible.
- A road test in each type of vehicle for which the driver will be qualified has been successfully
  completed.
- A medical evaluation consistent with U.S. Department of Transportation requirements for
  Commercial Drivers License or local equivalent has been passed to operate commercial vehicles
  over public roads.
- A medical evaluation (the content of which will be determined by the location) has been passed to
  operate non-commercial vehicles (passenger vehicles) on the facility.
- A driver safety training course has been completed within the previous three years.

### 6.5 Vehicle Safety Equipment Supplies

Every EthosEnergy Power Plant Services owned or leased motor vehicle (or vehicles owned or leased by
facility owners at power plant O&M locations) shall be equipped with the following safety equipment:

- A fire extinguisher of the correct type and size shall be located in the vehicle and shall be securely
  mounted.
- A fully stocked first aid kit (10 unit) shall be in the vehicle, securely mounted or stowed.
- Emergency equipment such as traffic warning triangles, flares, flags and other items as identified
  by the facility as appropriate for the location or type of vehicle shall be present and securely
  stowed.
- Where geographically necessary, windshield ice removers shall be provided and shovels shall be
  considered.

### 6.6 Inspecting Motor Vehicles

Every EthosEnergy Power Plant Services owned or leased motor vehicle (or vehicles owned or leased by
facility owners at power plant O&M locations) shall have a quarterly documented inspection using the
“Operator’s Vehicle Inspection Checklist” (Attachment 2) or an equivalent checklist customized for the type
of vehicle being operated.
In addition, prior to each day's use, visual inspections or summary checks shall include verification of the following:

- The brakes, lights, windshield wipers, seat belts and horn are fully operational.
- Tires, including the spare, have adequate tread and are appropriately inflated.
- Mirrors and steering wheel are clean and properly adjusted.
- Vehicles driven on public roads shall comply with local requirements for license plates, tax stickers, inspections and other civil requirements.
- A fire extinguisher of the correct type and size shall be located in the vehicle and shall be securely mounted.
- A fully stocked first aid kit shall be in the vehicle, securely mounted or stowed.
- Emergency equipment such as traffic warning triangles, flares, flags, tire changing equipment, and other items as identified by the facility as appropriate for the location or type of vehicle shall be present and securely stowed.
- Scheduled preventive maintenance has been performed.

Additional requirements for commercial vehicles may include, as applicable:

- Appropriate placards or markings shall be present, clean and legible.
- Vehicles that transport hazardous liquids as cargo shall carry a shovel and other clean-up supplies, as appropriate, for use in containing minor spills.
- Heavy vehicles (gross vehicle weight greater than 14,000 pounds or 6,500 kilograms) shall have wheel chocks.

6.7 Reporting and Responding to Vehicle Accidents and Injuries

Initial Response - The following steps should be taken immediately following a vehicle related accident (e.g., property damage) or injury.

Vehicle accidents occurring on facility property:

- The vehicle operator, or first responders, shall activate the facilities first responder emergency notification plan. Outside medical and/or fire resources shall be requested if needed;
- De-energize vehicle(s) and ensure any remaining hazards are mitigated;
- Document significant circumstances and general observations about the accident; and
- Report the incident to your supervisor.

Vehicle accidents occurring on a public highway:

- The vehicle operator shall summon any appropriate medical assistance, and shall notify the applicable law enforcement agency (local police, sheriff, or highway patrol);
- **NOTE:** Employees who are injured in a motor vehicle accident must never be permitted to drive themselves to the initial medical exam.
- Drivers shall remain at the scene until released by law enforcement or other responding authority;
- Look for witnesses to the accident; if there are witnesses, get their names and addresses;
6.8 Internal Reporting Requirement

All vehicle accidents shall be reported to the affected employee’s Supervisor as soon as possible. The Supervisor shall promptly notify the Facility Manager and initiate the internal notification requirements as outlined in HS02.

The final accident report and other relevant documentation shall be attached to the HS02 incident report and submitted per the reporting requirements of HS02 as soon as possible, but no later than 24 hours after the accident.

6.9 Special Consideration – High Risk Locations

In regions where road travel security issues or particularly arduous road conditions exist, formal risk management plans, including emergency response provisions, must be in place.

6.10 Special Consideration – Fatigue Management

To minimize the risk of driving-related incidents due to employee fatigue, the following limits must be observed:

<table>
<thead>
<tr>
<th>LIMIT TYPE</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum driving hours between breaks and minimum break time</td>
<td>4.5 hours</td>
</tr>
<tr>
<td>Maximum driving hours within a rolling 24-hour period</td>
<td>Employee cannot drive after 12 hours of driving time (not including breaks). Employees who meet the maximum driving hours in a rolling 24 hour period will be permitted to drive following an 8 hour break period.</td>
</tr>
<tr>
<td>Maximum duty hours within a rolling 24-hour period</td>
<td>Employee cannot drive after 16 duty hours in a rolling 24 hour period. “Duty hours” include time driving, loading, unloading, waiting, and</td>
</tr>
</tbody>
</table>
LIMIT TYPE | REQUIREMENTS
---|---
performing any other work. Employees who meet or exceed the maximum duty hours in a rolling 24 hour period will be permitted to drive following 8 hour break period.
Maximum duty hours in a rolling 7 day period | Employees cannot drive following 98 duty hours over a rolling 7 day period. “Duty hours” include time driving, loading, unloading, waiting, and performing any other work. Employees who meet the maximum duty hours in a rolling 7 day period must have a minimum of a continuous 24 hour break (i.e., off duty) prior to driving again.

6.11 Drug and Alcoholic Testing

Employees who receive a request from a law enforcement officer to participate in post-accident or for cause drug or alcohol testing must honor the request. In addition, employees who are involved in motor vehicle accidents that require the employee to receive medical attention at a medical facility shall be subject to a standard drug and alcohol test except where prohibited by law.

Employees who are involved in motor vehicle accidents that do not require the employee to visit a medical facility shall receive a standard drug and alcohol test at the discretion of the Facility Manager except where prohibited by law.

7 Records

Operator training documentation shall be maintained along with other plant safety training records. Personal and/or confidential documentation collected during the operator qualification process (e.g., medical records, state issued driver’s license, etc.) shall be maintained by the Human Resources department.

Quarterly vehicle inspection records shall be retained on file for four (4) consecutive quarters.

8 Training

8.1 Initial Training

Training shall be provided to personnel prior to being permitted to operate a vehicle on behalf of an EthosEnergy Power Plant Services owned or operated facility. The target audience for initial training shall include; (1) those Individuals who have management responsibility for ensuring compliance with this guideline (e.g., Facility Manager, Supervisors) and (2) Vehicle Operators.

Training shall ensure awareness level understanding and communicate EthosEnergy Power Plant Services-specific procedure requirements for the topic. This shall be satisfied via GPI module OS24 (or equivalent) and a review of this procedure and testing to demonstrate understanding. Alternative methods
for training, such as company provided presentations covering both general awareness and procedural knowledge, are acceptable.

8.2 Refresher Training

Refresher training will be provided for all applicable employees every three years. Additionally, refresher training will be provided whenever management identifies inadequacies in employees’ knowledge of the topic and procedure (e.g., program audit reveals deficiencies, near miss or injury incident related to the topic, etc.).

9 Records of Change

<table>
<thead>
<tr>
<th>Revision</th>
<th>Issue Date</th>
<th>Description of Change</th>
<th>Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 9</td>
<td>Various</td>
<td>See archived red-line versions of annual revisions</td>
<td>Various</td>
</tr>
<tr>
<td>10</td>
<td>June 2014</td>
<td>Update to new format; Rebranding</td>
<td>Kevin Orr; Don Fritz</td>
</tr>
<tr>
<td>11</td>
<td>Jan 2015</td>
<td>Updated Spelling Errors and to Rev 11, updated change to section 6.1 regarding mobile phones, and changes to attachment 1 Vehicle Inspection Checklist</td>
<td>Scott Bailey</td>
</tr>
</tbody>
</table>
### 10 Implementation

This non-mandatory checklist is designed to help locations implement this procedure. When all applicable items are completed, this procedure is considered fully implemented by the location.

**(PENDING NEXT REVISION)**

<table>
<thead>
<tr>
<th>Applicable</th>
<th>Requirement</th>
<th>Description</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Assessment</td>
<td>Perform the assessment described in Section 5, Process.</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Documentation</td>
<td>Ensure that the following documentation is in place:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><em>Update the HSE Procedure Binder(s)</em></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Signage &amp; Postings</td>
<td>Purchase and install the following signs and other postings:</td>
<td></td>
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<tr>
<td></td>
<td>Equipment &amp; Supplies</td>
<td>Purchase the following equipment &amp; supplies:</td>
<td></td>
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<tr>
<td>Yes</td>
<td>Compliance Tasks</td>
<td>Enter the following tasks in the Compliance Tool:</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Training &amp; Qualification</td>
<td>Add the following training and/or certifications to GPILearn:</td>
<td></td>
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<tr>
<td>Yes</td>
<td>Work Authorization System (WAS)</td>
<td>Update the WAS to include the following:</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td>Vendor(s)</td>
<td>Establish a relationship with a qualified vendor(s) for::</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Other</td>
<td>Perform the following additional implementation actions:</td>
<td></td>
</tr>
</tbody>
</table>
11 Attachments

- Attachment 1, Quarterly Operator's Vehicle Inspection Checklist Form
## Attachment 1 – Quarterly Operator’s Vehicle Inspection Checklist

### Vehicle Description: __________________________ ID Number (if applicable): __________________________

### Inspector’s Name: __________________________ Date: __________________________

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>Check if OK (✓)</th>
<th>Comment (include Work Order No. if applicable)</th>
<th>Check if N/A (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is Perform Preventative Maintenance at Regular Intervals</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License plate legible and current?</td>
<td></td>
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<tr>
<td>Tax stickers (e.g., registration) current?</td>
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<tr>
<td>Inspection sticker (e.g., smog certificate) legible and current, if applicable?</td>
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<tr>
<td>Scheduled preventive maintenance current?</td>
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<tr>
<td>Any signs of fluid leaks?</td>
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<tr>
<td><strong>Body Damage?</strong></td>
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<td></td>
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<tr>
<td>If so, location?</td>
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<tr>
<td>Windshield</td>
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<tr>
<td>No cracks in line-of-sight?</td>
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<tr>
<td>Windshield wipers operational?</td>
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<tr>
<td>Mirrors</td>
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<tr>
<td>Note any deficiencies here.</td>
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<tr>
<td>Lights</td>
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<tr>
<td>Are all lights operating properly?</td>
<td></td>
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<tr>
<td>Headlights, Parking lights, taillights, brake lights, turn signals and flashers?</td>
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</tr>
</tbody>
</table>
## Vehicle Safety

### Condition

<table>
<thead>
<tr>
<th>Condition</th>
<th>Check if OK (✓)</th>
<th>Comment (include Work Order No. if applicable)</th>
<th>Check if N/A (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vehicle Safety Equipment</strong></td>
<td></td>
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</tr>
<tr>
<td>Horn working properly?</td>
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<tr>
<td>Seat belts with shoulder restraint working?</td>
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<tr>
<td>Brakes operating properly?</td>
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<tr>
<td>Hand/emergency brake operating properly?</td>
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<tr>
<td><strong>Tires</strong></td>
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<tr>
<td>Properly inflated?</td>
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<tr>
<td>Adequate tread present?</td>
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<tr>
<td>Spare in good condition (confirm tire pressure)?</td>
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<tr>
<td><strong>Emergency Equipment</strong></td>
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<tr>
<td>Chocks (-heavy vehicles)?</td>
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<tr>
<td>Fire extinguisher?</td>
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<tr>
<td>First aid kit, fully stocked?</td>
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<tr>
<td>Windshield ice scrapper present, if necessary?</td>
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<tr>
<td>Traffic warning flares, triangles, flags, etc.?</td>
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<td></td>
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</tbody>
</table>