



Triad
Broadcasting
Company, Inc.

Vehicle Fleet Safety Manual

October, 2011

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Vehicle Fleet Safety Manual

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INTRODUCTION

The purpose of this Vehicle Fleet Safety Manual is to provide our employees and managers with tools and materials to ensure the safety of all employees who drive Company vehicles. Vehicle accidents are costly to the Company but more importantly, they may result in injury to our employees, volunteers and occupants of other vehicles or pedestrians. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Company endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner. The behavior our drivers take when behind the wheel is the single most important factor in driving safely.

Driver Safety Rules

All Triad employees operating a Company or personally owned vehicle for Company business and/or activities must:

1. Comply with all traffic laws at all times.
2. Maintain a current, valid driver's license that is submitted upon initial employment and may be subject to subsequent annual review. Such employees have an affirmative obligation to promptly notify their supervisor of any moving violation, or other violations of motor vehicle law which may affect their driver's license, insurability or restriction or suspension of their driver's license.
3. All drivers and passengers operating or riding in any vehicle **must** wear seat belts/shoulder harnesses, even if air bags are available.
4. **The use of a company vehicle or a personal vehicle driving on Company business while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.**

5. (Driver Safety Rules cont'd)

6. No driver shall operate a vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, prescription medication or any alcohol consumption whatsoever.
7. Drivers need to be aware that the use of a cell phone creates a distraction from safe driving. Cell phone use including "texting" while driving is forbidden. Only usage in "hands free" mode is permitted while the vehicle is in motion; such usage should be kept to an absolute minimum. Whenever possible, drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a speaker. While driving, attention to the road and safety should always take precedence over conducting business by phone. Additionally, employees compelled to use cell phones while driving are required to use a "hands-free" apparatus or safely pull to the side of the road and stop, to conduct a phone call. The use of PDAs, earpods, iPods, Blackberrys, MP3 Players, pagers, and any other personal communication devices can be distracting and is strictly prohibited while driving.
8. No unauthorized personnel are allowed to ride in company vehicles.
9. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. This is especially important with radio remote broadcast vehicles - these vehicles are highly visible, perceived as targets by thieves, and contain valuable, portable equipment. Be aware of remote broadcast vehicle heights and clearances.
10. Drivers of Company vehicles are expected to promptly report mechanical difficulties or repair needs to management.
11. Record remote broadcast vehicle check-out and check-in information on proper forms as specified by your Market Manager.
12. Always stow all loose items and equipment BEFORE moving vehicle.
13. Head lights shall be used 2 hour before sunset and until 2 hour after sunrise, or during inclement weather or at anytime when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
14. All State and Local laws must be obeyed.

DEFENSIVE DRIVING

Defensive Driving

It is assumed that drivers of Company vehicles adhere to a posture of defensive driving - driving to avoid accidents in spite of the wrong actions of the other driver and in spite of adverse driving conditions.

Standard Performance

Triad expects all management and employees to practice defensive driving as the standard.

Intersections

It is the responsibility of all drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the other driver to conform to law or traffic control devices will not automatically discharge an accident as "non-preventable".

Intersection accidents are preventable even though the driver has not violated traffic Regulations. His /Her failures to take precautionary measures prior to entering the intersection are factors to be studied in making a decision. When a driver crosses an intersection and the obvious actions of the other driver indicate possible involvement either by reason of excess speed, crossing a lane in turning, or coming from behind a blind spot, such entrapment could be preventable.

Backing

Practically all backing accidents are preventable. A driver is not relieved of the responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances personally.

Front End Collisions

Regardless of the abrupt or unexpected stop of the vehicle ahead, a driver can prevent accidents by maintaining a safe following at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Overdriving headlights at night is a common cause of front end collisions.

Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.

Rear End Collisions

Investigation will often disclose that a driver risked being struck from behind by failing to maintain a margin of safety in his/her own following distances. Rear end collisions preceded by a roll back, an abrupt stop at a grade crossing, when a traffic signal changes, or when the driver fails to signal a turn at an intersection is considered preventable.

Accidents caused by failure to signal intentions or to slow down gradually are generally preventable.

Passing

Failure to pass safely indicates faulty judgment and the possible failure to consider one or more of the important factors a driver must observe before attempting the maneuver.

Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and could potentially be the driver's responsibility.

Being Passed

Sideswipes and cut-offs involving a driver while being passed could be preventable when the driver fails to yield to the passing vehicle by slowing down or moving to the right where possible.

Lane Encroachment

A safe driver is rarely a victim of entrapment by another driver when changing lanes.

Similarly, entrapment in merging traffic could be an indication of unwillingness to yield to other vehicles or to wait for a break in traffic. Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances. Squeeze plays causing involvement with parked cars, pillars, and other road structures can be prevented by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

Grade Crossings

Collisions with fixed rail vehicles, such as trains, rail maintenance vehicles, etc., occurring at grade crossings, in traffic, in a rail yard, switch area or on private property are the responsibility of the driver to prevent. When a vehicle is parked across a rail siding, the driver must first determine if it is safe and permissible and, furthermore, must stand by in case conditions change by the movement of rail cars during the parking interval.

Opposing Vehicles

When an opposing vehicle enters a driver's traffic lane, it may be possible for a driver to avoid a collision. For example, when an opposing vehicle is in a passing maneuver the driver should slow down, stop or move to the right to allow the vehicle to re-enter its own lane. Signaling the opposing driver by flicking the head-lights or sounding the horn might aid in the avoidance of an accident.

Turning

Turning movements, like passing maneuvers, require the most exacting care by a driver.

Squeeze plays at left or right turns involving other vehicles, scooters, bicycles or pedestrians are the responsibility of the driver making the turn. The driver should signal, properly position the vehicle for the turn, check the rearview mirrors, check pedestrian lanes and take any other defensive action. Be aware of sudden turns by other drivers.

Drivers should take precautionary action from tip-offs from the other vehicles to avoid sudden turns by other drivers. U-turns by the driver that result in a collision are generally preventable.

Passenger Accidents

Passenger accidents in any type of vehicle are preventable when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it should be considered preventable when a driver stops, turns or accelerates abruptly.

Pedestrians

Traffic regulations and court decisions generally favor the pedestrian hit by a moving vehicle. Drivers need to watch for unusual routes of pedestrians at mid-block or from between parked vehicles.

Whether speed limits are posted or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, residential streets and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular situation.

Bicycles, motor scooters and similar equipment are generally operated by young and inexperienced operators. The driver, who fails to reduce speed when this type of equipment is operated within sight distance, has failed to take the necessary precaution to prevent an accident. Keeping within posted speed limits is not taking the proper precaution when unusual conditions call for voluntary reduction of speed.

Weather

Adverse weather conditions are generally not a valid excuse for being involved in an accident.

Rain, snow, fog, sleet or icy pavements have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions, or to "call it a day" when necessary, may result in a preventable accident.

Safety devices such as skid chains, sanders, etc., need to be used when weather conditions require it.

Alley, Driveways and Plant Entrances

Drivers need to slow down, sound a warning or yield to the other driver when vision is blocked in an alley, driveway or plant entrances in order to avoid a potential accident.

Fixed Objects

Collisions with fixed objects are generally preventable. They usually involve failure to check or properly judge clearances. Use extra caution when entering new routes, strange delivery points, resurfaced pavements, under viaducts, inclined entrances to docks, marquees projecting over a traveled section of road and similar situations. The driver must be constantly on the lookout for such conditions to avoid accidents.

Private Property

When a driver is expected to enter private property, make sure as a driver you have the appropriate permission to enter the area.

Parking

When drivers are in unconventional parking locations, including double parking, they need to use warning devices. Roll-away accidents from a parked position normally are preventable. Generally roll-aways occur when driver fails to properly block wheels or to turn wheels toward the curb to prevent vehicle movement.

Reporting Procedures

As a Triad employee you are obligated to report an accident to your local police department or highway patrol, and to document from your immediate memory the details of the accident in writing.

DRIVER ELIGIBILITY

USE OF COMPANY VEHICLES

Triad's auto insurance coverage follows our vehicles. The trigger to coverage is use with permission. The vehicle and driver are insured only when driving with permission by the Company. That said, one of the best ways to safely manage our fleet is to restrict use of Company vehicles to authorized employees ONLY, except in emergencies, or in case of repair testing by a mechanic. Other employees and/or family members are not permitted to drive Company vehicles.

No unauthorized persons are allowed to ride in Company vehicles. Unauthorized drivers and passengers may not be covered by our insurance carrier.

Except in rare instances, no one under the age of 21 may drive Company vehicles or personal vehicles while on Company business or activities. (Please see Motor *Vehicle Record Review Form* - page 15).

No Company vehicle may be taken home. All Company vehicles are to be returned to its designated garaged location as soon as feasibly possible.

No company vehicle may be used for personal use. Any deviation to this policy required advanced corporate approval.

USE OF PERSONAL VEHICLES ON COMPANY BUSINESS OR ACTIVITIES

Employees of the Company and/or volunteers may use their personal vehicles in connection with Company activities, be it a sales person visiting a prospective advertiser or an office assistant going to the post office to pick up the mail. In the event that an employee or volunteer is involved in an accident while driving his/her personal vehicle on Company business or activities, the Company may be held liable.

Employees or volunteers who use their personal vehicles on Company business or activities are required to carry adequate limits of insurance; we suggest a minimum of \$100,000 for property damage and \$300,000 for bodily injury.

DRIVERS LICENSES

Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. Any employee who has a driver's license revoked or suspended should promptly notify the Market Manager and the Business Manager and should discontinue operation of Company vehicles or driving any vehicle on company business and/or activity.

An employee may be terminated if he/she knowingly operates a Company vehicle or privately owned vehicle used for Company business and/or activities while driving with a suspended or revoked license.

Vehicles with a gross vehicle weight in excess of 10,001 pounds or which are designed to transport more than fifteen passengers, including the driver, are classified by the Department of Transportation (DOT) as commercial vehicles. Such vehicles may be operated only by individuals with Commercial Drivers Licenses (CDL).

Driver qualification and review criteria for CDL drivers is inherently more extensive than for non-CDL drivers due to the heightened degree of risk and heightened degree of responsibility. CDL drivers must comply with all applicable DOT regulations, including successful completion on medical, drug, and alcohol evaluations. Driver Qualification files containing the following documents will be maintained for all CDL drivers:

1. Application for employment (if applicable), and
2. Prior employer information (if applicable), and
3. Road test from and certificate or license or certificate accepted in lieu of road test, and
4. Motor Vehicle Record from state for which current record should be secured annually,
5. Any letter granting a waiver of a physical disqualification, and
6. Any other material relating to a driver's qualification or ability to drive a vehicle safely.

REPORTING AN ACCIDENT

All accidents involving Company vehicles, regardless of severity, must be reported to the police, the Market Manager and the Business Manager - the driver of our vehicle and the Business Manager should jointly complete a Vehicle Accident Report (see page 13).

All accidents that involve our insurance should be reported by the Business Manager to our insurance company.

If an employee is involved in an accident, the police report will be used to determine who was at fault. As an employee you are responsible for obtaining a copy of the police report. If the police report is not obtained you may be considered at fault by an insurance company. Hence you have an affirmative duty to obtain all accident reports by all the proper authorities, i.e., highway patrol, sheriff's office, or police department.

Triad reserves the right to review an employee's motor vehicle record. After that review Triad further reserves the right to place an employee on non-driving status for one-year pending the next annual review. And likewise, an employee may be required to attend specific classes or counseling in order to have driving privileges reinstated. All the classes must be completed during the employee's off-duty time and at the employee's expense.

Failure to comply with the Company driving policy regulations may result in immediate termination of employment, even for the first offense.

The Business Manager will have the Company automobile insurance policy number on hand when calling in the accident/claim. A representative from the company's automobile insurance carrier will discuss the accident/claim with the Market Manager and/or Business Manager, gather the necessary information, and communicate accident/claim particulars to an adjuster for handling. The insurance carrier representative is responsible for adjusting claims and issuing claims payments.

MOTOR VEHICLE RECORDS

Motor Vehicle Records (MVRs) will be ordered periodically to assess driving records. In recognition of certain privacy protections provided under The Fair Credit Reporting Act, the appropriate authorization is secured from the concerned individual upon hire and prior to requesting an MVR for that person. The authorization is retained in the employee's personnel file. (See Inquire Release on page 16).

In evaluating MVRs, the following criteria are the standards that may disqualify an individual from use of Company vehicles and/or driving any vehicle while on Company business and/or activities:

- One (1) or more type 'A' Violations in the past 3 years (as defined below)
- Three (3) or more accidents (regardless) of fault in the last 3 years.
- Three (3) or more 'B' violations in the past 3 years.
- Any combination of accidents and type 'B' violations which equal Four (4) or more in the last 3 years.

Please consult with your Market Manager for approval of driving privileges. Refer to Motor Vehicle Record Review Form (page 15).

Definition of Type "A" and Type "B" Violations

Type 'A' Violations:

- *Driving/Operating While Under the Influence (DUI/OUI)*
- *Driving/Operating While Intoxicated(DWI/OWI)*
- *Negligent Homicide* arising out of the use of a motor vehicle (gross negligence)
- Operating during a period of *Suspension* or *Revocation*
- Using a motor vehicle for the commission of a felony
- *Aggravated Assault* with a motor vehicle
- Operating a motor vehicle without the owners authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations:

- All Moving Violations not listed as type 'A' Violations.
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MOTOR VEHICLE RECORD VENDOR LIST

USA-FACT, Inc.
6200 Box Springs Blvd
Riverside, CA 92507
(800) 547-0263
www.usafact.com

MOTOR VEHICLE RECORD REVIEW FORM

Employee _____

Date _____

INSTRUCTIONS

This form will be used to evaluate the driving record of prospective employees prior to hiring; and all other full and part-time employees whose jobs involve operating Company vehicles and/or driving any vehicle while on Company business.

An employee may be disqualified by the Company's automobile insurance carrier from driving for 1 year if the review of the individual's MVR indicates the following:

Type 'A' Violations

- Driving/Operating While Intoxicated (DWI/OWI)
- Driving/Operating While under the Influence (DUI/OUI)
- Negligent Homicide Arising Out of the Use of a Motor Vehicle (gross negligence)
- Operating During a Period of Suspension or Revocation
- Using a Motor Vehicle for the Commission of a Felony
- Aggravated Assault With a Motor Vehicle
- Operating a Motor Vehicle Without the Owners Authority (grand theft)
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- Hit and Run (Bodily Injury or Property Damage)

Type 'B' Violations (3 or more)

- All Moving Violations Not Listed as Type 'A' Violations

Accidents (3 or more regardless of who is at fault)

Motor Vehicle Record Review

- Does the employee have a valid driver's license? Yes _____ No _____
- Total number of Type A Convictions _____
- Total number of Type B Convictions _____
- Total number of Accidents _____

I have reviewed the attached motor vehicle record and **APPROVE** the named employee to operate Company vehicles or personal vehicles on Company business and/or activities.

VP/Market Manager _____

Date _____

Exception by Corporate Officer

Based on convictions or accidents during the past 3 years, can approval be granted to the named employee? Yes _____ No _____

Based on employee's age limit restriction (under 21), can approval be granted to the named employee providing their MVR is completely free of any violations whatsoever? Yes___ No___

Special Conditions/restrictions: _____

Corporate Senior Management: _____

Date _____

INQUIRY RELEASE

In connection with my employment with **Triad Broadcasting Company**, I understand that investigative background inquiries may be made annually of my motor vehicle reports. Further, I understand Triad Broadcasting Company and its vendor USA-FACT, Inc. and/or its authorized agent may be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, which may include information but not limited to files of insurance companies.

I hereby authorize and release, without reservation, any party or agency contracted by Triad Broadcasting Company, USA-FACT, Inc., and their employees or assigns from any and all claims, actions, suits, agreements, or liabilities arising from the release of said information to **Triad Broadcasting Company** or any authorized agent thereof. Your background information will be submitted by:

USA-FACT, Inc. 6200 Box Springs Blvd, Riverside, CA 92507 909-656-7800

I am entitled to receive a free copy of my report before any adverse decision with regard to my driving privileges or employment is made in connection with the information obtained from these reports.

Request a copy of my background report

Waive my right to receive a copy of my background report.

Note: Before signing this document, read it thoroughly and complete all requested information. If not applicable, indicate by drawing a line through the section.

I have read and understand the above notice.

Signature

Date

Print Name (Please print name exactly as it appears on your driver's license)

City, State and Zip Code

Telephone number, (including Area Code)

Driver's License Number

State of Issuance

Social Security Number

Date of Birth

Triad Broadcasting Company

ACKNOWLEDGMENT OF RECEIPT OF VEHICLE FLEET SAFETY MANUAL

EFFECTIVE OCTOBER 14, 2011

This is to acknowledge that I have received a copy of the ***Vehicle Fleet Safety Manual*** and understand that it contains important information on many of Triad Broadcasting Company's overall driving safety policy and on my driving privileges and obligations as an employee. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the manual. Additionally, I agree to abide by any new or revised policy.

I understand and acknowledge that Triad Broadcasting Company reserves the right to revoke any driving privileges awarded to me at any time and at its sole discretion.

I further understand and acknowledge that should my license be suspended or revoked, or should the Company's automobile insurance carrier determine I am excludable from coverage due to my driving record; I am strictly prohibited from driving any vehicle while performing Company business or while attending Company activities.

I understand that I am governed by the contents of the manual and that, Triad Broadcasting Company may revise or add to any policies or practices described in this manual from time to time at its sole and absolute discretion with or without prior notice.

I further acknowledge and agree that employment with Triad Broadcasting Company may be terminated for not abiding by the rules and policies set forth in the Vehicle Fleet Safety Manual.

Employee Signature

Date

Print or Type Name

IMPORTANT NOTE: I understand it is my responsibility to read, understand, and comply with the provisions contained in Triad Broadcasting Company Vehicle Fleet Safety Manual. If I am unable to understand any part of this manual, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange such help, I will immediately notify my supervisor who will make arrangements for needed assistance.