

Safety Manual

Inder Transport Inc



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Introduction

At Inder Transport Inc., safety is our number one priority. We are dedicated to providing a safe and secure work environment for our employees and the public. This Safety Manual is designed to outline the safety procedures and guidelines that must be followed by all employees, particularly drivers, to ensure we uphold the highest safety standards.

The goal of this manual is to:

- Promote a culture of safety across all operations.
- Provide clear procedures to reduce the risk of accidents and injuries.
- Outline the responsibilities of each employee in maintaining a safe workplace.
- Ensure compliance with all applicable safety laws and regulations.

Safety Commitment

Inder Transport Inc. is committed to a zero-accident culture. We will provide all employees with the tools, training, and support necessary to safely carry out their job duties. Our safety policy applies to all employees, contractors, and any other individuals who are part of the Inder Transport team.

- **Management Commitment:** Company leadership will actively support safety initiatives, ensure resources are available for safety programs, and demonstrate a personal commitment to safety at all levels.
- **Driver Responsibility:** All drivers and other personnel are expected to follow safety procedures and report any unsafe conditions or practices.

Driver Safety Guidelines

Pre-Trip Inspections

Before every trip, drivers are required to conduct a comprehensive pre-trip inspection to ensure their vehicle is in safe operating condition. The pre-trip inspection must include:

- Checking tire pressure, brakes, lights, and other essential systems.
- Verifying that all cargo is properly secured.

- Ensuring all required documentation (e.g., logbooks, CDL, safety gear) is up to date and accessible.

Any issues discovered during the pre-trip inspection must be reported to the supervisor immediately, and the vehicle must not be operated until the issue is resolved.

Road Safety

- **Speed Limits:** Drivers must adhere to posted speed limits at all times. If road conditions require, reduce speed to maintain control.
- **Driving Conditions:** Drivers must exercise extra caution in inclement weather conditions (e.g., rain, snow, fog). Slow down and increase following distances when necessary.
- **Fatigue Management:** Drivers must not drive when they are fatigued. Adhere to hours-of-service regulations, and take appropriate breaks as needed.
- **Distractions:** Using mobile phones or engaging in other distractions while driving is prohibited unless using hands-free technology. Drivers should focus solely on the road at all times.

Post-Trip Safety

Vehicle Maintenance: After every trip, drivers should report any issues with the vehicle, including mechanical or safety concerns.

Preventive Vehicle Maintenance Checklist

The most effective and thorough checklists contain these items:

- a) 90-Day Inspection (Bit Inspection)
- b) Annual Inspection
- c) PM Services:
 1. Engine Oil and Filter Changes
 2. Transmission Fluid
 3. Drive Shafts or CV Joints

4. Drive Belt, Serpentine Belt, and Hoses
5. Fuel System
6. Cooling System
7. Engine and Transmission Mounts
8. Tune-Ups clip art black and white
9. Tires
10. Wheels and Rims
11. Exhaust System
12. Electrical System Components
13. Braking System
14. Steering and Suspension System
15. Undercarriage and Frame
16. Horn
17. Seat Belts and Seat Structure
18. Exterior and Interior Lights
19. Body, Glass, and Mirrors
20. Windshield Wiper System
21. Auxiliary Systems
22. Fuses

Rest & Recovery: Following long hours of driving, drivers must rest and ensure they are physically fit to operate the vehicle before starting the next shift.

3. Accident Reporting & Procedures

In the event of an accident, the following steps must be taken immediately:

- **Ensure Safety:** Move to a safe location if possible, and check for injuries. Call emergency services if necessary.
- **Secure the Scene:** Place warning triangles or reflective devices to alert other drivers.
- **Notify Management:** Inform your supervisor or the designated company representative as soon as possible.
- **Document the Incident:** Complete an accident report detailing the incident, including location, time, conditions, and any parties involved.
- **Cooperate with Authorities:** Provide necessary documentation and cooperate with law enforcement during their investigation.

Failure to report accidents or comply with these procedures may result in disciplinary action.

Drug & Alcohol Policy

Inder Transport Inc. maintains a strict zero-tolerance policy for drug and alcohol use in the workplace.

- **Pre-Employment Testing:** All new hires will undergo drug and alcohol testing as part of the hiring process.
- **Random Testing:** Employees may be randomly selected for drug and alcohol testing at any time during employment.
- **Post-Accident Testing:** Any employee involved in an accident that results in injury or damage will be tested for drugs and alcohol as required by law.
- **Consequences:** Employees who test positive for drugs or alcohol or are found under the influence while on duty will face immediate Actions.

Employee Training & Safety Programs

Inder Transport Inc. will provide ongoing training for all employees to ensure they understand and can apply safety procedures in their daily tasks.

- **New Employee Orientation:** Every new driver will undergo safety training as part of their orientation process.
- **Annual Safety Training:** All employees will participate in annual safety training to stay up to date on best practices and regulatory changes.

- **Safety Meetings:** Regular safety meetings will be held to discuss safety concerns, report incidents, and review new procedures.

Safety Compliance & Auditing

Inder Transport Inc. conducts regular safety audits and inspections to ensure compliance with all safety regulations and company policies.

- **Internal Audits:** Safety audits will be conducted quarterly to assess the effectiveness of our safety program.
- **Compliance with Regulations:** Inder Transport Inc. will ensure full compliance with all federal, state, and local safety regulations, including OSHA, DOT, and FMCSA guidelines.

Discipline & Consequences

Failure to follow the safety guidelines outlined in this manual will result in disciplinary action, up to and including termination. Consequences may include:

- **Verbal Warnings:** For minor infractions.
- **Written Warnings:** For repeated or more severe infractions.
- **Suspension or Termination:** For serious violations or failure to improve safety performance after repeated warnings.

General Policies

- All drivers are expected to operate within the limits set forth in the federal regulations, and local, municipal, and state laws of all jurisdictions operated in. This is inclusive of logging regulations, weight limitations, speed limits, and physical requirements. Drivers who violate these laws will be subject to disciplinary action by the company.
- Drugs and alcohol are strictly prohibited in any vehicle operating on behalf of the company.
- All drivers are expected to check calls daily and to stay in touch with the company as requested by dispatch. This may require several phone calls per day in some instances.

- It is expressly forbidden for any employee or agent of the company to come onto the company property under the influence of any illegal drug or alcohol.
- Firearms are strictly prohibited in all vehicles operating on behalf of the company.
- Passengers are not allowed.
- Paperwork is to be turned in at the end of each trip. If you do not return to the terminal, bills, logs, etc. should be mailed to us in a timely manner
- Fuel should be purchased only at authorized fuel stops. If such stops have not been designated, it is the responsibility of the driver to help control fuel costs by buying fuel at the lowest prices available.
- Accidents must be reported to the company as soon after the accident as possible. Failure to report accidents will result in the revocation of the driver's safety clearance.
- If, for any reason, a driver foresees that an appointment time cannot be met, dispatch must be notified as soon as possible so that they can coordinate with the customer.

Conclusion

By following the guidelines outlined in this Safety Manual, we will create a work environment that prioritizes the safety of our employees, our customers, and the general public. Safety is everyone's responsibility, and together we can achieve a zero-accident culture.