

Diane Bradley
Labor Relations
Assistant Vice President

April 30, 2007

Mr. R. V. Maly, Jr., Vice President, CWA

Ms. M. J. Pultar, Director of Telecommunications, IBEW
Mr. P. A. Pusateri, Chairman, System
Council T-3, IBEW

Re: Motor Vehicle Safety Job Aid

Dear Ralph,

Attached is a Motor Vehicle Safety Job Aid that will be covered with employees in the Network Organization over the next week. The purpose is to remind employees of the importance of safety and also provide clarity around what accidents must be reported and the process by which to report them.

I would ask that you not post this information on your website until noon on Friday, May 4, 2007.

Regards,
Diane Bradley

cc: L. J. Smith

GNFO
JOB AID & GUIDE TO EXISTING
MOTOR VEHICLE SAFETY PRACTICES &
REPORTING PROCEDURES
APRIL 24, 2007



Purpose

The purpose of this document is to provide a comprehensive reference tool incorporating existing Corporate, EH&S, and Global Network Field Operations motor vehicle guidelines in order to:

- Maximize the safety of Company drivers, passengers, & the general public.
- Support the safe & reliable operation of Company owned & leased vehicles.
- Minimize Company costs & liability associated with losses, damages, & claims.
- Reinforce motor vehicle training requirements.
- Clarify performance responsibilities & operator expectations.

Scope

The existing practices apply to all management and occupational employees engaged in the operation of a Company owned or leased motor vehicle on public or private property, whether on a regular basis as an essential part of their job or sporadic use of a pooled vehicle. The assignment of vehicles and home garaging are based on the needs of the business and dependent upon the discretion of management.

The motor vehicle operator must maintain a valid driver's license.

The Company reserves the right to review driver's licenses & driving records of all drivers engaged in the operation of any Company owned or leased motor vehicle.

Driving privilege is contingent upon operator's driving record and dependent upon compliance with applicable motor vehicle laws, regulations, and Corporate policies. Non-compliance will be investigated and any action/no action will be determined on an individual basis with consideration to record, reason, service, & circumstances.

For questions or MV Job Aid related issues contact:

Jerry Fraga, SVP Project Support: 925-244-9517
Larry Bamberger, Area Mgr. EH&S: 516-826-8082

Chris McDermott, Exec. Dir. Network Svcs. West: 312-831-6200
Mickey Clements, Exec. Dir. Network Svcs. East: 703-430-5000

Motor Vehicle Authorization

All Company vehicles require documented management authorization and a signed acknowledgement of understanding from the employee prior to being assigned.

Approval Forms:

- Non-management personnel must complete & sign (Form U1229). C+ approval required.
- Management personnel (occasional or pooled vehicle drivers) must complete & sign only the top portion of (Form ATT331).
- A management employee driving > 15,000 miles a year who is assigned a company vehicle must complete entire Form ATT 331 & sign. SG12 + approval required.
- Management personnel commuting between work location and home must track business and commute miles, per the IRS (Forms ATT332 & ATT364).
- There are no IRS reporting requirements for occupational drivers.

Training/ DOT Requirements

Defensive Driving Course # 50509961

(Access the Learning Management Center)

<http://lmc.sbc.com/gui/sbc/index.jsp>

- This training is required by all motor vehicle operators.
- Refresher training is required every 3 years.

DOT Regulations

(Access SBC Corporate Safety & Health)

<http://worksafe.sbc.com>

Review & compliance required by:

- Drivers operating medium duty vehicles & CDL commercial vehicles.
- Drivers of any vehicle weighing > 10,000 lbs.
- Drivers who are responsible or may have responsibility for towing generators or trailers.

Training for DOT certification and CDL license should be coordinated with local management.

Vehicle Operator Responsibilities

- ✓ Observe all federal, state, and local motor vehicle laws and regulations.
- ✓ Never drive a company vehicle when under the influence of alcohol, drugs, or controlled substances. A conviction for possession of drugs or driving under the influence while operating a company vehicle may result in disciplinary action, up to and including dismissal.
- ✓ Do not drive a company vehicle if driving may be impaired due to health reasons.
- ✓ Employees must use a hands free device or pull to a safe off road location if required to talk on the cell phone while driving. Any company cell phone policy may be superseded by state or local laws.
- ✓ Drivers must have a valid driver's license, registration, and insurance card when operating a Company vehicle. The driver must notify his/her supervisor if a driver's license is suspended or if any moving violation citations are incurred. (If an employee's state driver's license is suspended for any reason and the employee fails to report the suspension while continuing to drive a Company vehicle, the employee may be subject to dismissal).
- ✓ A seat belt must be worn by the driver and all passengers at all times.
- ✓ Company owned or leased vehicles are to be used for company business only and for no personal use other than approved commuting.
- ✓ When working in the field, the company vehicle should be parked at the curb with a safety cone placed behind the vehicle off the corner of the rear bumper nearest the traffic lanes.

Vehicle Operator Responsibilities (cont.)

- ✓ Pets, firearms, opened alcoholic beverage containers, controlled substances/illegal drugs are not allowed in a Company vehicle.
- ✓ Passengers are restricted to AT&T employees and individuals conducting business on behalf of AT&T.
- ✓ No Contractor/Supplier should ever operate a vehicle owned or leased by AT&T unless first authorized to do so by an appropriate AT&T Representative in accordance with stipulations detailed in EH&S Flash 2005-1.
- ✓ The following items must be maintained inside Company vehicle:
 - Motor Vehicle Accident Report (Red Book) and disposable camera.
 - Vehicle Registration.
 - Insurance Card.
- ✓ Routine and preventative maintenance should be arranged in accordance with suggested manufacturer's schedules and warranty requirements.
- ✓ The vehicle and all vehicle storage areas must be kept clean and orderly. Tools should be secured in tool bins.
- ✓ Items carried inside a moving vehicle should be placed in the passenger side floor, or secured with a seat belt when possible.
- ✓ In order to safeguard company assets, test equipment, laptops, cell phones, as well as proprietary information must not be left inside an unattended vehicle.
- ✓ It is against AT&T corporate policy to add to or change the appearance of any fleet unit from the way it is received from the factory. Bumper stickers are prohibited with the exception of "Call Before You Dig" bumper stickers which are allowed to remind the public of this campaign and to avoid damage to AT&T underground facilities.

Daily Vehicle Inspection Report

Driver's Daily Vehicle Inspection Report must be completed by all field technicians and retained for 6 months.



Microsoft Office
Excel Worksheet

Motor Vehicle Observations

All support managers must conduct defensive driving reviews with their direct reports who are authorized to drive a company motor vehicle. **Observations are required annually and following any measured motor vehicle incident.** The attached Observation form as well as the Safety Knowledge Review may be accessed at web location: <http://worksafe.sbc.com/jobaid.htm>



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Measured Motor Vehicle Incidents

Every incident involving a Company motor vehicle must be reported.

The following incidents are measured:

➤ **Death**

➤ **Personal Injury**

For the purpose of this plan, a personal injury is considered to be:

1. Any physical harm to an employee that meets the criteria of an "Occupational Injury" as defined in SHARP.
2. Any physical harm suffered, or claimed to have been suffered by a non-employee.
3. A personal injury that is not directly related to the actual operation of the Company motor vehicle is not to be reported as a motor vehicle accident.

➤ **Property damage**

This includes damage to a Company motor vehicle, another motor vehicle, or any other item of property.

A report of motor vehicle accident, will be required when the operation or failure to operate a Company vehicle involves any one of the following:

1. Motor vehicle incidents with non-company vehicles regardless of the damage or cost of repair.
2. Damage resulting in the breaking, crushing, or bending of a bumper, door, or any other major part of a Company vehicle. (A headlight, brake light, taillight, clearance light, turn signal, or mirror is not considered to be a major part of the vehicle).
3. Property damage of \$500 or more, however, incidents involving non-company property damage of less than \$500 will require the preparation of a Company damage claim.

➤ **Federal/State Motor Carrier Safety Regulation Accident**

An occurrence involving a commercial motor vehicle engaged (10,001 or more lbs.) engaged in the interstate, foreign, or intrastate operations of a motor carrier who is subject to the Department of Transportation Act resulting in:

1. The death of a human being within 30 days of the accident or
2. Bodily injury to a person who as a result of the injury immediately receives medical treatment away from the scene of the accident or
3. If any vehicle must be towed from the accident except as noted in the Federal Motor Carrier Regulations.

Non-Measured Motor Vehicle Incidents

Every incident involving a Company motor vehicle must be reported.
The following incidents are non-measured:

- Ordinary contact of bumpers while parking, contact of doors and door edges while getting into or out of a vehicle, or any other contacts that over a long period of time cause an accumulation of small scratches of the normal "wear and tear" type to Company vehicles.
- Incidents that result solely in damage to items of property, as listed below
 - Plant Life: Lawns, trees, shrubs, bushes, flowers, vegetables, farm crops, etc.
 - Roadway or Driveway: Damage to a roadway, driveway, or other land on private property caused solely by the weight of the vehicle.
 - Vehicle Mechanical Failure
 - Mechanical failures that result in damage to the vehicle parts, however, mechanical failures that result in accidents that cause death, injury or property damage are to be measured.
 - Shifting Cargo
 - When the motion of a Company motor vehicle causes the cargo or the equipment stored on the vehicle to shift that, in turn causes only damage to the cargo or stored equipment.
 - While Loading, Unloading, or Repairing
 - Damage arising from and due solely to loading, unloading, or repairing the vehicle.

4 Step Motor Vehicle Accident Reporting Process



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Motor Vehicle Incident Flash Report

This Flash is an internal communication to alert Management of accidents in real time. In accordance with Step 1 of the Accident Reporting Process, the Supervisor of the employee involved in a motor vehicle accident should complete the Flash Report **immediately** and e-mail the completed report to the driver's management chain up through 5th level and include Audrey Melnick. Maintain a copy.

The Flash Report must be completed and forwarded NLT 24 hrs. following the motor vehicle incident.



Microsoft Word
Document

GNFO Motor Vehicle Accident Investigation Form

As per Step 4 of the motor vehicle accident reporting process, the Supervisor of the employee involved in a motor vehicle accident is required no later than 10 days from the date of the incident to complete the Motor Vehicle Accident Investigation Form. Upon completion, e-mail this report through the driver's management chain up through 5th level and include Audrey Melnick. Maintain a copy.



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**NO JOB IS SO IMPORTANT AND NO
SERVICE IS SO URGENT THAT WE
CANNOT TAKE THE TIME TO DO
OUR JOB SAFELY!!**

