

Fleet Safety Policy

Prepared by: GDI Insurance Agency, Inc.

GDI Insurance Agency, Inc.

Location:

Effective Date: 6-1-2008

Revision Number: 1

Our Company recognizes that our employees are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. The Company will do everything possible to prevent workplace accidents and is committed to providing a **safe** working environment for **all employees**.

Traffic related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors of which the majority is uncontrollable. The purpose of GDI Insurance Agency, Inc.'s Fleet Safety program is to provide the means to reduce such factors to eliminate unnecessary injuries and fatal circumstances. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community and GDI Insurance Agency, Inc..

To further this goal, our Company has developed a Fleet Safety Policy effective 6-1-2008. The Program will consist of six components: Recruitment, Job Requirements, Training, Preventative Maintenance, Accident Investigation and Company Vehicles for Personal Use. This policy applies to all candidates for employment as well as all current employees.

Recruitment:

GDI Insurance Agency, Inc. focuses its initial efforts on driver selection through a variety of resources, the first being the job application. The application will require a prospective employee to list past driving experience, employers, and types of vehicles driven. In addition, the prospective employee is required to notify GDI Insurance Agency, Inc. of any motor vehicle violations for at least the last (# of) years. References will be required.

Driver selection will be made upon completion of a formal interview and background check to include contacting references, review of the MVR, and a negative drug screen. Authorizations will be obtained to contact prior employers and personal references.

MVRs will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, (# of) violations in the past three years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

Prepared by:

Date:

Approved by:

Date:

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This fleet safety policy is a guideline to reduce motor vehicle accidents. It may not prevent all accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial Property and Casualty representative at GDI Insurance Agency, Inc. or legal counsel to address possible compliance requirements.

