



## **Safety Policies & Guidelines**

The following information is being provided to insure you are familiar with the following Allied Van Lines, Inc., Safety Policies and Guidelines.

- Accident Reporting Policy
- Safety Tips
- S.I.P.D.E.
- Jackknife Avoidance Policy
- Work Zones
- Safe Turns
- Preventing Van Fires
- Safety Practices

It is a requirement that all drivers requesting qualification with Allied Van Lines, Inc., understand and agree to abide with these policies and guidelines.

After you have reviewed this information you will need to sign the "Qualification Receipts" form located under Required Documents. The signed form must be faxed to your agent contact and must be received by the Driver Qualification Department before a driver can be qualified with Allied Van Lines, Inc.



## ACCIDENT REPORTING POLICY

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Listed below are the procedures you should follow in the event you are involved in a traffic accident.

1. **STOP IMMEDIATELY** – Turn on your 4-way emergency flashers and if your vehicle is blocking a highway lane, attempt to move it off the highway to avoid further hazards.
2. **PUT OUT (3) REFLECTIVE TRIANGLES OR (3) FLARES** according to DOT requirements, FMCSR 392.22 to secure the accident scene.
3. **CALL POLICE** or have someone call them for you.
4. **PROTECT VEHICLE AND CARGO** from further loss.
5. **CONTACT CENTRAL ACCIDENT REPORTING** at 800.634.2481. 7 days a week, 24 hours a day, as quickly as possible.
6. **GET WITNESS STATEMENTS** - if witnesses will not cooperate, take down their license numbers.
7. **TAKE PICTURES** if a camera is available.

What to take pictures of:

1. Point of impact
2. Undamaged areas/pre-existing damage
3. Photos of accident scene before moving vehicles if it can be done safely.
4. Facing point of impact, photos of accident area (about 150 ft. before skid marks)
5. Witness/License plate number
6. **NO PHOTOS OF INJURED PEOPLE**

IT IS IMPORTANT that you DO NOT discuss liability or fault, or sign any documents except a document required by a police officer, your employer, and/or a Allied Van Lines' company representative.

**DO NOT ARGUE** with others involved at the scene of an accident. Be courteous and show your license willingly.

**DO NOT STOP** for an accident in which your vehicle is not involved unless your help is needed. If it is necessary to stop, place your vehicle in a safe position. **NEVER** offer financial aid to anyone involved in an accident of which you are a party, even if you feel you are at fault.

**Post Accident Drug and Alcohol Testing**

**IF YOU.....**

Are involved in a D.O.T. recordable accident defined as:

- A fatality
- An injury requiring immediate medical attention away from the scene
- Any vehicle requiring towing due to disabling damage

**AND YOU.....**

Receive a citation and/or there is a fatality,

**YOU MUST.....**

Be tested for drugs and alcohol within 2 hours of the incident. When you report the accident at 800.634.2481, you will be directed to the nearest collection facility.

**IF YOU DON'T.....**

You and AVL will be in violation of D.O.T. regulations and subject to penalties and fines.

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Effective February 16, 2009

## Safety Tips

A driver's safety is strongly enhanced when the following four factors are observed:

- (1) Maintaining an adequate following distance;
- (2) Having an escape route in the event of an emergency;
- (3) Driving at the appropriate speed for the ever changing conditions or situations being encountered which means having adequate traction, adequate space and adequate visibility;
- (4) Utilizing effective search techniques to achieve environmental awareness.

These factors are the basic defensive driving techniques required in driving.

**FOLLOWING DISTANCE** - The minimum following distance from the vehicle ahead of a tractor-trailer should be a least one second for every 10 feet of total vehicle length up to 40 mph. After 40 mph add an additional second. For bad weather, poor visibility, or bad road conditions, you should add at least one more second.

**STOPPING DISTANCE** – A tractor-trailer combination requires approx. 500 feet to stop at 60mph. The sequence of events for emergency stopping:

- 60mph = 88 feet per second
- Average perception time to recognize a hazard = 3/4 second = 66 feet
- Average reaction time in response to a hazard = 3/4 second = 66 feet
- Brake lag time = 1/3 second = 30 feet
- Actual stopping distance in *ideal conditions* = 355 feet
- **TOTAL STOPPING DISTANCE** = **517 feet**

The average stopping distance for a car traveling 60mph? 250 to 300 feet

**Tailgating a car?                      THINK ABOUT IT!**

Other drivers often compromise our following distance. Escape routes are needed in situations of this nature due to the tractor-trailer stopping distances. Traveling in the right lane on multi-lane roads as much as possible will give you the right shoulder as your escape route.

**BOBTAILING** – The greatest danger of bobtailing is that stopping may take twice as long due to the absence of weight on the drive axles. Be especially careful on wet or icy roads, skidding can begin with the first brake application.

**NIGHT DRIVING** – Under the best of conditions your sight distance is severely limited at night when using your low beams. Don't over drive your headlights. The average headlight shoots out 250-300 feet. If you are traveling at 60mph it's going to take you 500 feet to stop. That means you are overdriving your headlights by 200 feet. When possible use your high beams which shoot out 350-500 feet.

### **CONSTRUCTION ZONES**

- Watch for vehicles trying to cut in front of your truck at lane closures.
- Maintain a safe following distance from the vehicle in front of you.
- Do not exceed the recommended speed limit.
- Do not change lanes or pass other vehicles while in the construction zone.
- Watch for construction workers and construction vehicles.
- Expect the unexpected.
- BE PATIENT AND STAY CALM.

## LANE CHANGE PROCEDURES

- Look in mirror and turn on turn signal.
- Move to lane line and pause for 1-2 seconds.
- Slowly and gradually start to make the lane change.
- On each click of the signal check your mirror again.

## BACKING REQUIREMENTS

- Use a SPOTTER.
- Get out and look at all obstacles and make sure the spotter(s) is also aware of the obstacles.
- Establish hand signals to be used by the spotter.
- Keep eye contact with spotter(s). If at any time you lose eye contact stop immediately.
- Never ever back up in traffic without someone guiding you.

## RECOMMENDED PROCEDURES FOR TURNS

- Signal well in advance – 300 feet.
- In double lane turns allows use the outside lane.
- Slow down and select the proper gear for the turn. Don't shift during the turn. Slow speeds allow to make adjustment during the turn, more time to search the intersection and your mirrors, reduces risk of jackknives in wet or slick conditions and also allows you to stop if necessary.
- In right turns position your truck 4-5 feet from the curb. You want as much space on the right without letting a car slip between you and curb. **NEVER- EVER SWING LEFT TO GO RIGHT.** Proceed straight ahead until the trailer tires will clear the corner in a hard right turn. Make the hard right and finish in the right lane.
- Check all your mirrors often.
- If you find that you can't make the turn do not back up. Wait for the traffic to clear and proceed forward.

## CROSSING INTERSECTIONS

- Search the intersection before crossing by looking left, right and left again.
- Forty-Five percent of all collisions and deaths occur at intersections.
- Understand that even at 30 mph a truck requires approx. 200 feet to stop.
- Railroad crossings are also intersections and require greater attention and consideration

**ROLLOVERS** – Rollovers are a direct result of two factors: inattention and speed. Off-ramps from Interstates can be extremely dangerous. Always take exit ramp at 5mph below the posted speed limit. Usually cars that take exit ramps too fast will slide into the ditch, trucks on the other hand will usually rollover due to the high center of gravity.

## EXTREME WEATHER CONDITIONS AND RECOMMENDED SPEED REDUCTION

- **Heavy rain** – reduce your speed by **25%**
- **Heavy snow** – reduce your speed by **50%**
- **Icy conditions** – reduce your speed by **75%** and **get off the road** at your first opportunity

## **COMMON DRIVER ERRORS**

- Inattention
- Following too close
- Over dependence on brakes
- Too fast for conditions
- Poor mirror usage
- Improper or poor use of signals and lights
- No seat belt usage

## **VAN FIRES**

- Pay close attention to wheel seals and brake components
- Regularly check for proper inflation of tires
- Check for broken or frayed wiring
- **DO NOT ALLOW ANYONE TO SMOKE IN OR AROUND THE VAN**

## **SEAT BELTS**

- **Always wear your seat belt. It's the law and it saves lives.**

# **S.I.P.D.E.**

## **SEARCH, IDENTIFY, PREDICT, DECIDE AND EXECUTE ( SIPDE )**

### **SEARCH**

Searching is the process where we purposely increase our perception while driving. Perception, while we are driving, primarily involves the senses of hearing, seeing, and feeling. Perception, in many cases, is without effort. While driving however, we cannot have casual perception. Active searching requires effort, awareness and alertness while driving. Searching allows us to gain information of what is in our immediate driving area. Actively searching prepares us to deal more effectively with emergency situations. It allows us to gather information and cues for forthcoming events. Few emergency events are without prior warning. Actively searching increases our ability to detect these warning signs and signals. An efficient search process allows us to detect hazards more quickly, allows us the opportunity to consider choices toward a course of action and then usually allows us to evade the problem.

Methods of an effective search pattern:

- a. Look at least  $\frac{1}{4}$  mile (10-12 seconds) in front of you on the open highway and at least one city block ahead.
- b. Frequency of mirror usage – look in each mirror every five to ten seconds.
- c. Search the environment forward, up, down, right, left and behind your vehicle. Moving your head and torso up and down also will eliminate many blind spots.
- d. Include the vehicle instruments in your search pattern to verify speed and operating performance of the truck systems.

### **IDENTIFY**

Active searching while driving requires the use of selective attention to enhance identification. Gaining a perspective of the objects within our realm demands that we correctly focus our attention only to the events and objects that have direct influence on our path of travel. The objects of concern may be informative, directive or may require immediate response. If the object is familiar, from prior experience, we recognize it quickly and respond with ease and comfort. Unfamiliar objects require more time for recognition, additional time for response choice and then adequate time for avoidance many not available. Driving for the prevailing conditions allows the driver time for identification and response.

### **PREDICT**

Evaluation of how other traffic and events may affect our safety posture is an excellent method to increase the safety envelope around our vehicle. This procedure is often ignored or overlooked by drivers who tailgate or doesn't understand how the prevailing conditions compromise their security. Prediction of events that may occur is an act of risk evaluation. To keep the risk under control, we assess the level of risk and separate the low risks from the critical decisions or high risks. When we constantly evaluate the road scenario in front of us, predicting hazardous events, our decision making process is achieved through orderly formulation as we perceive them and not induced by blind panic from unobserved events.

## **DECIDE**

Our acts of searching, identifying and predicting aids in decision making by effectively giving us additional time for considering several options. It allows possible time to search again an avenue of escape and analysis of our options. This is accomplished by maintaining a safety margin around the vehicle for the weather, traffic conditions and the type of highways encountered. It also allows time for action selection and eliminates reaction by immediate instinct that may or may not be the correct response.

## **EXECUTE**

The final step in the process of collision avoidance is the physical act of putting the maneuver into action should it come to that stage. Collision avoidance can often be assisted through emergency steering rather than locking up the brakes and sliding down the highway with no steering control and no way to miss the hazard. Steering is having control of the vehicle. Locking up the brakes is the result of last minute recognition, not having a good search pattern to more quickly increase recognition of the hazard and react with adequate control.

# Safety Bulletin

TO: All Agents, Drivers and Operations  
FROM: Safety Administration  
SUBJECT: **JACKKNIFE AVOIDANCE – WINTER DRIVING POLICY**  
DATE: **December 10 2009**

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Winter brings extreme weather conditions that represent a challenge for even the most seasoned driver. That is why we remind drivers, agents, and Operations of the Jackknife Avoidance – Winter Driving Policy. This policy is based on the belief that **the weather does not cause accidents** and that all jackknife accidents are preventable when appropriate steps are taken. The complete policy is outlined below:

- In inclement weather, drivers are expected to adjust their speed based on these guidelines:
  - In heavy rain** – Reduce speed by 25%.
  - On snow covered roads** – Reduce speed by 50%.
  - In icy conditions** – Reduce speed by 75% and find a safe place to get off the road.
- When weather conditions make roads unsafe for travel, drivers are expected to shut down. As incentive, upon submission of receipts, Operations will reimburse motel/meal expense up to \$100 per day.
- If drivers feel weather conditions cause the normal route to be too dangerous for travel, they may elect an alternative route and be reimbursed out-of-route mileage. The driver must receive prior approval from Operations for the out-of-route travel.
- Drivers will not be penalized for late or delayed shipments due to the weather and **will never be required to drive when conditions make roads unsafe for travel.**
- Operations will monitor weather reports to help drivers be aware of threatening conditions.
- Ultimately, drivers are responsible for their own safety and are subject to disqualification if they fail to shut down when weather conditions make travel unsafe and a jackknife accident occurs. Also, drivers are subject to disqualification if deemed negligent by failing to reduce speed and a jackknife accident occurs.

Our goal is to prevent all weather-related accidents by providing every driver with the resources and support necessary to operate safely this winter. Please share this information throughout the network and let's all work together to make this winter driving season a safe one.

TO: All Allied Agents and Drivers  
FROM: Safety Administration  
SUBJECT: **WORK ZONES**

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As usual, warmer weather means an increase in maintenance and construction *Work Zone* projects across the country. This increase is accompanied by greater traffic congestion and almost always results in an increase in the number of crashes occurring on our nation's highways. Many of these crashes involve large trucks.

How significant is the *Work Zone* problem? Over the last 10 years, the number of persons *killed* annually in motor vehicle crashes in *Work Zones* has increased 45% (up to 1010 in 2006). Eighty-five percent of the fatalities in *Work Zone* are vehicle drivers or occupants. The other fifteen percent are workers, pedestrians or bicyclists.

Here are more startling statistics:

- A *Work Zone* fatality occurs every 8.7 hours.
- In 2006 23% of all *Work Zone* fatalities involved crashes with large trucks.
- A *Work Zone* injury occurs every 9 minutes.
- 40,000 people are injured each year in motor vehicle crashes in *Work Zones*.

To help drivers avoid being involved in a *Work Zone* crash, here are some safe-driving tips:

- **Be Patient and Stay Calm** – *Work Zones* aren't there to personally inconvenience you. Remember, workers are there to improve the roads and make your future drive better.
- **Turn On Your Headlights** - Workers and other motorists must see you.
- **Slow Down** - Speeding is a major cause of *Work Zone* crashes; obey posted speed limits.
- **Do Not Pass** – When entering a *Work Zone* pick a lane that will remain open and stay in it. Changing lanes increases risk, even under normal conditions. In *Work Zones* that risk is multiplied.
- **Leave Extra Following Distance and Don't Tailgate** – The most common crash in a highway *Work Zone* is a rear end collision so maintain a safe distance between you and the vehicle ahead.
- **Expect the Unexpected** – Frequently stopped traffic, sudden lane changes by others and workers on or near the road are among the unexpected hazards in a *Work Zone*.
- **Keep A Safe Distance Between You And Construction Workers And Equipment.**
- **Stay Alert and Minimize Distractions** - Dedicate your full attention to the roadway and avoid changing radio stations or using cell phones while driving in a *Work Zone*.
- **Obey Road Crews and Flaggers** - The flagger knows what is best for moving traffic safely in the *Work Zone*. A flagger has the same authority as a regulatory sign, so you can be cited for disobeying directions.
- **Plan Your Trip and Allow Extra Time** – Leave early and expect delays so you can reach your destination on time. Check the National Work Zone Safety Information Clearinghouse at [www.workzonesafety.org](http://www.workzonesafety.org) for information on *Work Zone* delays throughout the country and for additional safety information.

Please share this important information with your drivers to help ensure a safe and successful a summer!

June 2008

# Safety Release

TO: All Allied Agents and Drivers

FROM: Safety Administration



SUBJECT: **SAFE TURNS**

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Executing a safe turn in a commercial vehicle is a challenge for any driver. The size of the vehicle, limited visibility, and the unsuspecting actions of other motorists are all factors that require exacting care in order to execute an accident-free turn.

Unfortunately, we have recently seen a significant increase in the number of turning accidents involving Allied Van Lines' drivers. It is very important that steps are taken to change this trend. Please share the following tips with your drivers to help prevent turning accidents from occurring:

#### All Turns

- Do a pre-trip inspection each day to ensure that turn signals, brakes, and tail lights are all in working order and that mirrors are properly adjusted.
- Always signal well in advance. DOT regulations require drivers to signal at least 100 ft. prior to turning.
- Check mirrors frequently. If you see a vehicle or person in the mirror - and then you don't – it means trouble, so stop!

#### Right Turns

- Prevent 'squeeze play' accidents by protecting the curb side. On approach stay within four feet of the curb to block other vehicles from passing on the right.
- Never swing wide left to make a right turn. Other drivers may misinterpret your intentions.
- When faced with multiple right turn lanes, always turn from the far left lane.

#### Left Turns

- On approach, maintain proper lane position. Don't swing wide right to make a left turn.
- When crossing uncontrolled traffic lanes, always yield to on-coming traffic and never make others slow or swerve. Remember, it can take 10 seconds or more to completely clear an intersection.
- When faced with multiple left turn lanes, always turn from the far right turn lane.

#### U Turns

- U Turns are always dangerous and should be avoided even when legal.
- If a U Turn is necessary always make sure you have 1) enough room to complete the turn without backing up and 2) enough time to complete the turn without disrupting the flow of traffic.

A driver's daily routine includes the need to make many turns. However, drivers should never make a turn that cannot be completed safely. There is always an alternative to making an unsafe turn.

June 2008

# Safety Release

TO: All Allied Agents and Drivers

FROM: Safety Administration



SUBJECT: **PREVENTING VAN FIRES**

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Van fires can be devastating and nearly all are the result of negligence and carelessness. Not only can a van fire result in thousands of dollars in cargo loss and equipment damage, often the items destroyed are irreplaceable. Of even greater concern is the risk to the personal safety of the driver and emergency personnel.

While van fires can occur any time of the year, the frequency increases during the long, hot summer hauling season. Extreme weather conditions especially in the south and southwest can take a toll on equipment increasing the risk of a van fire. Allied drivers should take every precaution throughout the day to make sure their equipment is safe to operate. This includes:

- **Closely monitor wheel seals and brakes.** Overheated bearings or dragging brakes build up so much heat that tires can catch fire and burn through the floor of a trailer. Immediately repair leaking wheel seals to ensure adequate lubrication and check brake adjustments daily. Adjustment should be done by a Certified Brake Mechanic which is especially critical with ABS.
- **Regularly check tire pressure.** Under inflated tires cause heat build up and can start a fire. Another problem occurs when an under-inflated tire blows and becomes wedged in or around moving parts of the axle or when a remaining tire builds up too much heat when required to carry all the weight.
- **Check the electrical system and replace broken or frayed wiring immediately.** Defective wiring can short out and cause a fire.
- **Never allow anyone to smoke in or around the van.** Closely supervise help and even customers to be certain they never smoke around pads whether in the van, residence, warehouse or anywhere in between.

If you do have a fire DO NOT OPEN THE VAN DOORS. Allowing more oxygen into the van only feeds the fire and can result in a fire ball type explosion. Immediately call 911 and only unhook the tractor from the van if you can safely do so. Keep yourself and others away from burning vehicles and wait for emergency responders. Report the fire to Accident Reporting as soon as possible at (800) 634-2481, available 24 x 7.

Remember, the most effective measure for preventing a van fire is proper vehicle maintenance. Regular service, periodic inspections throughout the day, and prompt repair of defects can help eliminate an Allied van fire.

**AIR BRAKE EQUIPPED  
TRUCK STOPPING DISTANCES**

Miles Per Hour	Feet Per Sec	Peception + Reaction Distance <b>A</b>	"Brake Lag" Distance <b>B</b>	Effective Braking Distance <b>C</b>	Total Stopping Distance <b>D</b>
15	22.0	33	8	15	56 ft.
20	29.3	44	10	28	80 ft.
25	36.6	55	13	40	108 ft.
30	44.0	66	16	58	140 ft.
40	58.6	88	21	103	212 ft.
50	73.3	110	25	162	297 ft.
55	80.6	121	28	196	345 ft.
60	88.0	132	30	233	395 ft.

- A. Perception + Reaction Distance =** Feet traveled in 1.5 seconds. The average driver's perception time is .75 seconds and the average reaction time is also .75 seconds.
- B. "Brake Lag" Distance =** Feet traveled in .35 seconds. This is the average time required for air to pass through a properly installed air brake system that is in good condition.
- C. Effective Braking Distance =** Feet traveled after brakes make contact with drums in good braking efficiency on good dry pavement.
- D. Total Stopping Distance =** Perception + Reaction + Brake Lag + Effective Braking Distance.



**RECOMMENDED MAXIMUM SPEEDS BASED  
ON POSTED LIMITS COMBINED WITH  
EXTREME WEATHER CONDITIONS**

Posted Speed Limit	Recommended Maximum Speed		
	HEAVY RAIN	HEAVY SNOW	ICE
75 MPH	56	32	19
65 MPH	49	33	16
55 MPH	41	28	14
45 MPH	34	23	11
35 MPH	26	18	9
25 MPH	19	13	6

**Remember:** To maintain a safe stopping distance, slow down, but not so much to be a hazard to drivers behind. Be prepared to get off the road and wait for conditions to improve if necessary.

Recommended speed calculations are based on the following guidelines:

- ⇒ In heavy rain, reduce speed by 25%.
- ⇒ In heavy snow, reduce speed by 50%.
- ⇒ In icy conditions reduce speed by 75%.

**3-POINT STANCE  
ENTER AND EXIT VEHICLES  
MAINTAINING THREE POINTS OF  
CONTACT AT ALL TIMES.**

**Other Safety Tips**

**DO:** Check steps and handrails for snow and ice to avoid slipping.

Keep hands free. Place paperwork or other items on seat or floorboard when climbing.

Face inward while entering or exiting the vehicle.

If available, use a hand strap when entering or exiting a trailer without a walkboard.

**DON'T:** Get in a hurry!  
Jump out of the tractor or trailer.



## LIGHTS ON FOR SAFETY

**USE LOW-BEAM HEADLIGHTS WHILE DRIVING DURING DAYLIGHT HOURS TO REDUCE INJURIES AND SAVE LIVES.**

### TIPS FOR NIGHT DRIVING

- Use high beams whenever possible - switch to low beams when you are within 500 ft. of another vehicle.
- Don't overdrive your headlights - low beams shoot out about 250 feet. At 55 mph, it will take about 448 feet to stop. That's 198 feet you would be **in the dark** if you were required to make an emergency stop.
- Avoid looking into the headlights of oncoming traffic - look to the right shoulder area.
- Keep interior lights low to minimize glare - if bunk lights are on, close the curtains.
- Keep lights and windshields clean at all times.



## S.I.P.D.E.

### SAFE DRIVING PRACTICES

**SEARCH:** THE DRIVING ENVIRONMENT

**IDENTIFY:** POTENTIAL AND IMMEDIATE HAZARDS.

**PREDICT:** THE ACTIONS OF OTHERS.

**DECIDE:** WHAT VEHICLE CONTROL MANEUVER IS NECESSARY.

**EXECUTE:** THE ACTUAL PHYSICAL MANEUVER.



## RECOMMENDED MIRROR CONFIGURATION

- **West coast mirror** - Two plane mirrors, one on each side of the vehicle.
- **Spot mirror** - Two convex "spot" mirrors, minimum of 8 inches in diameter, mounted below and outboard of each plane mirrors vertical center line.
- **Front Auxiliary Mirror** - Any 8" minimum diameter convex mirror mounted forward of the driver's windshield on the right-hand side of the cab or hood that provides a visual reflection of the entire right side of the vehicle.

**ELIMINATE RIGHT SIDE "BLIND SPOTS"...**



## CONSTRUCTION ZONE DRIVING RULES

- When you are first notified of a construction zone ahead, position your vehicle in a lane that will remain open.
- Stay in the open lane you selected until you have cleared the construction zone.
- While traveling through the construction zone, do not exceed the posted speed limit.
- Utilize continuous search patterns throughout the construction zone.
- Observe the six second minimum following distance rule and watch for slowed or stopped traffic.



**NO JOB IS SO IMPORTANT,  
NO SERVICE IS SO URGENT  
THAT WE CANNOT TAKE THE TIME TO PERFORM OUR WORK SAFELY.**



**S.I.P.D.E.**  
**SAFE DRIVING PRACTICES**

**SEARCH:** THE DRIVING ENVIRONMENT

**IDENTIFY:** POTENTIAL AND IMMEDIATE HAZARDS.

**PREDICT:** THE ACTIONS OF OTHERS.

**DECIDE:** WHAT VEHICLE CONTROL MANEUVER IS NECESSARY.

**EXECUTE:** THE ACTUAL PHYSICAL MANEUVER.



Safety is our **1<sup>st</sup>** Move