

Carpooling Procedures - Sample

This message is being sent to you because you are subscribed to the AGC of America Safety Committee List.

We addressed carpooling yesterday:

The following procedures must be followed:

1. Employee transport vehicle includes any company vehicle where more than one employee is riding including the following:
 - a. Personally assigned vehicles (i.e. PM, Superintendent, Crew Lead, etc) where more than one employee may be riding in the vehicle.
 - b. Crew transport vehicles including vans, cars, and trucks.
 - c. Assigned office vehicles used by multiple people.
2. No more than 4 employees can ride in a van, car, or extended cab vehicle.
3. No more than 2 employees can ride in regular cab truck.
4. Regional Field Operations Manager will assign which employee is to be the driver.
5. Driver is responsible for asking each passenger the current Recognizing Exposure Policy and following through on the guidelines detailed in the Recognizing Exposure Policy. If there are disagreements regarding interpretation of this policy the Regional Field Operations Manager and/or HR Director have the final say.
6. Driver is responsible to ensure the vehicle is cleaned at the end of every shift.
 - a. This includes all surfaces including but not limited to the following:
 - i. Steering wheel
 - ii. Arm rests
 - iii. Dash areas
 - iv. Consoles
7. Vehicle cleaning supplies will be provided in the exterior tool pickup area at each regional warehouse for the assigned driver to utilize.
8. Offices will have an inventory of cleaning supplies for office related vehicles.
9. Smoking in company transport vehicles is not allowed.
10. It is recommended that employees choose not to carpool in personal vehicles. If employees choose to carpool it is strongly recommended that they follow the same policy were the vehicle a company vehicle.
11. The policy can be updated at any time as needed or conditions change.

