EVERSOURCE	SMS-POL-10.05 Revision 3	
SMS Policy	Motor Vehicles	
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1. PURPOSE

This Policy sets forth the minimum requirements regarding the minimum Motor Vehicle safety requirements for Eversource Business Drivers.

This document is not intended to supersede or replace any applicable regulatory requirements. In the event there is a conflict, the applicable regulatory requirement shall be followed. Where the applicable regulatory requirements are less than those required in this document the more stringent requirement shall be followed.

2. APPLICABILITY

This document applies to all Eversource drivers who operate a company, personal, or rented vehicle or specialized equipment who are on duty to support company business.

This document applies to both Commercial and Non-Commercial drivers as well as Company Certified drivers and vehicles or specialized equipment. Eversource Fleet Obtaining and Maintaining Driver Qualification Status (TD-021) procedure addresses requirements for Commercial drivers.

Eversource will provide Certification to drivers for specialized nonregistered vehicles and equipment.

See Attachment 1 for terms, acronyms, and definitions.

3. RESPONSIBILITIES

3.1 Organizational Leaders (Vice Presidents and above)

3.1.1 Create and lead a learning culture that celebrates successes, learns from mistakes, and continuously improves safety.

3.1.2 Provide the necessary commitment and resources to successfully implement this document.

3.1.3 Understand the requirements of this document and lead by example.

3.1.4 Stop work and act to address potentially unsafe acts/conditions.

3.1.5 Raise questions and engage Eversource Safety as needed.

3.1.6 Implement this Policy within their organization.

3.1.7 Embrace a Human and Organizational Performance (HOP) mindset.

3.2 Directors, Managers, and Supervisors

3.2.1 Understand the requirements of this document and lead by example.

3.2.2 Ensure training is available and implemented in a timely manner.

3.2.3 Report all events and concerns as directed by this policy.

3.2.4 Stop work and act to address potentially unsafe acts/conditions.

3.2.5 Raise questions and engage Eversource Safety as needed.

3.2.6 Be responsible for the implementation of this Policy within their operation.

3.2.7 Create and lead a learning culture that celebrates successes, learns from mistakes, and continuously improves safety.

3.2.8 Embrace a Human and Organizational Performance (HOP) mindset.

3.3 Eversource Safety

3.3.1 Serve as a partner with all Eversource Organizations to create a learning culture that celebrates successes, learns from mistakes, maintains compliance, and continuously improves safety.

3.3.2 Serve as a partner with all Eversource Organizations to help define the necessary commitment and resources needed to successfully implement this document.

3.3.3 Understand the requirements of this document and lead by example.

3.3.4 Stop work and act to address potentially unsafe acts/conditions.

3.3.5 Raise questions and engage.

3.3.6 Ensure all requirements of this Policy are integrated within Eversource systems, as applicable.

3.3.7 Support continuous improvement for motor vehicle compliance through evaluation of this Policy.

3.3.8 Conduct an annual effectiveness evaluation for the company to determine what, if any, enhancements to this document shall be made. This evaluation shall be logged in SIMS.

3.3.9 Embrace a Human and Organizational Performance (HOP) mindset.

3.4 Eversource Salaried/Hourly Employees

3.4.1 Understand and support a learning culture that celebrates successes, learns from mistakes, and continuously improves safety.

3.4.2 Understand how this document applies to their role and comply with those requirements.

3.4.3 Raise safety questions/concerns to their supervisors.

3.4.4 Stop work and act to address potentially unsafe acts/conditions.

3.4.5 Raise questions and engage Eversource Safety as needed.

3.4.6 Responsible for complying with this Policy.

3.4.7 Embrace a Human and Organizational Performance (HOP) mindset.

4. REQUIREMENTS

4.1 Business Drivers

4.1.1 Under no circumstances shall a Business Driver or contingent/temporary worker operate a Motor Vehicle or Specialized Equipment if their license or certification is suspended or has been revoked by a governmental authority, licensed healthcare professional or the Commercial Drivers Qualification process.

4.1.2 Identified Eversource Employees shall be assigned in LMS the following Questionnaire: Eversource Driver, to be completed annually (Course Code: EE-SAFE-ESDRVRQUEST-I/R-01), (see Attachment 2 for a sample of the form), to confirm they have a valid operator's license for vehicles used to conduct company business.

4.1.2.1 The results shall be tracked in the Learning Management System (LMS).

4.1.3 All Business Drivers shall report a change in status of their operator's license(s) to their supervisor immediately upon notification.

4.1.4 Any misrepresentation regarding the validity of an operator's license or certification shall be considered a violation of this document and is subject to disciplinary action, up to and including termination.

4.1.5 Organizations that have commercial motor vehicle drivers shall comply with Eversource Fleet Obtaining and Maintaining Driver Qualification Status (TD-021).

4.2 Safe Driving Behaviors

4.2.1 Hazardous Materials/Dangerous Goods shall be self-transported in Motor Vehicles only in accordance with applicable laws and regulations and not in personal vehicles. Business Drivers who transport hazardous materials shall be trained, LMS Course eLearning: Materials of Trade (MOT) managed by environmental on an annual basis and DOT Hazardous Materials Certification on a 3-year basis. Employee training completion shall be recorded and maintained in LMS.

4.2.2 Personal vehicles used for conducting company business shall be legally registered and properly inspected consistent with state laws if required.

4.2.3 Two and three wheeled vehicles shall not be permitted for use on public roads, on company business (e.g., scooters, motorcycles).

4.2.4 A Circle Safety Check shall be performed prior to operating a Company Vehicle or Specialized Equipment. The Business Driver is required to survey the area around the vehicle to identify potential hazards (e.g., person, animal, fixed objects, etc.) and act accordingly.

4.2.4.1 When parking a Company vehicle, a safety cone, car top hat, or magnetic flag shall be used as a visual reminder to conduct a Circle Safety Check. Devices shall be placed, see Figure 1 for examples, in a position to make the driver walk to the other side of the vehicle and pick it up.

Parking Scenario Cone Placement Location		
No. 1	Back in and drive out	One (1) safety cone placed at front bumper
No. 2	Drive in/out or parallel parking	One (1) safety cone placed in front of bumper, one (1) cone at rear of vehicle
No. 3	Drive in and back out	One (1) safety cone placed at rear bumper (refer to note below)



Figure 1

4.2.5 The Business Driver shall inspect all Company Vehicles and/or or Specialized Equipment they operate daily using the Driver Vehicle Inspection Report (DVIR) as a guide. The inspection is not required to be documented unless a fault is found.

4.2.6 The Driver Vehicle Inspection Report (DVIR) is required and shall be completed when a defect is identified and on any Company Vehicle and/or Specialized Equipment. DVIR Forms are received from Fleet, as described in TR-5721 Revision 7-19.

4.2.6.1 Company Vehicles and/or Specialized Equipment with an identified safety defect shall be removed from service until appropriate repairs are made. Non-safety related defects shall be noted on the DVIR and submitted to Fleet Operations at end of shift.

4.2.6.2 On two-driver operations, only one driver needs to sign the DVIR, provided both drivers agree as to the defects or deficiencies identified.

4.2.6.3 Fleet Operations shall evaluate the DVIR requests and provide guidance at their discretion.

4.2.7 Fleet Operations shall manage the execution of maintenance and inspection requirements for Company Vehicles.

4.2.7.1 Maintenance or inspection requirements shall be consistent with the manufacturer's recommendations and any regulatory requirements.

4.2.7.2 Company Vehicle maintenance and inspection documentation shall be maintained by Fleet Operations.

4.2.8 Company Vehicles, when safe to do so, shall be backed in or pulled through to allow for forward exiting of a parking spot.

4.2.9 Any equipment, tools and other loose objects that could fall from the vehicle and create a road hazard shall be secured.

4.2.10 Any equipment shall be placed in a location of the vehicle that will not interfere or impede on the safe operation of the vehicle.

4.2.11 The Business Driver and all passengers in any Motor Vehicle, and when available in Specialized Equipment, shall wear a seatbelt while in motion. The driver shall be responsible for enforcing the requirement.

4.2.12 Business Drivers shall follow applicable laws, posted speed limits and regulations while operating a Motor Vehicle or Specialized Equipment.

4.2.12.1 Any costs associated with citations, fines, moving violations, etc., occurring while on Company Business shall be the personal responsibility of the Business Driver.

4.2.12.2 An exemption to this responsibility would be if parking tickets are received while supporting an emergent business need. Tickets shall be submitted to, and settled by, Fleet Operations.

4.2.13 Business Drivers shall not operate motor vehicles when they are not fit for duty in compliance with the Federal Motor Carrier Standards.

4.2.13.1 Fitness for Duty requirements shall be followed for Pre-employment, Random, Reasonable Suspicion/For Cause, After an Accident, Return to Duty, or Follow up situations.

4.2.13.2 If a Business Driver feels they have overextended themselves and could be a hazard to themselves or others on the road, they shall pull-off the road, notify Supervision, and take an appropriate rest.

4.2.14 Business Drivers shall only use hands-free or voice activated systems for any electronic device (e.g., cell phones, GPS, tablets, etc.) while the Motor Vehicle or Specialized Equipment is in motion. Reference Safety Manual Section 2.4-Electronic Devices.

4.2.14.1 Two-way radio communication is the only exception until hands free functionality is available. Safety Manual Section 2.3.1

4.2.14.2 Laptop computers, iPad, etc. shall not be used, by the driver while the vehicle is in motion.

4.3 Company Vehicles

4.3.1 Organizations and Business Drivers shall comply with the Eversource Fleet Use Policy and Section 2 of the Eversource Safety Manual.

4.3.2 Organizations shall provide authorized and approved Business Drivers access to an appropriate Company Vehicle consistent with Eversource Assignment/Use of Company Vehicle Guideline for use in the performance of their assigned duties.

4.3.3 Eversource Fleet Vehicles that have height restrictions (e.g., Material Handlers, Gas Trucks, Digger Derricks, etc.) shall appropriately plan their route using all available resources (e.g., GPS routes, situational awareness, posted height warnings, knowledge of vehicle height, etc.)

4.3.4 Company Vehicles shall only be used for business purposes.

4.3.5 Business Drivers assigned to drive specialized equipment or a vehicle with special equipment attached or as part of its design shall be trained on such equipment prior to use.

4.3.5.1 Specialized Equipment Qualifications shall be documented within the Learning Management System (LMS).

4.3.6 Only authorized and approved Business Drivers shall operate a Company Vehicle.

4.3.7 Business Drivers shall immediately report any theft of a Company Vehicle to the local police and their supervisor, who will then contact Corporate Security and Fleet Operations.

4.3.8 If the company vehicle breaks down, Business Drivers shall remain with the vehicle, follow their roadside services guide, and any direction by local emergency responders.

4.3.9 Company Vehicle fueling shall be in accordance with the Fuel Card Use Program.

4.3.10 Company Vehicles shall not be modified in any way without Fleet Operations approval.

4.3.10.1 Only approved logos, decals, signs, or other objects shall appear on Company Vehicles.

4.3.10.2 All Company Vehicles shall be identified by permanently attached company logos, unless authorized by Fleet Operations.

4.3.10.3 The interior of the vehicles shall be kept clean of debris and the cab shall be neat and orderly.

4.3.10.4 Mirrors shall be kept clean and adjusted properly for the driver. No items shall be hung from the rearview mirror.

4.3.11 Any required signs, stickers, labels, or technology are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.

4.3.12 Unless designated as a Take-Home Vehicle, all Company Vehicles shall remain on company premises when not in use for a business purpose.

4.3.13 At the end of the workday, when the vehicle is parked at an Eversource facility, the following requirements apply in accordance with the Security Policy:

4.3.13.1 The mobile computer unit shall be taken out of the vehicle.

4.3.13.2 All vehicle doors shall be locked and the keys to the assigned vehicle secured in a designated “lock box,” maintained at the respective facility.

4.3.13.3 If “lock boxes” are used, control of “lock box” keys, (no combination locks to be used), shall be the responsibility of designated supervisors.

4.3.13.4 Supervisors shall implement additional security measures if required.

4.3.14 During an employee's vacation period, or when the employee is unavailable for work for one week or longer, Take-Home Eversource decaled Company Vehicles shall be parked at the employee’s Eversource facility.

4.3.15 In addition to the manufacturer's included safety equipment, Safety shall work with applicable Organizations and Fleet Operations to identify additional safety equipment for Company Vehicles and Specialized Equipment (e.g., Emergency Roadside Kit, First Aid Kit, Fire Extinguisher, Automated External Defibrillator AED). Inspection and maintenance for manufacturer's included safety equipment shall be managed and executed by Fleet. Inspection and maintenance for additional safety equipment shall be managed and executed by the Organization.

4.3.16 Any rental of Specialized Equipment that is not covered in the Rental Vehicle Policy must be approved by Fleet Operations. Please reference the Motor Pool Policy and Procedure.

4.3.16.1 For rentals that are not like-in-kind (same make, model, manufacturer), initial operator training shall be conducted, by Fleet or qualified individual, prior to use and documented in Learning Management System (LMS).

4.3.17 Organizations needing to use non-traditional vehicles (e.g., all-terrain, snowmobiles, etc.) are required to contact the Fleet Department and work with them to complete a Specialized Vehicle Risk Assessment. The Director of Safety, Fleet Operations, and the requesting Organization shall review and sign-off on the request.

4.4 Policy Oversight

4.4.1 Organizations shall use monthly Preventative Motor Vehicle Accident (PMVA) incident data against goals to judge the effectiveness of safe driving initiatives.

4.4.2 Underperforming Organizations shall have Motor Vehicle improvement actions as part of their Safety Improvement Plans. Reference SMS POL-003 Safety Risk Management

4.4.3 Organizations shall use monthly hard breaking telematic data to identify Business Drivers with the highest number of incidents for their team.

4.4.3.1 Organizations shall investigate and take appropriate corrective action to improve Business Driver performance.

4.5 Motor Vehicle Training

4.5.1 Business Drivers who primarily operate a decaled Company Vehicle shall complete Smith System Driver Direct training every 5 years, beginning in January 2024, and Driver Safety Training E-Learning (EE-SAFE-DRVRSFTY-I/R-02), annually.

4.5.1.1 Electric Field Training Apprentices shall complete an in-person Tri-State Safe Driving Course (EE-TRAN-SFDRVNG-I-01) or Smith Driving to meet the requirement.

4.5.2 Business Drivers who do not primarily operate a Company Vehicle shall complete Driver Safety Training E-Learning (EE-SAFE-DRVRSFTY-I/R-02) annually.

4.5.3 Training requirements shall be assigned as part of the Safety Training Matrix and completion records for each employee shall be tracked in Learning Management System (LMS).

4.6 Motor Vehicle Accidents (MVA)

4.6.1 In the event of a Motor Vehicle Accident, when safe to do so, the Business Driver shall follow Section 4.5 of the Incident Management Policy SMS-POL-007.

5. REFERENCES

5.1 Regulatory and Eversource

5.1.1 Eversource Employee Safety Manual

5.1.2 Eversource Fleet Operations

5.1.3 TD021 – Obtaining and Maintaining Driver Qualification Status

5.1.4 Eversource Motor Vehicle Accident Report

6. REVISION TRACKING

Rev No.	Effective Date	Modifications
1	06/12/2023	Initial Issue This document replaces and supersedes: • Cones and Circle Safety Check Policy M4-WP-3163
2	12/11/2023	Added section 4.5.1.1 Electric Field Training Apprentices shall complete in-person Tri-State Safe Driving Course (EE-TRAN-SFDRVNG-I-01) or Smith Driving to meet the requirement.
3	1/17/2024	4.5.1 and 4.5.2 Added proper name of the Driver Safety Training Learning Central course and course number - Driver Safety Training E-Learning (EE-SAFE-DRVRSFTY-I/R-02).

Attachment 1
Definitions
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Term	Acronym	Definition
Business Driver		Eversource employee and/or Contracted/Temporary worker who maintains a valid state driver's license or Specialized Equipment Certification and is authorized to operate a Motor Vehicle to perform company business.
Circle Safety Check		360° walk around, looking for unsafe conditions as well as vehicle damage
Company Vehicle		Owned or leased vehicles by Eversource.
Human and Organizational Performance	HOP	A safety philosophy based on the following key principles: 1) people make mistakes 2) blame fixes nothing 3) context drives behavior 4) learning and improving are vital 5) a leader's response matters
Motor Vehicle		A state registered company, personal, or rented vehicle (car, truck, etc.) designed to be operated primarily on public roadways.
Motor Vehicle Accident/Incident	MVA	An unplanned or unintended event that occurs while operating a company vehicle and results in damage to a company, personal or rented vehicle and/or injury to a person or persons.
Preventable Motor Vehicle Accident	PMVA	An MVA involving a company, rented or personal vehicle where Safety determines the driver is at fault.
Organization		Business unit(s) assigned to an Eversource Vice President or above leader.
Specialized Equipment		Primarily non-registered vehicles and equipment that are acquired and managed by Eversource Fleet, including aerial lifts, powered hand trucks, fork trucks, backhoes, skid-steers, tracked vehicles, sweepers, tractors, etc.

Attachment 2
Sample LMS Driver Questionnaire
(Page 1 of 1)

Driver Questionnaire

Print Name: _____

Company ID Number (located on back of your Eversource badge): _____

Do you ever drive on company business, using either a company, personal, or rented vehicle? YES NO

- Company business includes travel between work locations and job sites.
- Company business does not include the travel required to arrive at work at the start of your shift or to leave work at the end of your shift.

1. Please acknowledge your understanding of the following statements:

– I must possess a valid driver's license in order to drive on company business.

– I must not drive on company business with a suspended or revoked license.

– I must notify my supervisor immediately if my license is, or becomes, suspended, or revoked.

– I understand that driving on company business with a suspended or revoked operator's license will result in disciplinary action, including termination.

2. I have read and will comply with the statements listed above.

_____ _____
Sign Date