



# Toolbox Talk

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WEEK OF MARCH 14 2011

This "Toolbox Talk" Safety Meeting must be completed by the designated person and his/her crew on the first day of the week. All crew members must be present and are to sign the form at the completion of the toolbox talk. As part of the safety meeting, please designate someone from the crew to complete the checklist below. The participation and cooperation of all crew members is necessary to ensure a successful safety program. Please return this sheet to the office basket with your timesheet.

FIRST AID KIT FULL

YES      NO

WHAT'S MISSING

FIRE EXTINGUISHER  
CHARGED & READY

YES      NO

JOB NAME:

TRUCK #

## Running Red Lights

We recently received a citation in the mail for a red light violation from the Ellisville Police Department. Since we are unable to determine who was driving at the time I'll address this to everyone who drives a company vehicle.

I'm not going to discuss the legality of red light cameras, yellow light timing adjustments or whether or not they were intended as revenue generators. I want to talk about risky behaviors. As a company, we cannot afford to take chances with the safety of the general public, which is exactly what we do when we engage in risky driving behaviors such as speeding, tailgating, using cell phones while driving, or running red lights. We have all been guilty of these at some point in time and likely will be again. However, as professional drivers, which we would all be considered to be since driving is part of our job (especially CDL holders), we are held to higher standards and expected to drive in a more respectable manner than the average motorist. As professionals, we need to make a concerted effort to be more conscious of our driving habits and the traffic laws. Everyone of you who drives a company truck is more or less driving a bill board for the company. Your driving habits are a direct reflection on the image of the company and how others view us. You never know when your driving habits could be seen by a potential customer, a vendor, or a competitor.

### Jobsite specific hazards discussed

### Attendance


**KELPE CONTRACTING, INC.**  
**PERSONAL USE POLICY**  
**OF COMPANY VEHICLES**

The use of a company vehicle is a privilege and an inherent part of your job. Safety is a primary concern to this company, both for the welfare of the employees and the company's long term financial health. It is important to you and the company that you understand and abide by the following rules regarding the use of company vehicles.

- 1) Only you or other approved company drivers may operate company vehicles. All employees must have a Class E driver's license and an acceptable Motor Vehicle Record on file with the company before use is allowed.
- 2) Other members of your family, neighbors or friends may not operate the vehicle.
- 3) The company expects you to operate the vehicle in a safe manner. All traffic laws are to be obeyed. Employees with violations may be subject to restricted driving privileges, suspension of driving privileges or possible loss of employment pending review by the management committee.
- 4) No alcohol or drugs are to be transported within a company vehicle. Under no circumstance shall anyone under the influence of drug or alcohol operate a company vehicle. Anyone found in violation of this clause is subject to immediate termination.
- 5) You will be expected to park the vehicle in legal areas intended for such. It is also your responsibility to safeguard the vehicle and all contents in a prudent manner at all times.
- 6) You will be expected to keep the vehicle clean and well maintained. This includes washing every two weeks, thorough cleaning and reorganization monthly, regular oil and filter changes, and other routine maintenance.
- 7) You will be responsible for a \$250.00 deductible for any accidents that occur during non-business use, unless it is determined that you were not at fault.

These rules are for your benefit and the benefit of the company. The personal use of a company vehicle is a privilege, please treat it as such.

**REMEMBER...OUR VEHICLES CARRY OUR NAME AND THUS CONVEY AN IMAGE.  
PLEASE DRIVE APPROPRIATELY.**