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- Respect speed limits and traffic signs. Follow all traffic signals.
 - Always lock the vehicle when getting out, even if it remains in sight.
 - During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
 - Avoid driving past midnight.
 - Avoid driving in dangerous conditions, including drowsiness and inclement weather.

TRAFFIC VIOLATIONS

The Inter/National Organization is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business on behalf of the Inter/National Organization.

DISTRACTED DRIVING

The Inter/National Organization is committed to employee safety as well as the safety of alumni/ae serving as Inter/National Directors and Officers and for this reason we prohibit all behavior that distracts drivers while they are operating a hired or personal vehicle on business of the Inter/National Organization. General guidelines for behavior while driving are as follows:

- Use of cell phones while driving is strictly prohibited: This includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use and camera use.
- Use of electronic devices (including laptops, PDAs, cameras and pagers) while driving is strictly prohibited unless specifically outlined below.
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

HEADSET/HANDS-FREE USE

The use of headsets or hands-free devices while driving is permissible under the following conditions:

- Use of the device does not cause distraction (e.g., fiddling with the device or taking eyes off road to get it to function properly).
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
- Conversations do not interfere with the driver's ability to drive safely.
- Road conditions are generally good and do not threaten your safety.



EMERGENCY CALLS

The only exception to the cell phone use guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short with a hands-free option if available. The vehicle should be pulled over if possible.

GPS SYSTEMS

The Inter/National Organization understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way.
- GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions.
- GPS systems should not be programmed while in motion. Instead, programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

AUDIO DEVICES

In some cases, worrying about music selection or touching dials and buttons on the radio, cell phone or other audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under our policy. The Inter/National Organization allows employee use of personal, portable audio devices, because we do not want to eliminate employees' ability to enjoy music while behind the wheel. However, employees must follow these guidelines:

- Drivers may not take eyes off the road to adjust music settings.
- Programming music settings while stopped, pulled off the road or before departing is permissible behavior.
- Drivers may not under any circumstances use MP3 players or other handheld electronic audio devices with headphones. Not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals or sirens.

PREVENTIVE MAINTENANCE

To maintain the safety and integrity of the vehicle, the Inter/National organization mandates that all hired and personal vehicles are maintained in a reasonable operating condition. Critical components that must always be controlled, maintained and promptly repaired include the following: brakes, tires, suspension, steering, lights, mirrors, windows and windshield wipers.

ACCIDENT INVESTIGATION PROCEDURES

The Inter/National Organization realizes some accidents are not preventable. Drivers should seek medical attention immediately, if necessary. Should an accident occur, drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued and all other relevant information. Pictures should be taken to document the extent of damage to all vehicles involved.



Once this information is secured, the driver should report all accidents immediately to the applicable contact within the Inter/National Organization.

USE OF PERSONAL CARS FOR COMPANY BUSINESS

In cases where employees or Inter/National Directors or Officers use personal vehicles for company business on a regular/daily basis, the employee's and alumni/ae volunteer's personal auto liability insurance policy would provide primary coverage. As such we mandate that employees and Inter/National Directors and Officers be required to maintain the following personal auto liability insurance coverage:

- \$100,000/\$250,000 bodily injury
- \$100,000 property damage;
- or \$250,000 combined single limit (CSL)

Employees and Inter/National Directors and Officers must provide a Certificate of Insurance to The Inter/National Organization annually and a copy will be maintained at the Inter/National Headquarters. Employees and Inter/National Directors and officers should consult their personal auto insurance agent to determine if higher limits or additional coverages are warranted.

NOTICE TO EMPLOYEES & INTER/NATIONAL DIRECTORS AND OFFICERS

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The purpose of this Automobile Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control.

All employees and Inter/National Directors and Officers are expected and required to actively participate in this program for their own health and well-being. We encourage drivers to take a proactive approach in identifying potential hazards by promptly reporting them to Inter/National Headquarters. **The use of seatbelts and other safety devices is mandatory.**

MVRs will be requested periodically 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, 3 violations in the past three years will be grounds for an unsatisfactory MVR and cause for termination and/or disciplinary actions. Driving under the influence of alcohol or other illegal substances is grounds for termination.

I have read and understand this Safety Policy, and its requirements and expectations of me as an employee and/or an Inter/National Director or Officer of the organization.

Employee Signature

