

Annual Driver Safety Training

Royal Carrier LLC

Accident Scene Procedures – What to Do at the Scene of an Accident

At Royal Carrier LLC, we are committed to the safety of our drivers and the protection of our company's operations. One of the most critical moments in a driver's day is when an accident occurs. What happens in the minutes following an accident can significantly affect safety outcomes, insurance claims, legal exposure, and overall cost to the company.

This training module outlines the step-by-step procedures drivers must follow when involved in an accident. Following these procedures helps ensure everyone's safety, supports a thorough investigation, and protects Royal Carrier LLC from unnecessary costs and legal risks.

1. Ensure Safety and Secure the Scene

Your first responsibility at the scene of an accident is to ensure the safety of yourself and others.

- Stop the vehicle immediately and engage lights.
- If possible and safe to do so, move your vehicle out of traffic to prevent further collisions.
- Set up emergency warning devices such as reflective triangles or flares at legally required distances. This helps alert oncoming traffic and prevents secondary accidents.
- Check yourself for injuries. (e.g., due to fire or traffic).

2. Notify Emergency Services and Law Enforcement

Once the scene is secure, **call 911 immediately**. This ensures that police, fire, and medical personnel are dispatched if needed.

- Provide your exact location, including nearby landmarks, mile markers, or exit numbers.
- Give a calm, clear report of what happened, including whether there are injuries or blocked roadways.
- Wait for law enforcement and emergency personnel to arrive and follow their instructions.

It is critical that a police report be filed for **all accidents**, no matter how minor they seem. This official documentation is a vital part of any claims process and protects you from false claims.

3. Notify Royal Carrier LLC Management

As soon as it is safe to do so, contact your **dispatcher, fleet manager, or safety officer**.

- Report the basic facts: location, vehicles involved, whether there are injuries, and if emergency responders are on site.
- This allows Royal Carrier LLC to begin internal procedures such as insurance notification, claim reporting, and driver assistance.

Early and accurate communication allows the company to manage the situation effectively and respond quickly to any needs you may have.

4. Document the Scene Thoroughly

Accurate and complete documentation is essential for protecting yourself and the company from false claims, exaggerated damages, or legal action.

Take multiple clear photographs of the following:

- All vehicles involved, including damage and license plates
- Skid marks, broken glass, and debris on the road
- Road conditions, signage, weather conditions, and lighting
- Any injuries

Exchange information with the other party involved, including:

- Name, phone number, driver's license number
- Insurance provider and policy number
- Vehicle registration information

Also try to get names and contact details of any witnesses. Witness statements can be valuable in the event of disputed liability.

5. Do Not Admit Fault or Discuss the Details Beyond What's Necessary

It is very important that you do not admit fault, even if you feel you may have contributed to the accident.

- Stick to factual statements only when speaking to other parties, law enforcement, or witnesses.
- Do not speculate about what caused the accident or suggest who was at fault.
- Do not post about the accident on social media or discuss it with anyone outside of company personnel, law enforcement, or insurance agents.

Let the investigators, insurance adjusters, and company representatives handle fault determination based on evidence.

6. Complete and Submit Company Documentation

All Royal Carrier LLC drivers are required to complete a formal Accident Report Form after any incident.

- Include all relevant details: date, time, location, description of the event, and actions taken.
- Submit the report to management within 24 hours or as soon as reasonably possible.
- If additional follow-up is required (statements, medical documentation, photos), cooperate fully to ensure accurate claim handling.

Why These Procedures Matter

When an accident is properly handled and reported, it protects:

- **You** – from unnecessary liability or legal action.
- **Other Drivers and the Public** – by ensuring their safety and proper emergency response.
- **Royal Carrier LLC** – by reducing claim costs, insurance deductible expenses, and potential lawsuits.

Proper accident scene management can make the difference between a manageable incident and a costly legal battle. Your actions directly affect the outcome of an accident investigation, and your cooperation is essential.

Signature _____

Signed by:

Nayot S Thandi

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HOS Violations Disciplinary Policy

At Royal Carrier LLC, safety is our top priority. In order to operate responsibly and comply with federal regulations, all drivers must adhere to the Federal Motor Carrier Safety Administration (FMCSA) Hours of Service (HOS) rules. These rules are in place to prevent fatigue-related accidents and ensure drivers operate their vehicles safely and legally.

To support this, Royal Carrier LLC has established a written disciplinary policy for any violations related to logbooks, Electronic Logging Devices (ELDs), or HOS regulations. This policy is designed to promote accountability and give drivers the opportunity to correct their actions while maintaining fairness through a progressive discipline process.

Policy Objective

The objective of this policy is not just to penalize drivers, but to:

- **Encourage compliance** with federal safety regulations
- **Educate and support** drivers in understanding HOS rules
- **Ensure consistency and fairness** in how violations are addressed
- **Protect the safety** of drivers, the public, and the company's operating authority

Progressive Disciplinary Process

Royal Carrier LLC uses a progressive discipline model, meaning we respond to violations in steps, giving drivers the opportunity to correct behavior before harsher penalties are applied. Below are the levels of disciplinary action:

1. First Violation – Written Warning

- The driver will receive a documented warning explaining the nature of the violation.
- The warning will be placed in the driver's personnel file.

2. Second Violation – Mandatory Training

- The driver must complete retraining on HOS and ELD compliance.
- Completion of training will be recorded and kept in the driver's file.

3. Third Violation – Suspension

- The driver may be temporarily suspended depending on the severity of the offense.
- Suspension duration will be determined by management and noted in the file.

4. Fourth Violation or Serious Offense – Termination

- Continued non-compliance or serious violations (e.g., falsification of logs or deliberate manipulation of ELD data) may result in immediate termination.

Documentation

Every action taken under this policy will be fully documented and kept in the driver's file. This includes:

- Warnings
- Training records
- Suspension letters
- Termination notices (if applicable)

Maintaining proper records protects both the company and the driver by ensuring that all steps are followed fairly and consistently.

Policy Enforcement

This policy is enforced strictly and uniformly. Royal Carrier LLC expects every driver to take full responsibility for understanding and following HOS regulations. Failure to do so not only put your safety at risk but also affects the company's compliance rating and ability to operate.

We value every member of our driving team and believe in giving each person the tools to succeed. However, repeated or willful violations will not be tolerated.

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Defensive Driving and Distracted Driving Program

Royal Carrier LLC

At Royal Carrier LLC, safety is not just a priority it's a foundational value that drives our operations, defines our professional standards, and protects our drivers, clients, and the public. In alignment with this commitment, consideration should be given to the structured implementation of a Defensive Driving and Distracted Driving Program as a key component of both our initial driver training and ongoing in-service/remedial training.

Purpose

The primary objective of this program is to reduce the risk of motor vehicle incidents, improve driver performance, and promote a proactive safety culture. With the rising number of accidents linked to distracted driving and preventable human error, implementing comprehensive education and reinforcement measures is not only responsible—it is essential. Additionally, it supports regulatory compliance with federal and state safety standards, enhances our company's reputation.

Initial Driver Training Program

To build a strong foundation, all newly hired drivers should be required to complete a Defensive Driving and Distracted Driving Module as part of their onboarding process. This module should cover:

- **Principles of Defensive Driving**
 - Maintaining safe following distances
 - Situational awareness
 - Anticipating actions of other road users
 - Proper use of mirrors and scanning techniques
 - Strategies for adverse weather and road conditions

- **Distracted Driving Awareness**

- Understanding cognitive, visual, and manual distractions
- The dangers of mobile device usage (texting, calls, apps)
- Policies on hands-free vs. handheld device usage
- Real-life examples of distraction-related incidents
- Techniques to stay focused and avoid in-cab distractions

- **Company-Specific Policies and Expectations**

- Royal Carrier's mobile device policy
- FMCSA regulations and driver responsibility
- Consequences of policy violations
- Use of telematics and driver behavior monitoring

Training should include a mix of instruction and interactive discussions to ensure comprehension and retention.

In-Service and Remedial Training

To reinforce safe driving practices and address performance concerns, this program should be incorporated into:

- **Annual Refresher Training**

Every Royal Carrier driver should participate in yearly defensive driving and distracted driving training to keep safety front-of-mind and adapt to changing laws, technologies, and road conditions.

- **Remedial Training**

Any driver involved in a preventable accident, violation, or who exhibits risky behavior (e.g., frequent hard braking, speeding, phone use alerts from telematics) should be required to complete remedial training. This training will include a review of the initial program with added one-on-one coaching and performance assessment.

Outcomes and Benefits

Implementing this program will bring several tangible and intangible benefits to Royal Carrier LLC, including:

- A measurable reduction in accidents and incident severity
- Increased driver confidence and professionalism
- Enhanced compliance with FMCSA and DOT regulations
- Strengthened safety culture across the fleet

Conclusion

Defensive Driving and Distracted Driving Program into both initial and ongoing training efforts reflects Royal Carrier LLC's dedication to safety excellence. It positions our drivers for success, protects our assets and the communities we serve, and supports our long-term business sustainability.

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Signed by:
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Unsafe Driving & Speeding Violations Policy

At Royal Carrier LLC, safe driving is a foundational expectation for all drivers. Speeding and other unsafe driving behaviors not only endanger lives but also put our company at risk legally and financially. To maintain a strong safety culture, Royal Carrier LLC has implemented a formal policy to address and correct unsafe driving behaviors—especially those related to speeding violations.

Policy Overview

Speeding violations are a serious breach of both company standards and public safety laws. Any driver cited for speeding while operating a company vehicle—whether by law enforcement or via roadside inspections—will be subject to disciplinary action.

Violations include, but are not limited to:

- Driving above posted speed limits
- Operating a vehicle too fast for road/weather conditions
- Receiving multiple citations in a short period
- Speeding in construction zones, school zones, or other restricted areas

Disciplinary Action – Progressive Steps

Royal Carrier LLC follows a progressive discipline model, allowing drivers the opportunity to correct behavior before facing more serious consequences.

1. First Offense – Written Warning & Coaching

- Driver receives a formal **written warning**.
- Documentation will be added to the driver's personnel and safety performance file.

2. Second Offense – Remedial Safety Training

- The driver must complete mandatory remedial training, which may include speed management modules, defensive driving courses,

- Further violations within 90 days may lead to suspension.

3. Third Offense – Suspension

- A third violation will result in suspension from driving duties, the duration of which is determined by the nature and severity of the offense.
- The driver may also be placed on a final warning notice.

4. Fourth Offense or Severe Incident – Termination

- Ongoing unsafe driving behavior, or any single instance of extremely dangerous speeding may result in immediate termination of employment.

Remedial Training Requirements

Drivers flagged for unsafe driving will be required to complete remedial training, which may include:

- classroom-based safety courses
- Behind-the-wheel evaluations
- Written safety assessments

All training must be completed within the time frame specified by safety management. Failure to do so may result in suspension.

Documentation and Recordkeeping

Every speeding-related incident will be formally documented, including:

- Violation reports
- Training completion certificates
- Disciplinary letters

These records will be maintained in the driver's personnel and safety files.

Policy Enforcement

Royal Carrier LLC enforces this policy uniformly across all drivers. We are committed to improving safety and reducing preventable incidents. Drivers are expected to operate within all posted speed limits and adjust driving for conditions as necessary.

I acknowledge that I have read and understand the Unsafe Driving & Speeding Violations Policy. I understand the disciplinary process and agree to operate safely and in compliance with this policy.

Signature _____

Signed by:
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