

**U.S. CONCRETE, INC.  
SAFETY POLICY and PROCEDURE MANUAL**

<b>FUNCTION</b>	Safety
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<b>TOPIC</b>	Commercial Vehicle Operator Training
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**OBJECTIVE(S):** To provide a work atmosphere that is conducive to attaining a high work standard and as free as possible from safety and health hazards. To that end, U.S. Concrete has developed this policy to ensure that all employees hired to operate a commercial motor vehicle are trained in the safe, courteous, and efficient operation of the vehicle.

**GENERAL POLICY:** (Same as Objective)

**APPLICATION:** U.S. Concrete, Inc.

**RESPONSIBILITY:** Vice President / General Manager

**(1) ORIENTATION**

Each employee hired to operate a commercial motor vehicle shall be required to complete an orientation program prior being assigned to a trainer. Orientation shall include at least the following:

1. The Department of Transportation Controlled Substance and Alcohol Testing Program requirements.
2. U.S. Concrete Controlled Substance and Alcohol Testing policies.
3. Employment Practices
4. Hazard Communication
5. General Safety Rules
6. Progressive Disciplinary Policy.

Orientation training shall be conducted by the Safety Manager

(2) **TRAINING**

1. Following the orientation, trainees shall be assigned to one of U.S. Concrete's driver trainers. The trainee shall remain with the same trainer throughout training, to the extent possible. If for some reason the trainee must be assigned to another trainer during the training process, all paperwork concerning the trainees progress shall be forwarded to the newly assigned trainer. Under no circumstances shall a trainee be assigned to someone other than a certified trainer.
2. Once assigned to a trainer, the trainee shall be given a qualification road test. The purpose of this test is to allow the trainer to assess the trainee's skill level and to determine the course and scope of the training. The test shall not be used to disqualify a trainee.
3. Once the trainer has identified the trainee's skill level, the trainer is free to design the training program to fit the trainee's needs. However, all information used during the training process must comply with U.S. Concrete's Driver Training Manual, applicable company policies regarding the operation of a commercial motor vehicle, and any applicable federal, state, or local law.
4. Trainers shall be required to complete the following paperwork to document the training and the trainee's progress:
  - a. Qualification Road Test - This form shall be completed at least twice during the training period. Once during the initial test ride, in order to evaluate and document the trainee's skill level prior to training. A second qualification test form shall be completed at the completion of the training program to document the trainee's skill level once the trainer feels that the trainee is ready to be assigned to his/her own truck.
  - b. Pre / Post Trip Inspection Checklist - This form shall also be completed at least twice during the training period. The initial form should be completed shortly after training begins and should be used to evaluate the trainees ability to understand and identify the mechanical components of the vehicle. A second form should be completed at the completion of the training period to document the trainee's progression and skill level following training.
  - c. Daily Checklist - This form shall be completed daily by the trainer and shall be used to document the daily progress of the trainee. Comments regarding the trainee's attitude, comprehension levels, and development shall also be recorded on this form.
  - d. Defensive Driving / Best Practices Checklist – This form shall be completed on a daily basis in order to document the trainee's progression with regard to defensive driving techniques and best practices regarding proper safety techniques and the use of personal protective equipment.
  - e. Mixer Operation Final Exam - This form shall be completed at the completion of the training program, when the trainer feels confident that the

trainee can safely operate a commercial vehicle on his/her own. The form shall be used to document the trainees ability to operate a commercial vehicle and its associated controls following training.

5. Trainers shall be responsible for maintaining all paperwork associated with the training program until the trainee has successfully completed the program. Upon completion of training, the trainer shall forward all paperwork to his/her respective Safety Manager.
6. If the trainer feels that the trainee will not progress to the level necessary to operate a commercial vehicle in a safe, courteous, and efficient manner, regardless of training, and following a reasonable amount of training time, it is the trainer's responsibility to notify the Safety Manager and advise him/her of the problem. The trainee shall be terminated if these individuals agree that further training would not benefit the company or the trainee.
7. Trainees shall be required to complete an open book test pertaining to the materials found in the U.S. Concrete Training Manual. This test shall be given on a chapter by chapter basis and shall be completed during the evening and shall be reviewed by with the trainer the following day.
8. Driver trainers are responsible for determining the duration of the training period. When a trainer is confident that a trainee has progressed to a level capable of operating a commercial vehicle on his/her own, the trainer may conclude the training process after first contacting the Safety Manger and advising him of the trainee's ability to be assigned a truck.
9. Trainees shall not be released from the program until the trainer is absolutely confident that the trainee has reached the skill level necessary to operate a commercial vehicle on his/her own.

**(3) RESPONSIBILITY FOR CONFORMANCE**

1. **Driver Trainers** - Are responsible for conformance to the extent listed above. Driver trainers shall also be required to receive periodic retraining to enhance program performance.
2. **Safety Managers** - Are responsible for conducting orientation training as well as the periodic review and or audit of the training program at their respective region. Additionally, they shall be responsible for ensuring that trainees are assigned to designated trainers and that training is conducted in compliance with the aforementioned procedure. Additionally the Safety Manager shall conduct periodic audits to ensure compliance with policy and maintain program consistency.

<b>Approved by:</b>	Original at US Concrete Houston
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<b>Effective Date:</b>	1/1/03
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<b>Signature:</b>	Original at US Concrete Houston
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