

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

<b>FUNCTION</b>	Safety
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<b>TOPIC</b>	Commercial Vehicle Operator Trainer Certification
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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 trainers of commercial vehicle operators are trained and certified in the areas of safety, quality control, operations, and customer relations.

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

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

**RESPONSIBILITY:** Vice President / General Manager

**(1) PROGRAM REQUIREMENTS**

Each trainer of commercial vehicle operators shall be required to complete a comprehensive training certification program prior to conducting driver training. The program shall include:

1. U.S. Concrete Operations and Safety Policy and Procedures
2. Smith System Defensive Driver Training
3. National Ready Mix Concrete Association (NRMCA) Certified Delivery Professional (CDP) program.

Driver Trainer Certification training shall be conducted by Safety Managers who are certified Smith System trainers.

(2) **PROGRAM OUTLINE**

1. **Orientation**

Prior to beginning the trainer certification process, trainers shall be provided with information regarding the program structure, including;

- a. Trainer compensation
- b. Trainer responsibilities for training
- c. Required completion of training forms
- d. U.S. Concrete training materials
- e. Smith System training materials and principles
- f. NRMCA Certified Delivery Professional program

The orientation process shall require approximately three to four hours.

2. **Smith System Training**

Following the orientation process, trainers shall be provided with Smith System training, which shall be conducted in accordance with Smith System protocol by a certified trainer. This training shall consist primarily of “on-road” training and shall require that the prospective trainer successfully complete the skills portion of the training as well as successfully completing a written exam. Trainers will also be required to review Smith System video training aids including The Critical Point, and Out of Harms Way. Other Smith System tapes may be reviewed at the trainer’s discretion. Trainers shall also become familiar with Smith System forms and training techniques.

Smith System training shall consist of a minimum of twenty-eight hours or three and one half days of training (less time may be required for fewer than three trainees). Additional time may be added to this training at the discretion of the trainer.

3. **U.S. Concrete Policies and Procedures**

Upon completion of the Smith System training, prospective trainers shall be provided with the U.S. Concrete training manual and all other training materials including the requisite training forms. Prospective trainers shall be required to become thoroughly familiar with the contents of the manual as well as all training forms and other associated training materials. Each prospective trainer should be asked to review the manual and provide five questions and answers for each chapter in the training manual. Prospective trainers shall also be provided with information regarding the completion of training forms and the frequency of completing those forms. A copy of Standard Operating Procedure “SAFE-2 Commercial Vehicle Operator Training” should be provided to each prospective trainer. Training forms include:

- a. Qualification Road Test - This form shall be completed during the initial test ride. It is used to 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 identify the trainee's 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. Mixer Operation Final Exam - This form shall be completed at the conclusion 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 trainee's ability to operate a commercial vehicle and its associated controls.

#### 4. **National Ready Mix Concrete Association (NRMCA) CDP Program**

At the conclusion of all other training, prospective trainers shall be required to successfully complete the NRMCA's Certified Delivery Professional Program. This program consists of five modules, a written exam, and a pre-trip exam. This program shall be presented in a self-study format and will require that the prospective trainer successfully complete the examination process within sixty (60) days of having received the materials. Prospective trainers may begin training other drivers prior to completion of this process, however, once the sixty day grace period has expired, trainers will not be eligible to train until they have successfully completed the exam process. U.S. Concrete safety personnel shall provide all resources available to assist the prospective trainers with passing the exam and may, if they choose, conduct training classes in this regard.

### (3) **TRAINER RESPONSIBILITIES**

- a. Trainers certified through the aforementioned program shall be responsible for the training of newly hired delivery professionals. This training shall be conducted in accordance with the training policies and procedures established by U.S. Concrete, Inc. Trainers are responsible for the daily adherence to these policies and as such shall complete the requisite training forms in order to document training and the trainee's progress.
- b. Following the initial training period, trainers shall also be responsible for the continuous improvement process (mentoring) during the trainee's first twelve months. This shall include the counseling of trainee's whom have

violated certain work rules with respect to the safe operation of vehicles, operating procedures at the plant or job site, and/or quality control procedures. During this process trainers will be required to submit signed counseling forms to the respective safety managers each time counseling takes place.

- c. To ensure the continuous improvement process, shippers and sales/service personnel will be required to complete counseling request forms each time they observe a trainee who has violated procedures or where no violation occurs but all appearances indicate that additional training may be necessary. A copy of these request forms shall be provided to the trainer as well as the respective safety manager. Trainers are required to follow up with training within 72 hours of having received the request form and provide a corresponding counseling report to the safety manager.

<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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