

**U.S. CONCRETE, INC.**

<b>FUNCTION</b>	Safety
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<b>TOPIC</b>	Inspection and Repair of Commercial Motor Vehicles
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**OBJECTIVE(S):** To insure that U.S. Concrete’s commercial vehicle fleet is maintained to the safety standards established by the Department of Transportation and defined in the North American Uniform Vehicle Out-Of-Service Criteria.

**GENERAL POLICY:** (Defined below)

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

**RESPONSIBILITY:** President/General Manager

**SECTION I - INSPECTION PROCESS**

**I (A) – GENERAL PROCESS**

At each plant, three wire baskets will be placed directly below the time clock for drivers. These baskets will be numbered 1 through 3 and shall be used to maintain and control daily DVIR’s. Directly above each will be a laminated sheet with instructions detailing the steps that drivers must follow on a daily basis (see appendix A). In addition to these steps, a poster (see appendix B) that defines the “out-of-service” criteria for each safety item listed on the revised DVIR (see appendix C) will be posted above the time clock.

**SECTION II – DRIVER’S RESPONSIBILITY**

**II (A) – START OF SHIFT**

At the beginning of each shift, after clocking in, drivers will be required to remove a blank DVIR from basket 1 and use it to record mechanical defects identified prior to, during, and after their shift. If drivers are assigned the same truck from their previous shift, they must only check the vehicles fluid levels, tire inflation, and temperature and pressure gauges before placing the vehicle in service. A driver assigned to a truck other than the one driven during his/her previous shift must check all components listed on the DVIR before placing the vehicle in service.

Prior to placing a vehicle in service, drivers will also be required to review the DVIR from the previous day if that DVIR listed “out of service” defects or if the truck they are assigned is not the vehicle they drove during the previous shift. These DVIR’s will be found in basket 3. Once satisfied that repairs have

been made and certified by a mechanic's signature, the driver must sign the DVIR in the space marked "Reviewing Driver's Signature" and return it to basket 3. If there were no "out-of-service" defects noted on the previous days DVIR there is no requirement for the reviewing driver's signature. If driver's are not satisfied that repairs have been made, or if the mechanic has failed to certify repairs through a signature, the driver shall notify the plant superintendent immediately and shall not operate the vehicle.

## **II (B) – DURING SHIFT**

If during the course of the day, a driver identifies a mechanical defect that is likely to affect the safe operation of the vehicle, he/she is required to immediately contact customer service and notify them of the problem. If that defect is one listed on the "out-of-service" criteria, the driver may not continue to drive that vehicle until repairs are affected.

## **II (C) - POST SHIFT**

At the end of each shift, drivers shall complete the post trip inspection, sign the DVIR, and place it in basket 2. This is required regardless of whether any defects are noted. At locations where a mechanic is not assigned it will also be necessary for drivers to call a designated telephone number and report any "out-of-service" defects. These numbers shall be determined by the maintenance managers and shall be communicated to each driver at plants where a mechanic is not assigned. This number shall also be posted near the time clock.

## **SECTION III - MECHANIC'S RESPONSIBILITY**

Each evening the "off-shift" mechanics will review the DVIR's in basket 2 at their assigned plants. If the DVIR's list "out-of-service" defects, the mechanic shall inspect the vehicle and either affect repairs or determine that repairs are not necessary. In either event, the mechanic must sign the DVIR as the certifying mechanic and place the DVIR in basket 3. For DVIR's that do not list "out-of-service" defects, no signature from the mechanic is required. However, the mechanic must also place these DVIR's in basket 3 as well. A mechanic who is unable to complete safety related repairs before the start of the next production shift must notify customer service that the vehicle will not be ready for first round.

Mechanics will also be required to travel to other facilities to affect repairs on vehicles with "out-of-service" defects. This process will be initiated by a driver's call to the aforementioned telephone number and shall not require mechanics to visit each facility every evening to review DVIR's.

## **SECTION IV - PLANT SUPERINTENDENT'S RESPONSIBILITY**

Each day after all assigned vehicles have been placed in service; the plant superintendent shall review all DVIR's in basket 3 to determine whether each driver has submitted a DVIR from the previous day. The plant superintendent shall also verify that all necessary signatures, as described above, are present on each form. If a driver has failed to sign the forms as required, the plant superintendent shall discuss the reasons for such failure with the driver and determine whether disciplinary action is appropriate.

Upon completing his review, the plant superintendent shall remove all DVIR's, for vehicles utilized during the previous shift, from basket 3. The 2 ply DVIR's should then be separated and the yellow copies maintained by the plant superintendent for a period not to exceed 90 days. The original white copies shall be forwarded to the appropriate maintenance manager each day.

If notified by a driver that a mechanic has failed to certify that repairs have been made or are not necessary, the plant superintendent shall immediately notify customer service and the appropriate maintenance manager that the vehicle is “out-of-service” and the reasons why. The plant superintendent shall then ensure that the vehicle is not operated until repairs are made and certified.

**SECTION V - MAINTENANCE MANAGER’S RESPONSIBILITY**

Upon receiving the daily DVIR’s the maintenance manager shall review, them to verify that needed repairs are being accomplished and that mechanics are completing the required documentation.

If a mechanic has failed to affect required repairs or certify that they have been completed or are not required, the maintenance manager shall discuss this with the mechanic to determine the reasons for such failure and whether disciplinary action is appropriate.

Maintenance Managers shall also be responsible for compliance with the record keeping requirements established by 49 CFR 396.11 (c)(2) which states “Every motor carrier shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for three months from the date the written report was prepared”.

**SECTION VI - OPERATIONS MANAGEMENT’S RESPONSIBILITY**

Plant and operations managers have overall responsibility for ensuring that the requirements established by this document are adhered to and that employees under their charge are held accountable for performing these daily tasks.

**SECTION VII - SAFETY MANAGEMENT’S RESPONSIBILITY**

The safety department shall periodically review the requirements of the law and make necessary revisions to the process. It shall also conduct periodic audits to ensure compliance.

<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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