



Washington Utilities and Transportation Commission
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Olympia, WA 98504

David Witt
PO Box 1041
Leavenworth, WA. 98826

Concerning Compliance Review on October 22nd, 2018:

Received
Records Management
06/26/19 11:18
State Of WASH.
UTIL. AND TRANSP.
COMMISSION

To whom it may concern,

This is the Safety Management plan I'm sending you concerning our most recent compliance review.

Violation 1: Primary 395.8(a)(1) & Secondary 395.8(a) Failing to require a driver to prepare a record of duty status using appropriate method.

I believe this violation is a miscommunication between me and the UTC. The drivers fill out a trip log daily, for everyday they work. When I submitted my forms for review, I only submitted vehicles that were 8 passenger and larger, because that is all the UTC reviews. Part of our business is taxi service. We have those licenses in with the City of Leavenworth, WA. With the taxi service there are days where drivers only drive the Prius or small caravan. Dallas and Mike drive both taxi and shuttle vans. That is where the confusion is and why I'm failing to make a record of duty status. It is a simple misunderstanding. I do also believe that these would qualify under the short haul statute and that most trips are within the 4-mile radius of Leavenworth. That said I will be clearer in my next review so that we don't have this misunderstanding again.

We are both a charter company and a taxi company. That said most of our hours are done taxiing. When the drivers are driving taxi they typically are in our Prius or caravan. When we were reviewed it was stated that only the vehicles that were 8 passenger or larger DVIR were required. I removed all the smaller vehicle's DVIR's for the review process. When we sent the monthly work schedule in, we were penalized for not having the DVIR's of the dates when drivers drove the smaller vehicles. That is where most of the confusion happened. I also sent in the other DVIR's for the smaller vehicles but to no avail. All hours are documented when our drivers work.



Violation 2: Primary 396.11(a) Failing to require driver to prepare DVIR

This violation goes hand and hand with the first one. When my employees work if they expect to get paid, they fill out both the DVIR and the trip log. Drivers don't get paid for paperwork I don't receive. To clarify I only submitted to the UTC DVIR's when drivers were driving eight passenger or larger vehicles. When I submitted our schedule for review that is where the confusion was.

Our DVIR is out of page 189 on the UTC book. When our drivers turn in their DVIR it is reviewed by the Scheduling Coordinator or me and then filed appropriately.

Violation 3: Primary 396.17(a) Using a commercial motor vehicle not periodically inspected

I am beside myself with frustration over this violation. I had spoken with my mechanic about all our annual inspections and that they needed to be completed in the month of September. He was unable to do that and finished these the first week of October. There is less than 30 days between the dates of the annual inspections, but I know now they need to be in the same calendar month, period. I will not be making this mistake again. I have set an early reminder in August to prepare my mechanic, so that he has adequate time to complete these. Photo of reminder included.

Violation 4: Primary 382.305(B)(1) Failing to conduct random alcohol testing at an annual rate of not less than the applicable annual rate of average number of driver positions.

Our consortium is run by Confluence Health in Wenatchee, I completely relied upon them to do their job for which I am paying them to do and wasn't micromanaging them. I have since taken a much more active role in our consortium. I get quarterly updates and if I don't, I call and find out why I haven't. I've had to correct multiple issues they've had with my people, it's been quite a disappointment. Living in a rural area we don't have many options but will stay diligent.

Violation 5: Primary 382.305 (i)(2) Failing to ensure that each driver subject to random alcohol and controlled substance testing has an equal chance of being selected each time selections are made.

As with Violation 4 our consortium is run by Confluence Health and I'm more active in the role of making sure our drivers have an equal opportunity for selection. David Witt is responsible.



Violation 6: Primary 391.45(a) Secondary 391.11(a) Using a driver not medically examined and certified.

My reminder was set up for the wrong date, I had delegated some of this important work to another and I will not be doing that in the future. I am now the sole person the make sure that the drivers' medical cards are current. Another part of the issue is that this driver is a non CDL holder and a diabetic, so he comes up more often and doesn't understand necessarily that he needed a valid medial card to drive. At the time of there hire all non CDL drivers will be informed that if they will be driving a vehicle larger than 8 'person' that a valid medical card is required. I will do a better job of educating those non CDL drivers.

I have updated my calendar when they need to renew their medical cards and making sure it's completed. Each driver has a different date for the medical card to renew, I will attach one of the offending drivers medical card reminder.

Violation 7: Primary 396.11©(1) Failing to certify that repairs were made or were not necessary.

This is a complete oversight on my part. I thought I had been very diligent on making sure when these were submitted that they had been signed by the appropriate parties. I am aware of why this happened and will be having my scheduling coordinator double check my work.

Violation 8: Primary 396.13© Failing to require driver to sign the last vehicle inspection report when defects or deficiencies were noted.

Same as above, I'm adding more eyes to each of these sheets to ensure that we don't have these mistakes in the future.

I appreciate your time in reviewing my company. I take seriously these violations and review. I had worked hard to get back to a satisfactory rating as that is my goal. I'm embarrassed for my inability to secure that rating during this review. I believe I have set in place procedures and educated my employees to be aware of what is required of them. I have set dates on our calendars for these important renewals of medical cards and annuals. I have another employee

Leavenworth SHUTTLE & TAXI LLC

helping to ensure we don't miss signatures. I apologize and ask that you help me in reaching my goal of a satisfactory rating. I am committed to achieving a satisfactory rating.

I certify that Leavenworth Shuttle and Taxi will operate within federal and state regulations and that our operation currently meets the safety standard and factors specific in 49 CFR 385.5 and 385.7.

Thank you for your time,

David Witt

David Witt

Leavenworth Shuttle & Taxi LLC

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5096701849

Leavenworth Shuttle & Taxi LLC

Motor Carrier Safety Program

Revised 3-8-2019

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Revised 3-8-2019

LEAVENWORTH SHUTTLE & TAXI LLC

MOTOR CARRIER SAFETY PROGRAM

Leavenworth Shuttle & Taxi (LST) is committed to safe transportation and compliance with the applicable regulations of the U.S. Department of Transportation and state and local transportation departments. In order to ensure compliance, LST has instituted a motor carrier safety program that implements the Federal Motor Carrier Safety Regulations (FMCSRs), applicable state and local transportation requirements.

This program assures that motor vehicles used to transport LST vehicles are properly inspected and maintained, and is designed to address specific issues concerning the operation of: (1) commercial motor vehicles weighing 10,001 pounds or more; (2) motor vehicles utilized to transport passengers; and (3) all drivers of these motor vehicles.

They receive initial and recurrent training as required by the FMCSR’s, or as needed. The training is provided by qualified company officials and safety professionals. The training includes federal and state regulatory requirements that pertain to the operation of commercial motor vehicles and the drivers. Training also includes all applicable company policies. This safety training is reinforced through regularly scheduled safety meetings that address new requirements and compliance areas that warrant additional attention. All drivers and driver supervisors or any other persons appointed over drivers must comply with the requirements set forth in Title 49 CFR Parts 40, 325, and 355399(FMCSR), all applicable state regulations, and all LST policies.

It is LST intention to comply fully with the DOT regulations governing commercial motor vehicles and the drivers that drive them. In the event the DOT regulations are amended, this policy and the applicable

terms, conditions, and or requirements of this policy shall be deemed to have been amended automatically at that time without the need for redrafting, in order to reflect and be in compliance with DOT regulations. In such case, LST reserves the right to apply amended requirements immediately and without giving prior notice to drivers and/or applicants or other employees covered by this policy, unless such notice is required by the DOT or other applicable law. This policy shall not apply to the extent it is inconsistent with the requirements of any state or local law.

Controlled Substance and Alcohol Use and Testing

The purpose of this is to prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. This part applies to all employees/contractors who operate a commercial motor vehicle in commerce in any state or province and is subject to:

1. The commercial driver's license requirements of 49 CFR Part 383;
2. The commercial driver's license requirements of the Canadian National Safety Code.

All commercial motor vehicle drivers will receive a copy of LST's Alcohol and Drug Use policy as well as the LST Motor Carrier Safety Program Drug and Alcohol Policy. Violations of either of these company policies may result in disciplinary action.

Commercial Driver's License Standards; Requirements

The purpose of this part is to establish who is required to possess a Commercial Driver's License (CDL), and to reduce and/or prevent accidents and injuries by requiring drivers to have a single commercial motor vehicle driver's license, and by disqualifying drivers who operate commercial motor vehicles in an unsafe manner.

1. All drivers who operate a commercial motor vehicle as defined by 49 CFR Part 382.107 are required to have in their possession a valid commercial drivers license at all times while operating any LST owned.
2. The CDL will be rated for the type of vehicle the driver is operating.
3. All drivers, whether employee or contractor are subject to the penalties that may be imposed by the FHWA for any violations of 49 CFR as related to operating a commercial motor vehicle. The DOT regulations, however, do not prohibit LST from enforcing a more stringent policy and/or discipline.
5. Violations of any of the above may result in disciplinary action.

Class A

Total GVWR of 26,001lbs or more, towed unit over 10,000lbs.

Class B

Single vehicle GVWR of 26,001 lbs. or more, or any such vehicle towing a vehicle not in excess of 10,000lbs.

Class C

Any vehicle(s) that does not meet "A" or "B", or DESIGNED to carry 16 or more people, Revised 3-8-2019

P

Passenger Endorment

Federal Motor Carrier Safety Regulations – General

For the remainder of this policy as relating to commercial motor vehicles, the definition used is from 49 CFR 390.5 which is different from the previous definition of commercial motor vehicle used in Part 382.107.

Qualifications of Drivers

All persons desiring to operate a commercial motor vehicle owned by LST must meet the minimum qualifications set forth in 49 CFR Part 391 which covers qualification and disqualifications, background and character, test, physical qualifications and examinations, files and records, and limited exemptions.

SUSPENDED, RESTRICTED OR REVOKED DRIVER'S LICENSE LST requires that all suspended, restricted (excluding corrective lenses), or revoked driver's licenses be reported by the employee to LST immediately. Under no circumstances is an employee authorized to operate a Company vehicle or a personal vehicle for Company business if a license is suspended or revoked. Continued use of the Company vehicle under these circumstances may result in disciplinary action.

DRIVING RECORD ACCEPTABILITY CRITERIA The criterion contained in the following table defines the requirements for pre-employment motor vehicle record acceptability. Acceptable – conforms to the requirements of the Safe Driver Program. Unacceptable —is not eligible for hire until the Company receives evidence that the acceptable criterion has been met.

PRE-EMPLOYMENT MOTOR VEHICLE RECORD REQUIREMENTS Acceptable: 1. Current license is valid. 2. No citation and/or conviction for driving under the influence of alcohol and/or drugs or driving while impaired within the past five years. 3. 2 or less moving violations or collisions within the current 24-month period.

Unacceptable 1. Current license is not valid, is suspended, or revoked, or status listed as ineligible or not active 2. Conviction for driving under the influence of alcohol and/or drugs or driving while impaired within the past five years 3. More than 2 moving violations and/or collisions within the current 24-month period.

4. More than 3 moving violations and/or collisions within the past five years. Gross or willful motor vehicle-related misconduct (i.e. eluding a police officer; felony conviction; vehicular homicide or manslaughter conviction)

EMPLOYEE AND NON-EMPLOYEE REQUIREMENTS 1. Employees must ensure health conditions that may impact their ability to safely operate a vehicle are adequately controlled. Such health conditions may be subject to review as a condition for driving a Company vehicle (i.e. through an independent medical examination or requiring certification from employee's health care provider). 2. Drivers must have a valid driver's license applicable for the type of vehicle being driven in the appropriate jurisdiction. 3. The driver is required to have a current vehicle registration, vehicle inspection certificate, and an insurance identification card in their possession while operating a Company vehicle. 4. As part of its ongoing Safe Driver program, the Company will obtain annual motor vehicle records (MVR) for all authorized drivers. All drivers must complete a Fair Credit Reporting Act Disclosure form and grant the Company permission to obtain an initial and periodic motor vehicle reports. Noncompliance with the MVR screening process may result in loss of Company vehicle driving privileges and/or other disciplinary action. 5. Motor vehicle records, as well as accident history, will be reviewed by Fleet Management to determine if driver improvement is necessary. If, as a result of this review, a driver is contacted by Fleet Management, the driver has the right to refute the accuracy of the information contained on the Motor Vehicle Record in accordance with the Fair Credit Reporting Act. 6. Driving privileges of Company vehicles may be denied or revoked for employees or non-employees who fall into the unacceptable categories described above. 7. Driving privileges will be denied or revoked for nonemployees who choose not to participate in the MVR screening process.

Employees issued a Company vehicle must report any citation, including any citation for boating under the influence, arrest, pending litigation, or prosecution related to alcohol use (illegal or otherwise) or drugs to the designated Employee Relations representative and Fleet Management within 48 hours of the event whether driving a Company vehicle or personal vehicle. Failure to report within 48 hours may result in disciplinary action.

Driving of Commercial Motor Vehicles

1. Circumstances under which the driver is prohibited from operating a commercial motor vehicle. a. No driver shall operate a commercial motor vehicle and LST shall not require or permit a driver to operate a commercial motor vehicle, while the driver's ability or alertness is so impaired, or likely to become impaired, through fatigue, illness, or any other cause, as to make it unsafe for him/her to begin or to continue to operate a commercial motor vehicle. However, in a case of grave emergency where the hazard to the occupants of the commercial motor vehicle or other users of the highway would be increased by compliance with this section, the driver may continue to operate the commercial motor vehicle to the nearest place at which that hazard is removed. b. No driver shall be on duty and possess, be under the influence of, or use, any of the following drugs or other substances: i. Any substance listed in Schedule 1 of 21 CFR 1308.11; ii. Any amphetamine or any formulation thereof (including, but not limited to "pep pills" and "bennies"); iii. A narcotic drug or any derivative thereof or; iv. Any other substance which renders the driver incapable of safely operating a motor vehicle. c. Paragraphs b. i., ii., and iii. Do not apply to the possession or use of a substance administered to a driver by or under the instructions of a licensed medical practitioner, as defined in 49 CFR 382.107 who has advised the driver that the substance will not affect the driver's ability to safely operate a motor vehicle. d. As used in this section, "possession" does not include possession of a substance, which is manifested and transported as part of a shipment. e. No driver shall: i. Use alcohol, as defined in 49 CFR 382.107 or be under the influence of alcohol, within 8 hours before going on duty or performing any safety sensitive function related to a commercial motor vehicle; or ii. Have any measured alcohol concentration or detected presence of alcohol while on duty or performing any safety sensitive function related to a commercial motor vehicle; or iii. Be on duty or perform a safety sensitive function relating to a commercial motor vehicle while possessing wine of not less than one-half of one per centum of alcohol by volume, beer as defined in 26 U.S.C. 5052 (a) of the Internal Revenue Code of 1954 (IRC), and distilled spirits as defined in section 5002 (a)(8) of the IRC. However, this does not apply to possession of wine, beer, or distilled spirits which are: 1. Manifested and transported as part of a shipment; or 2. Possessed or used by bus passengers. iv. Any driver who is found to be in violation of the provisions of paragraphs i., ii., or iii. Of this section shall be placed out-of-service immediately for a period of 24 hours. 1. The 24 hour out-of-service period will commence upon issuance of an out-of-service order. 2. No driver shall violate the terms of an out-of-service order issued under this section. v. No person shall dispatch or drive any commercial motor vehicle or permit any passengers thereon, when the following conditions are known to exist, until such conditions have been remedied or repaired: 1. Where an occupant has been affected by carbon monoxide; 2. Where carbon monoxide has been detected in the interior of the vehicle; 3. When a mechanical condition of the vehicle is discovered which would be likely to produce a carbon monoxide hazard to the occupant(s); 4. Any brake related deficiencies or defects; or 5. Any fuel leaks; or 6. Any steering related issues; or 7. Any tire related issues other than low tread when the tread depth is actually measured and found to be compliant with 49 CFR 393.75 vi. No driver shall use a radar detector in a commercial motor vehicle, or operate a commercial motor vehicle that is equipped with or contains a radar detector. vii. No person shall ride within the closed body of any commercial motor vehicle unless there are means on the inside thereof of obtaining exit. Said means shall be in such condition as to permit ready operation by the occupant. viii. Unauthorized persons are not to be transported unless specifically authorized in writing to do so by GlaxoSmithKline. No driver shall transport any person or permit any person to be transported on any commercial motor vehicle other than a bus. No written authorization is needed for the transportation of: 1. Employees or other persons assigned to a commercial motor vehicle: or 2. Employees who are assisting in the performance of work assignments;

or 3. Any person transported when aid is being rendered in case of an accident or other emergency; or

4. A commercial motor vehicle shall not be driven unless the driver has properly secured themselves with a seatbelt. x. No commercial motor vehicle shall be driven unless the driver is satisfied that the following parts and accessories are in good working order, nor shall any driver fail to make use of such part and accessories when and as needed: 1. Service brakes, including trailer brake connections; 2. Parking (hand) brake; 3. Steering mechanism; 4. Lighting devices and reflectors; 5. Tires; 6. Horn; 7. Windshield wipers; 8. Rear-vision mirrors; 9. Coupling devices xi. GlaxoSmithKline equips each vehicle with the following safety equipment and it should be included in the daily inspection. 1. Reflective triangles 2. Fire extinguisher: 10 B:C rating or higher 3. Wheel chock 4. Spare fuses 5. Means to tie down/secure cargo. xii. No commercial motor vehicle shall be driven unless the driver is satisfied that the emergency equipment required by 49 CFR 393.95 is in place and ready for use; nor shall any driver fail to make use of such equipment when and as needed. xiii. No commercial motor vehicle shall be driven unless the driver is satisfied that the cargo is properly loaded, distributed, and secured. xiv. Railroad grade crossings: 1. Every commercial motor vehicle other than those listed in 49 CFR 392.10 shall, upon approaching a railroad grade crossing be driven at a rate of speed which will permit the vehicle to be stopped before reaching nearest rail of such crossing and shall not be driven upon or over the crossing until due caution has been taken to ascertain that the course is clear. 2. The driver of a commercial motor vehicle transporting hazardous materials or passengers shall not cross a railroad track or tracks unless they first: stop the vehicle, look and listen in each direction along the track, and ascertain that no train is approaching. When it is safe to do so, the driver may continue across the tracks. If the vehicle has a manual transmission, the driver must not shift gears while crossing the tracks. a. A stop need not be made at: i. A streetcar crossing, or railroad tracks used exclusively for industrial switching purposes, within a business district as defined in 49 CFR 390.5 ii. A railroad grade crossing when a police officer or crossing flagman directs traffic to proceed 2. Violations of any of the above may result in disciplinary action.

USE OF CELLULAR PHONE & DISTRACTED DRIVING Your safety and the safety of others must come before all other concerns. This is why any activity that distracts you while driving is strictly prohibited. This includes, but is not limited to, any cellular phone use, writing notes, Pod Casts, map reading, eating, drinking, or texting. The use of cell phones while driving (including hands-free) is strictly prohibited. Sending or reading text messages while driving is strictly prohibited. Even though vehicles may be Bluetooth, Sync, etc... capable, LST does not allow the use of this technology while driving. Drivers are instructed to forward incoming calls to voice mail when driving. Your vehicle must be safely stopped off road before placing or accepting a call or utilizing other mobile devices such as PDAs, tablets, iPads and iPods.

Smartphone GPS capability or a radio option such as Pandora, XM/Sirius, and Apple/Google music, etc... is allowed ONLY when the destination and / or all functions are entered and the device is properly secured prior to moving the vehicle. Sending or reading text messages while driving is strictly prohibited and is a violation of Federal law if done while operating a commercial motor vehicle.

Commercial Motor Vehicle Maintenance

Maintenance and inspection of the commercial motor vehicles LST owns is conducted on an established schedule. The vehicle maintenance and inspection component of the LST Motor Carrier Safety Program meets and or exceeds the requirements of the FMCSR. LST has arrangements for required repairs either at the vehicle dispatch office or at the repair facilities of its service vendors. Pursuant to its vehicle maintenance and inspection program, LST ensures that all owned commercial motor vehicles are systematically inspected, repaired, and maintained so as to be in a safe operating condition as required by 49 CFR 396.3

Systematic inspection, repair, and maintenance includes all preventative maintenance, scheduled inspections, and lubrications. Scheduled inspections are performed on commercial motor vehicles every thirty (30) to sixty (60) days depending on the site, and recorded on the appropriate inspection form. All inspection forms are to be sent to LST as soon as possible after completion, but within 10 days. The monthly inspection should be conducted about the same time each month. Due to the limited area of operations at each site, low mileage, and a lot of stop and go driving, oil changes and lubrications, and other scheduled maintenance will be done at the sites discretion, Fleet must be notified of the schedule of maintenance. Defects and potential problems detected during these inspection and maintenance activities will be corrected when discovered. Disciplinary action may extend to vehicle supervisors for failure to ensure compliance with the FMCSR and company policy, and late submission of inspections to LST.

Drivers are also required to perform pre-trip inspection of the commercial motor vehicles they drive on a daily basis and prepare driver inspection reports at the conclusion of each day or shift. The inspection report must be completed for each commercial motor vehicle that the driver operates during their day or shift. This report is done via DVIR form.

Disciplinary action may extend to driver supervisors for failure to ensure compliance when the supervisor knows the driver is not abiding by the FMCSR and company policy.

Hours of Service

LST operates 7 days a week and is therefore subject to the 60/70 hour 7/8 day maximum on duty provisions specified in 49 CFR 395.3 (b)(1). A driver is prohibited from operating a commercial motor vehicle after having been on duty for 70 hours in any 8 consecutive days. This is done by each driver entering the time they start work each morning or at the beginning of their shift and entering the time they are done at the end of each day or shift onto DVIR. If a driver fails to enter their time on a daily basis, LST will contact the driver, the driver's supervisor. Any driver that operates outside of a 100 air mile radius of the normal work reporting location, works more than 12 hours in one day, has less than 8 consecutive hours off duty before returning to work or has more than 10 hours driving time cannot use this exemption, and must fill out a record of duty status consistent with 395.8.

Part time employment: Time spent performing work for another motor carrier and time spent performing any compensated work for any non-motor carrier entity must be included in determining total on-duty time as governed by the hours of service requirements in Part 395 of the FMCSR. LST requires that drivers notify their supervisor when part time employment has been accepted. This includes self employment. The time spent in performing such work is included when total on-duty time is recorded on the exempt log. Drivers will enter the time spent at their part-time employment and check "Non-LST Hours". This must be completed to comply with the requirements of 49 CFR Part 395. Drivers shall track their hours and deduct the total from the 60 hours they can work in 7 days. Drivers are not permitted to operate any commercial motor vehicle on behalf of LST after reaching 60 hours in any 7 day period.

Disciplinary action may extend to driver supervisors for failure to ensure compliance when the supervisor knows the driver is not abiding by the FMCSR and company policy.

What You Should do in Case of an Accident

1. Stop at once and park safely. Call the police, regardless of the severity of the accident. If there are injuries, ask for a doctor and ambulance.

2. Set out emergency warning devices (triangles) as required by 49 CFR 392.22

3. Note anything suspicious about your surroundings, the other car and its occupant(s), and the type of accident, particularly if it is a rear-end bump. If you suspect your security or personal safety is endangered, drive to a police station or a well-lighted public place, or keep honking your horn to attract attention and assistance.

4. Do not admit liability. Don't say too much, even if you are angry. Statements made at the scene of an accident may be legally damaging. If possible, take a picture of the accident scene.

5. Exchange information with the other driver, including addresses, phone numbers, license plate numbers, and insurance companies. If the driver is not the owner of the other vehicle involved, get the owner's name, address, phone number, and insurance information. Do not rely on a police report for this information as it may take several months to obtain, be incomplete, inaccurate, or not even written if the accident does not fall within police parameters. Make every effort, however, to have a police report filed.

6. Secure complete information on the other driver and/or owner of the other vehicle involved, regardless of whether the other vehicle is damaged. If the other party refuses to cooperate or leaves the scene of the accident, advise the police and secure the license plate number and make of the vehicle.

7. Look around for witnesses. Ask: "Did you see this accident? Can I have your name and phone number?" Request a business card or other ID.
8. If there are no witnesses, make notes. Be as accurate as possible. Draw a diagram to clarify a dispute involving, for example, a traffic light or highway lane change.
9. Do not assume the damage will be inexpensive to repair. Don't be in a hurry to leave the accident scene without full information. If the police cannot come to the accident location, go to the nearest police station and file a desk or bench report. Many states require police reports for most vehicle accidents.
10. Do not negotiate or make any settlements on your own, nor sign any insurance company agreements or a release before consulting with the Company's designated claims handler. For example, you may think an insurance check covers medical care when it actually pays only for property damage.
11. Any authorized driver approved to drive your Company vehicle should also have this checklist in the event of an accident when they are driving, or if the employee driver is injured or incapacitated.

Accident Reporting Requirements

1. Report the accident immediately (within 24 hours) to David Witt at LST. David Witt is available 7 days a week, 24 hours a day (limited services available after hours and weekends).
2. Get the driver's name, address, phone number, and name of the insurance carrier. If the driver is not the owner of the other vehicle, get the same information for the owner. Do not negotiate claim settlement with the other party or admit fault.
3. It is LST policy that you call the police in the event of an accident with the Company vehicle. If the police cannot respond to the accident scene and the accident involves a third party, go to the nearest police station and file a bench report. When reporting the accident with the police report/incident number, the name of the police agency (precinct, if included), officer's name and phone number of the police department. LST will obtain a copy of the police report.

4. If cited by the police for any moving violation arising out of the accident, you are required to report the violation to LST when you report the accident. You must disclose full details of the accident.

5. Employees must report any on-the-job injury immediately to their manager and LST by calling (509-548-7433).

6. If you hit a parked vehicle and the owner of the vehicle is not around, you are required to call the police immediately from the accident scene. You are required to obtain third party information as well as the vehicle description and the police can help you with getting this information. They can also document any damage to the parked vehicle.

7. If an employee becomes aware that a police officer, vehicle owner, or witness has made a report or allegation that a hit and run accident has occurred involving the LST vehicle, the employee is required to report the matter to LST immediately.

9. After an accident is reported, LST will provide direction to initiate repairs, arrange for towing or alternative transportation, if necessary. LST requires the vehicle to be checked for damage whether or not any damage can be seen.

10. Employees who are assigned Company vehicles, and are cited for driving while impaired or driving under the influence of alcohol or drugs (DWI/DUI), or boating while impaired (BUI) are required to notify LST within 48 hours of the occurrence.

11. Driver license suspension, restrictions, or revocations must be reported to LST immediately. Under these circumstances, do not operate a vehicle.

Accident Report In the event of an auto accident, regardless of the extent of the damage, LST must be contacted immediately by phone at (509) 548-7433. The following information must be obtained at the scene of the accident.

Date and Time of Accident _____, 20____ AM ___ PM

Location of Accident _____ (Street, City, State) _____

Road Surface _____ Dry ___ Wet ___ Snow ___ Ice

YOUR VEHICLE Unit # _____ Vehicle Identification No. _____
Plate No., State _____ Year, Make, Model _____

OTHER DRIVER AND VEHICLE Owner's Name and Address _____ Driver's Name and Address _____
Driver's License Number and State _____ Auto Year, Make, Model _____ Plate No., State _____
Insured by _____ Policy No. _____
Agent Name and Address _____
No. Persons in Vehicle _____ Type of damage _____

WITNESS(ES) Name, Address and Phone _____

Name, Address and Phone _____ INJURED Name, Address and Phone _____

Name, Address and Phone _____ Extent of injuries in Company Vehicle _____
Extent of injuries in Other Vehicle _____
Diagram

ACKNOWLEDGEMENT AND COMPLIANCE AGREEMENT

I have received, read, and understand the LST Motor Carrier Safety Program policy, which state company vehicle policies and procedures established for GlaxoSmithKline and hereby, by way of my signature, agree to abide by all said policies and procedures.

Print Name: _____

Sign Name: _____

Date: _____

Return acknowledgement for to:

David Witt PO Box 1041, Leavenworth, WA. 98826

Leavenworth Shuttle

Subject: Mikes Medical card expires today

Start: Fri 10/4/2019 12:00 AM
End: Sat 10/5/2019 12:00 AM
Show Time As: Free

Recurrence: (none)

Organizer: leavenworthshuttle@outlook.com

Leavenworth Shuttle

Subject: ANNUALS ON ALL 8 PASSENGER AND LARGER VEHICLES DUE BY SEPTEMBER 30TH

Start: Thu 8/15/2019 7:00 AM
End: Thu 8/15/2019 7:15 AM

Recurrence: (none)

Organizer: Leavenworth Shuttle