**SEAT BELT POLICY**

Federal Motor Carrier Safety Regulation §392-16 states that a commercial motor vehicle which has a seat belt assembly installed at the driver’s seat shall not be driven unless the driver has properly restrained him/herself with the seat belt assembly.

We value the lives and safety of our employees. Our company has adopted the following policy concerning employee seat belt usage.

It is the policy of our company, and a condition of employment, that all employees who operate or ride in company vehicles, or operate or ride in personal vehicles on company business, wear properly fastened and adjusted seat belts, shoulder harnesses and other such similar equipment when provided in the vehicle in which they are operating or riding.

Employees are required to report any malfunction of seat/shoulder belts and to have this equipment repaired or replaced as soon as possible after its discovery.

Any employee found operating or riding in a company vehicle, or personal vehicle on company business, without seat belts/shoulder harnesses fastened will be subject to disciplinary action, up to and including suspension and possible termination. “Operating” and “riding in” are to be defined as occupying a moving vehicle.