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FLEET SAFETY PROGRAM

For all operators of Company-owned vehicles and employees who operate personal vehicles regularly
for Company work



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Babco Foods Vehicle Safety Policy

Summary

It is the policy of Babco Foods that our passenger vehicles (including vans and light-duty trucks) will be used only for Company business and will be operated only by authorized persons who meet the driver criteria in our vehicle safety program.

This policy applies to our company-owned vehicles and private or rental vehicles authorized for use on Company business.

All employees must comply with federal, state and local laws and policies and be “job-ready” when they are on Company business. Job-ready means that employees must be physically and mentally able to do their jobs. Employees must not use intoxicants, drugs or medications that could impair their judgment or ability to drive. Managers and supervisors have the right to determine an employee’s job readiness.

Employees who drive on Company business must have a valid driver license and a satisfactory driving record.

Violations of this policy may result in revocation or restriction of employee authorization to drive a company-owned or private vehicle on Company business, reassignment, demotion, suspension, or dismissal.

All employees must sign a statement stating that they have read and understand this policy and the consequences for violating it.

Employee Responsibilities

Supervisors are responsible for ensuring that employees under their direction comply with all elements of this policy.

The **Hiring Manager** must verify, in writing, that employees have valid drivers’ licenses and are qualified to operate company vehicles before they begin driving on Company business.

Employees who drive on Company business must follow all parts of this policy. They must do a walk around inspection of any vehicle before driving it and they must not use a company vehicle for personal business unless it is approved, in writing by the Management of Babco Foods.

When operating company vehicles, employees should remember that their driving habits reflect on all company employees. Company vehicles must be used legally, courteously and



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safely.

Employees are strongly encouraged to plan mini-breaks every two hours during long periods of driving and to allow for no more than 11 hours driving per day in good driving conditions but always in keeping with federal DOT rules.

Employees must use and require seat belts to be worn by their passengers.

Smoking is not permitted in company vehicles.

Employees are responsible for the care of vehicles assigned to them and may be held liable for improper care and abuse of the vehicle. Misconduct could lead to withdrawal of driving privileges and/or disciplinary actions, up to and including dismissal.

Safety Committee Responsibility

The company safety committee must investigate any incident that involves a company vehicle. The purpose of the investigation is to identify the cause of an incident and to determine how it could have been prevented – not to assess fault.

Requirements for New Employees

New employees who drive on Company business must read and sign an *MVR Consent Form* that permits Babco Foods to complete a motor vehicle background check.

The Management of Babco Foods will review this vehicle safety policy with each new employee who drives on Company business. The employee must watch a vehicle safety video and complete a written test and score at least 80 percent.

Requirements for Drivers Under 21

Drivers under the age of 21 are prohibited from operating vehicles or trucks that transport hazardous materials.

Licensing

Employees who drive on Company business must have a current, valid license for the vehicles they drive. Licenses will be photocopied and kept in employees' files.

Use of Personal Vehicles for Company Business

Management of Babco Foods must review and approve use of a personal vehicle for Company business.



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Employees who drive personal vehicles on Company business must provide evidence of automobile liability insurance as required by their state of residence. A current certificate or proof of insurance must be kept in the employee's file.

This company does not provide liability insurance for employees who use their own vehicles on Company business. Employees who use their personal vehicles on Company business are responsible for all liability resulting from use of their vehicles.

Any employee who drives a personal vehicle on Company business and who does not maintain insurance coverage on that vehicle will be reassigned to a non-driving position or, if a non-driving position is not available, will be terminated.

Motor Vehicle Record (MVR) Review

The Management of Babco Foods will review the driver's MVR annually and score it using the company-developed point classification system for vehicle incidents and violations.

Reporting Incidents Involving Motor Vehicles

Employees or their supervisors are responsible for completing and filing all necessary reports within the time periods required by this policy. Failure to file a report may cause the loss of the employee's license, driving privileges, and liability insurance coverage.

Employees must immediately notify their supervisor of any accident, collision or vandalism. Employees or their supervisors must immediately report to the Management of Babco Foods all collisions, accidents, or vandalism involving vehicles they use on Company business.

If the incident results in injuries or fatalities, employees or their supervisors must report them to the Management of Babco Foods immediately after ensuring the injured have or will receive necessary medical treatment.

Employees or their supervisors, must forward copies of all vehicle accident forms to the Management of Babco Foods.

Employees involved in vehicle crashes should discuss details of the incident *only* with police officers, appropriate state officials, or representative of the company insurance carrier. Drivers are prohibited from signing or making any statements regarding responsibility for vehicle crashes.

Department of Transportation (DOT) Regulated Vehicles

Any vehicle traveling across state lines with a gross vehicle weight rating over 10,000 lbs (including any towed items or actual weight of vehicle and any tows) is subject to DOT



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regulations. Each driver must have a DOT compliant Driver File maintained at Babco Foods New Jersey Headquarters before being allowed to drive vehicles within this classification.

In addition to a DOT compliant driver file, any driver of a vehicle with a gross vehicle weight rating (including tows) over 26,000 lbs. (or actual weight of vehicle and any tows) must possess a valid commercial driver's license and be in compliance with DOT regulations.

Any vehicle carrying hazard materials at a level to which placarding is required under DOT regulations (regardless of the vehicle's gross vehicle weight rating or actual weight) must possess a valid CDL license with hazardous materials endorsement.

The Management of Babco Foods will be responsible for evaluating the applicability of DOT regulations to this company's operations and ensure compliance with those regulations. All drivers of DOT regulated vehicles will have responsibilities beyond those outlined in this policy and will receive additional training and information.

Drug Testing and MVR Checks After Incidents Involving Vehicles

After each incident, regardless of who is at fault, the Management of Babco Foods will require a drug test within eight hours and obtain the driver's motor vehicle record (MVR) within three business days.

Point System for Screening Employees who have Poor Driving Records

This company uses a point system to screen employees who have poor driving records.

3-5 points

Employee will receive a letter of reprimand

6-8 points

Employee will receive a letter of reprimand and be suspended without pay for one day and must successfully complete a driver improvement course

9-11 points

Employee will receive a letter of reprimand and be suspended without pay for two days and must successfully complete a driver improvement course

12 or more points

Employee will either be reassigned to a non-driving position if available, or, if a non-driving position is not available, the driver will be terminated. Before reinstatement to a driving position, the employee will be required to successfully complete a driver improvement course and follow the procedures as outlined in the *Re-qualification section* of this policy.



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Employees who have 6 or more points in 36 months must successfully complete a driver improvement course **at their own expense** within 60 days of notification by the Management of Babco Foods and provide a written certificate of completion to the Management of Babco Foods.

Points for vehicle incidents and violations are determined from the **point classification table** below.

Point Classification Table

Incident	Points
Incident was beyond the driver's control	0
Driving aggressively or discourteously	1
Failing to make allowance for adverse light, road, weather, vehicle load or traffic conditions	1
Operating a vehicle with defective equipment	1
Failing to properly adjust vehicle mirrors, seat, headrest or sun visor	1
Failing to secure loose objects inside the vehicle	1
Failing to heed warning labels of medications	1
Fatigue, falling asleep at the wheel	2
Exceeding posted speed limit	2
Lack of proper type or valid license, or failing to comply with license restriction	2
Failing to maintain sufficient clearance when operating vehicle	2
Following too closely (tailgating)	2
Failing to signal intentions	2
Overloading vehicle or not following operating manual	2
Operating vehicle in an unsafe manner	2
Improperly backing the vehicle	2
Disregarding stop signs or signals	3
Making an improper turn, lane change or other movement errors	3
Driving on the wrong side of the road	3
Failing to yield the right-of-way or other failure to yield error	3
Committing involuntary manslaughter or criminally negligent homicide	12
Attempting to elude a law officer, or hit/run	12
Operating a vehicle while operator's license is suspended or revoked	12
Operating vehicles under the influence of alcohol or drugs	12



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Re-Qualification for Employees who have Poor Driving Records

Employees who have been reassigned to non-driving positions for poor driving records may re-qualify after 6 months under the following conditions:

- Employees must send a written request to the Management of Babco Foods stating why they should be re-qualified. Re-qualification requires the Management of Babco Foods' approval.
- Employees must also complete a driver improvement class which may include remedial and behind-the-wheel training before resuming their driving duties.

Pre-Trip Walk-Around Inspections

Employees are responsible for conducting walk-around inspections of their vehicles before driving each day or shift and note any defects or damage. Employees must also note defects or damage to seats, seat belts, interior lights, engine warning lights, rearview mirrors, and emergency equipment.

Employees must report defects or damage to the Management of Babco Foods immediately. The Management of Babco Foods will evaluate the report and ensure that all hazards are repaired promptly. Vehicles that are unsafe to drive must be placed out of service immediately.

Vehicle Service and Maintenance Intervals

Vehicle service and maintenance intervals are determined by the vehicle manufacturer. Maintenance will be performed by a qualified auto or truck mechanic. A signed and dated record of all maintenance work must be kept in the vehicle file. Vehicles that are unsafe to drive must be placed out of service until repairs are completed.

Records Kept on Company Vehicles

This company keeps the following records on each company-owned vehicle:

- *Monthly vehicle inspection report.* Identifies damage or defective equipment.
- *Vehicle history report.* Provides a complete history of the costs of maintenance, parts, and labor associated with the vehicles.

All company reports and records are confidential and must not be released to third parties without the consent of Dr. Ken Vaz, Executive Vice President, and the company's attorney.

Definitions of Terms Used in this Policy

Accident

An unplanned or unintended incident involving a motor vehicle that results in injury, death, or damage



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Collision

An unplanned or unintended incident in which a motor vehicle contacts another vehicle, person, or object

Crash

An incident involving one or more vehicles in motion

Incident

An event that resulted – or could have resulted – in personal harm or property damage

Injury

Physical harm or damage to a person

Motor vehicle

Any licensed mechanically or electrically powered device designed to be operated on public roads and streets

Passenger

Any person in a vehicle other than the driver

Preventable incident

One in which the driver failed to do everything that could have been done to avoid it

Remedial training

Training required following an incident to upgrade and renew skills and demonstrate proficiency



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MVR Authorization Form

I have reviewed information in the **Babco Foods International's**, Fleet Safety Program. I understand that it is my responsibility to operate company vehicles safely and follow the requirements of the company Fleet Safety Program. I also understand that the company will periodically review my Motor Vehicle Record (MVR) and assess my eligibility to drive a motor vehicle on Company business.

ALL INFORMATION REQUESTED BELOW MUST BE PROVIDED

Requesting Insured

Babco Foods International

Driver Name

Driver License Number

License State

Date of Birth

Email Address

Signature of Driver

Date of Request

My signature above attests that I grant authorization for procurement of my driving record for the purpose of review. A copy of this driving record will be made available to me upon request.



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Mobile Phone Use Agreement

Employees who use a mobile phone in a company vehicle should remember that their number one priority is obeying the rules of the road. **Babco Foods International** requires that you do the following when you use a mobile phone when you are driving a company vehicle:

- Find a safe place to pull off of the road and place your call
- If you receive a call while driving, let the call go to the voice mail and answer when it is safe to do so
- Employees who use hands-free devices may accept calls while driving but must find a safe place to pull off of the road to place calls
- Engaging in text messaging of any kind and emails is strictly prohibited while driving, but if you must use these tools you must first find a safe place to pull off the road to do so

I have read and will comply with this mobile phone use agreement.

Employee's signature and date: _____



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US DOT Regulations

1. DRIVER HOURS OF SERVICE

14-Hour Limit

"May not drive beyond the 14th consecutive hour after coming on duty, following 10 consecutive hours off duty. Off-duty time does not extend the 14-hour period."

Meaning: This is a 14-on/10-off rule that means after 10 hours of rest (off-duty) you have 14 hours for driving, loading, unloading, etc., (on-duty). 10 hours off-duty + 14 hours on-duty = 24 hours of your day.

11-Hour Driving Limit

"May drive a maximum of 11 hours after 10 consecutive hours off duty."

Meaning: You are allowed to drive a **total** of 11 hours **within** the 14-hour on-duty period, after 10 hours off-duty.

Rest Breaks

"May drive only if 8 hours or less have passed since end of driver's last off-duty or sleeper berth period of at least 30 minutes."

Meaning: If you drive 8 hours **non-stop** you **must** take a 30-minute rest break

Any lapse in observing Hours of Service accurately is a federal violation.

Initials _____

2. ELECTRONIC LOGGING DEVICES (ELDs)

Per the ELD Law administered by the US Department of Transportation, beginning December 18, 2018, paper logbooks cannot be used in the United States. Instead, the records of Hours of Service must be maintained electronically with the use of an ELD.

The ELD system at Babco Foods will be composed of a GPS location device provided by InTouch GPS and a cell phone provided by Verizon Wireless, using Bluetooth pairing. Both devices will have Verizon Wireless 4G data connectivity. Drivers will interact with the ELD system via the InTouch ELD software app installed on the phones.

On-Duty status, Off-Duty-Status, Rest Breaks, Yard Moves, etc., will all be input by the driver using the app on their assigned phone.



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The GPS unit, however, will automatically provide location coordinates, vehicle on/off status, miles driven, time driven, etc.

These electronic logs are automatically uploaded every 60 seconds to a central data server that is accessible by dispatch and management 24/7, and are stored for DOT audits.

Initials _____

3. DRIVER-VEHICLE INSPECTION REPORTS (DVIRs)

Per US DOT rules, it is **mandatory** that drivers inspect their vehicle **before every trip** and ensure the vehicle has can be driven safely.

The inspection is to be conducted using, and recorded on, the Babco Foods Driver-Vehicle Inspection Report (DVIR).

If you find any issue that prevents you from safely operating the truck inform your supervisor immediately so that the truck may be repaired. In such a case, the truck will be taken out-of-service until repairs will be completed.

Failure to inspect your truck and record the results on the DVIR is a federal violation.

Failure to inform your supervisor about maintenance or safety issues that arise during any such inspection is a violation of Babco Foods Fleet Safety policy.

Initials _____

4. PAPER LOGBOOKS

Per US DOT rules, it is **mandatory** that every driver maintain accurate Hours of Service logs.

Per Babco Foods policy, it is **mandatory** that every driver hand in the log for that particular day/trip to their supervisor as soon as they return to their respective warehouse.

Failure to record your Hours of Service accurately is a federal violation.

Initials _____

5. REPORTING OF MOTOR VEHICLE VIOLATIONS AND ACCIDENTS

Per Babco Foods Fleet Safety policy, if you get into an accident or get a ticket or are subject to any other motor vehicle violation (at any level – local, state, federal, etc.) you are **required** to report it to your supervisor **immediately**.



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This rule applies when you are driving both Babco Foods owned/leased/rented vehicle(s) and your personal vehicle(s).

If you get into an accident while driving a Babco Foods vehicle you are also required to fill the Babco Foods Accident Report immediately before leaving the site of the accident, once the police have allowed you to leave. Your supervisor will assist you in filling out the report.

Initials _____

6. BACK-UP (REVERSE) CAMERAS

All Babco Foods trucks will have wide-angle back-up cameras fitted to the header at the rear of the box of the truck. The camera will be connected to a 7-inch LCD monitor mounted on the dashboard of each truck. The system will be activated each time you move the gear shifter into Reverse.

Under no circumstances are any driver allowed to disable this safety system. It is to be used **EVERY** time you back up the truck you are driving.

But remember to look around your truck for people or obstructions **before** getting into the cab. Continue to use your mirrors AND the back-up camera together to **be as safe as possible** to not cause any injury to people or any damage to the property of others or the Babco Food truck you are driving.

Initials _____

7. REPERCUSSIONS ON EMPLOYABILITY DUE TO ACCIDENTS AND DOT VIOLATIONS

Per our Commercial Auto Insurance policy, any drivers of Babco Foods Fleet vehicles who receive more than two (2) minor infractions/violations AND/OR get into more than one (1) "at-fault" accident AND/OR get one (1) major infraction/violation in the continuous time-period of the past three (3) years will be deemed "not insurable." This includes infractions/violations when driving your personal vehicles AND Babco Foods vehicles.

If you are so deemed "not insurable" due to accumulation of motor vehicle violations, you will not be able to perform your duties as a driver for Babco Foods and your employment will be terminated with immediate effect.

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Electronic Logging Devices (ELD)

Driver Requirement 1: ELD and DVIR

- You **MUST** completely and correctly log your hours using the InTouch GPS ELD app
- You **MUST** complete the Driver Vehicle Inspection Report (DVIR) in the ELD app before starting your trip
- Install it on your phone, pair it using Bluetooth with the InTouch GPS unit in the truck you are driving, and use it immediately
- If you do not continuously log your hours using ELD and complete the pre-trip DVIRs your employment with Babco Foods will be terminated.

Initials _____

Driver Requirement 2: InTouch ELD App Downloads for your Phones

- Android Phones:
https://play.google.com/store/apps/details?id=com.intouch.certified&hl=en_US
- Apple iPhones: <https://apps.apple.com/us/app/intouch-eld/id1315631337>

Initials _____

Driver Requirement 3: InTouch ELD Training and Help

- Training Video: <https://vimeo.com/245027191>
- Technical Support: 407-374-2356 **OR** 877-633-8217
(Save these phone numbers in your phone)

Initials _____

Driver Requirement 4: Paper Logbooks

- You **MUST** have a paper logbook in your truck at all times as a backup if your phone or app or GPS unit is not working

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Commercial Auto Insurance Requirements

Maximum MINOR Infractions Allowed – Prior 3 Years			
Ages 18 and younger	Ages 19-24	Ages 25-69	Ages 70 and older
No infractions	1 infraction	2 infractions**	No infractions

** Can have no more than one (1) "At Fault" accident.

NO MAJOR/SERIOUS convictions, suspensions or revocations in the prior 3 years are allowed. These include, but are not limited to, the following.

Evading arrest	Participating in a racing contest
Illegal possession	Speeding 25+ mph over posted limit
Reckless disregard	Misrepresentation to avoid arrest
Driving to endanger life	Misrepresentation to obtain driver license
DUI/DWI (alcohol or drug)	Traffic violation resulting in death
Refusing an alcohol test	Vehicle use in connection with a felony
Driving while impaired	License revocation for any reason
Failure to stop for an accident	Operating while license is revoked or suspended

DEFINITIONS

Infractions

- Any minor moving violation or accident. Accidents with a corresponding violation from the same incident only count as one infraction

"At Fault" Accident

- An accident shown on an MVR with a corresponding minor violation on the same date will be considered an "At Fault" accident. Per the table above, this counts as only one infraction.
- An accident shown with the indication of the insured driver being 50% or more at fault

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Vehicle Use Agreement

Employee Name:

License number:

State issued:

Using Company-Owned Vehicles

- Employees and passengers must wear seat belts while the vehicle is in motion.
- The vehicle must be maintained in accord with **Babco Foods International's**, maintenance requirements. Employees must report all mechanical problems to their supervisors immediately.
- Employees must report any motor vehicle incident that results in damage, injury, or a citation to their supervisors immediately.
- Employees must have a valid driver's license for the vehicles they will operate, must follow all license restrictions, and must have their license in their possession when they are driving. A driver whose license is suspended, revoked or terminated will notify the company immediately.
- Employees' spouses and children are not allowed to operate company vehicles.
- Hitchhikers are not permitted in company vehicles.
- Employees are responsible for all traffic and parking violations they receive when using company vehicles.
- Modifying or adding accessories to a company vehicle is prohibited.
- Radar detectors are prohibited.
- Employees are not allowed to operate vehicles at any time while under the influence of alcohol or drugs.

Using Personal Vehicles for Company Business

Authorization to use a personally owned vehicle for Company business is permitted under the following conditions:

- Employees and passengers must wear seat belts while the vehicle is in motion.
- Employees must have the appropriate license to operate their vehicles.
- Employees must provide proof of insurance upon hire and each time their policy is renewed or updated.



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- Employees must provide a copy of their insurance certificates to their supervisors
 - Employees must notify this company of all vehicle accidents or violations involving vehicles driven on Company business
 - This company is authorized to review the driver's MVR annually as long as the driver is a company employee
 - The vehicle owner is responsible for mechanical repairs
 - Employees are not allowed to operate vehicles while under the influence of alcohol, drugs, or other medications that could impair their ability to drive safely
 - Employees must comply with all state and federal laws and regulations at all times

I have read, understand, and agree to comply with this Vehicle Use agreement.

Employee's signature and date: _____



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Vehicle Accident Report

This report must be completed by a supervisor or manager

Company name: Babco Foods International

Today's Date:

Babco Foods Driver Information

Driver name

License number

Date of Birth

Length of Employment

Street Address

City

State

Zip

County:

Phone:

Cell

Job title:

Reason vehicle was used

Used with permission from

Vehicle 1 Information (Insured Driver)

VIN:

Year:

Make:

Model:

Insurance company:

Policy number:

Does the vehicle require towing? Yes ☐ No ☐

Description of damage:

Vehicle 2 Information

VIN:

Year:

Make:

Model:

Insurance company:

Policy number:

Does the vehicle require towing? Yes ☐ No ☐

Description of damage:

Vehicle 3 Information

VIN:

Year:

Make:

Model:

Insurance company:

Policy number:

Does the vehicle require towing? Yes ☐ No ☐

Description of damage:

Vehicle 4 Information

VIN:

Year:

Make:

Model:

Insurance company:

Policy number:

Does the vehicle require towing? Yes ☐ No ☐

Description of damage:



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Accident Information

Accident Date (MM/DD/YY):

Time of accident:

AM ☐ PM ☐

Accident location:

City:

State:

Zip:

County:

Purpose of Trip

Pick-up

☐

Driving to job site

☐

Returning from job site

☐

Delivery

☐

Personal Time

☐

Other, please explain

Weather

Clear ☐

Cloudy ☐

Rain ☐

Snow ☐

Fog ☐

Sleet ☐

Other

Condition of Road Surface

Wet ☐

Dry ☐

Ice ☐

Concrete ☐

Asphalt ☐

Gravel ☐

Uneven ☐

Other

Traffic and Driving Information

Lanes divided? Yes: ☐ No: ☐

Traffic control device? Yes: ☐ No: ☐

Number of hours on duty at time of accident:

Number of driving hours:

Describe how the accident happened:

NOTE

Use a separate page if you need to draw a diagram of accident.



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Injuries

Were there any injuries? Yes: ☐ No: ☐

1. Name of first injured party:

Telephone Number:

Were injuries fatal? Yes: ☐ No: ☐

Do injuries require treatment away from accident scene? Yes: ☐ No: ☐

Injured party's address: City: State: Zip: County:

What vehicle was injured person in?

Vehicle 1 ☐

Vehicle 2 ☐

Vehicle 3 ☐

Vehicle 4 ☐

Other ☐

If other, please explain:

Was injured party taken to the hospital? Yes: ☐ No: ☐

Name of hospital:

Give brief description of injuries:

2. Name of second injured party:

Telephone Number:

Were injuries fatal? Yes: ☐ No: ☐

Do injuries require treatment away from accident scene? Yes: ☐ No: ☐

Injured party's address: City: State: Zip: County:

What vehicle was injured person in?

Vehicle 1 ☐

Vehicle 2 ☐

Vehicle 3 ☐

Vehicle 4 ☐

Other ☐

If other, please explain:

Was injured party taken to the hospital? Yes: ☐ No: ☐

Name of hospital:

Give brief description of injuries:

3. Name of third injured party:

Telephone Number:

Were injuries fatal? Yes: ☐ No: ☐

Do injuries require treatment away from accident scene? Yes: ☐ No: ☐

Injured party's address: City: State: Zip: County:

What vehicle was injured person in?

Vehicle 1 ☐

Vehicle 2 ☐

Vehicle 3 ☐

Vehicle 4 ☐



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Other ☐

If other, please explain:

Was injured party taken to the hospital? Yes: ☐ No: ☐

Name of hospital:

Give brief description of injuries:

Other Information

Was there any property damage? Yes: ☐ No: ☐ If yes, give brief description:

Property damage address: City: State: Zip: County:

Were the police called? Yes: ☐ No: ☐ Did the police respond? Yes: ☐ No: ☐

Police report #: Officer:

Was a citation issued? Yes: ☐ No: ☐ If yes, to whom?

Citation Description:

Was drug testing administered? Yes: ☐ No: ☐ Was alcohol testing administered? Yes: ☐ No: ☐

Chain of Custody No.:

Witnesses

1. First witness name

Address: City: State: Zip: County:
Home Phone: Work Phone: Cell Phone:

2. Second witness name

Address: City: State: Zip: County:
Home Phone: Work Phone: Cell Phone:

3. Third witness name

Address: City: State: Zip: County:
Home Phone: Work Phone: Cell Phone:

Babco Personnel Completing this Investigation Form

Name

Date
