Fleet Management Requirements

Purpose
This document defines the minimum required control measures to ensure The Coca-Cola Company’s fleets operate in a manner that safeguards our drivers, the public and our products, and reduces the environmental effects of its operations.

Scope
Applicable to all Coca-Cola system locations (manufacturing, distribution, offices, laboratories and all other locations) where vehicles are located or managed, and covers all motorized over-the-road vehicles in the Coca-Cola system, including Company cars (and other Company-supplied vehicles), employee transport vans and buses and vehicles used for route sales, cold drink services and product transportation and distribution. Lift Trucks are excluded from Scope.

Contract carriers are included in the scope of these requirements if:
- The vehicles bear the Company name, images or Trademarks;
- The carrier is under long-term contract (greater than 1 year) to transport Company products; or
- The carrier is exclusively carrying Company products.

Requirements

1. Compliance
Implement management practices and controls in accordance with the stricter of Company requirements or applicable legal requirements1 related to fleet management.

- Establish and maintain processes to identify, access and periodically verify compliance with current versions of these applicable legal requirements. These processes may be specific to fleet management or part of a more comprehensive compliance process.

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1 “Applicable legal requirements” means any law, regulation, rule, requirement, standard, norm, decree or code applicable to the relevant facility and/or operation enacted, promulgated or issued by any governmental or regulatory agency or body at the National, Federal, State, Provincial, Municipal or other local level. It may also include relevant and applicable international or regional laws, regulations, rules and agreements, such as, but not limited to United Nations Guidelines and/or European Union (EU) Directives or Regulations, whether adopted into locally applicable law or directly applicable without the need for local adoption.
NOTE: Local regulations, existing Human Resource policies or bargaining unit agreements may affect the development of fleet management policies, rules and accident investigation procedures. Partner with the local Human Resources and Legal Departments in implementing this Requirement.

2. Fleet Management Policy
In the absence of (an) existing comprehensive Environmental and Occupational Safety & Health policy(ies), document and implement a Fleet Management Policy, Mission Statement or other written expression of management commitment to manage fleet operations in ways that preserve and protect the environment, the safety of workers and the public.

The Policy Statement must be endorsed by senior management and maintained, communicated and understood within the organization.

3. Hazard Identification and Risk Assessment
Conduct and document an initial assessment of the work environment to identify fleet-related hazards, impacts and risks to personnel and the environment, and the controls used to manage these risks.

The assessment:

- May be either a stand-alone document or included as part of a more comprehensive environment and safety aspects and impacts assessment;
- Must be updated whenever vehicle types, routing and scheduling, local traffic conditions or job responsibilities are added or changed in a manner that results in a different risk profile; and
- Must be reviewed at least annually to verify that it is current.

4. Fleet Management Rules
Document and maintain site-specific fleet management rules to comprehensively define the requirements for operating vehicles associated with the work environment. The rules must address, as appropriate to the local operations and local regulations, the following:

- Safe operation of vehicles, driver conduct and driving practices, including:
  - Business and personal use of company vehicles; and
  - Required use of occupant restraints.
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- Prohibition of:
  - Driving under the influence of drugs or alcohol, or while otherwise impaired;
  - Distracted, or aggressive driving; and
  - Use of hand held electronic devices (e.g., cell phones) while operating a vehicle.

- Safe products and materials handling practices to be utilized by drivers and helpers;
- Accident reporting and incident investigation;
- Fueling operations; and
- Vehicle inspection and maintenance routines.

5. Driver Qualification

Develop and maintain a process to initially and periodically qualify all drivers of in-scope vehicles.

The driver qualification and selection process must include:

- Specifying driving-related job requirements for each type of position that requires driving;
- Evaluating an applicant's ability to perform the job. This includes ensuring the applicant is in good health and is physically able to perform all duties of a driver;
- Establishing a process to ensure the applicant speaks and reads local language well enough to converse with the general public and officials, understands highway traffic signs and signals and is able to make legible entries on reports and records;
- Ensuring the applicant is able to drive the vehicle safely;
- Reviewing and evaluating the applicant’s motor vehicle record and valid commercial driver's license (if applicable) to ensure that unlicensed, improperly licensed or disqualified drivers are not allowed to operate vehicles;
- Completing the government agency’s written examination (if applicable);
- Testing negatively for controlled substances; and
- Maintaining a Driver Qualification File. Companies using Commercial Motor Vehicles (CMV) must maintain driver qualification files with documentation of the application, interview and testing process for the driver applicant.
6. Driver Training and Performance Review

Design and implement an individualized driver training and performance review program that ensures drivers are able to effectively apply the organization’s fleet management policies and rules, and local regulations, to the types of vehicles operated and work conditions encountered.

This must include, but is not limited to:

- Orientation training for new drivers covering local requirements and fleet management rules;
- Defensive driving;
- Accident follow-up procedures;
- Training for applicable personnel on operating and emergency procedures related to fueling operations;
- Job-specific or vehicle-specific training, such as material handling practices;
- Periodic in-service refresher training;
- Regular reviews of driver performance; and
- Retention of training and performance review records.

7. Vehicle Inspection and Preventive Maintenance

Implement an inspection and maintenance program at least as stringent as manufacturer’s recommendations to ensure that vehicles remain safe to operate with no unintended environmental impacts.

The program must include, as a minimum:

- Conducting systematic vehicle inspections by drivers before use to assure that the vehicle is in safe operating condition and completing a written report of the vehicle’s condition;
- Scheduled shop inspections of:
  - The engine, drive train and driver controls;
  - Brakes, lights and other safety equipment;
  - Trailer and tankers;
  - Emissions; and
  - The vehicle’s general condition.
- Servicing by a qualified mechanic, according to the manufacturer’s recommendations;
- Inspecting and testing to meet government regulations, such as annual emissions testing and safety performance checks;
8. Accident Reporting and Investigation

Develop and maintain a written Vehicle Accident Investigation Program encompassing:

- Providing each vehicle with any such forms or materials needed to collect and document information relevant to the accident;
- Procedures for notifying authorities and the Company;
- Procedures for protecting the vehicle and its cargo;
- Procedures for spill control and containment;
- Accurate completion of the necessary paperwork, such as accident reports and loss claims, to comply with local regulations, insurance carrier’s requirements and Company requirements; and
- Conducting comprehensive root-cause analyses of the incident to identify appropriate corrective action to prevent recurrence of the accident.

**NOTE:** An “accident” is any incident in which an in-scope vehicle is involved (whether in motion, temporarily stopped, parked or being loaded or unloaded) that results in personal injury and/or property damage, regardless of who was hurt, what property was damaged or who was responsible.

9. Performance Measurement and Improvement

Establish and maintain a process to collect and review key performance metrics associated with fleet operations, as specified in the current EOSH Performance Measurement Requirements. Establish goals and targets for improving fleet management performance.

10. Storing and Dispensing Fuel

If vehicles are fueled on-site:

- Comply with the Company’s Managing Hazardous Materials and Flammable Liquids;
- Protect fuel-storage tanks and dispensers from vehicles;
- Develop standard operating procedures to fill and dispense fuel; and
- Control and reconcile inventories of all storage tanks.
References
Fleet Management Guidelines
EOSH Performance Measurement Requirements
Flammable Liquids Requirements
Managing Hazardous Materials Requirements
Ozone Protection Requirements
Waste Management Requirements

Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Summary of Change</th>
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<tbody>
<tr>
<td>1-Jan-2010</td>
<td>Revised document released as part of the TCCMS Redesign - Governance Reset. This document contains content from the previous version with reformatting and significant rewording.</td>
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<tr>
<td>30-April-2007</td>
<td>Added clarification language for contract carriers</td>
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<tr>
<td>10-May-2006</td>
<td>Added Compliance language used in other Requirements</td>
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<tr>
<td>24-June-2005</td>
<td>Integrated Fleet Safety and Fleet Management Requirements</td>
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