

# Emergency Contingency Plan – Vehicle Breakdowns

## **Driver Responsibilities**

Company drivers are responsible to communicate to the company any unforeseen events that are likely to delay completion of their delivery. The company will arrange to dispatch appropriate services to address the situation. The driver is responsible to stay with the vehicle and ensure that the vehicle and cargo are secured and all breakdown procedures are followed according to FMCSR.

## **Notification Procedures**

- \* In the event of an immediate emergency of life threatening situation, the driver should call 911.
- \* Drivers should call the company to communicate the situation. Provide exact location, involvement of other parties, assessment of situation, and time of next scheduled customer delivery.
- \* For breakdowns, the company will arrange for a third party service. A call back number for the driver should be provided to the service company in the event of needing firsthand information to help facilitate repairs or to help locate the location of the driver.
- \* If necessary, the company should communicate the delay to the next scheduled delivery and apprise them of the situation.

## **Safety Precautions**

In the event of a disabled vehicle stopped on the traveled portion or shoulder of a roadway, the driver should:

- \* Immediately turn on the vehicle's hazard warning signals
- \* Set out emergency warning devices within 10 minutes
- \* Emergency devices must be placed in accordance with FMCSR 392.22

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I have read, understand and agree to abide by the above policy.

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Date: \_\_\_\_\_