

1.0 Overview

1.1 Purpose

To ensure the safe operation of vehicles while conducting company business and encourage safe operation at all other times, this standard sets minimum requirements for employee well-being and safe vehicle operation. These requirements include specific hiring and employee evaluation practices; orientation and training protocols for occupational drivers; vehicle crash investigation and reporting procedures; restrictions on activities which distract a driver’s attention while the vehicle is in motion; the use of safety equipment; safe driving habits; metrics reporting and data collection; and the development, implementation and periodic review of a written program for compliance with this standard.

1.2 Scope

The requirements contained in this standard are minimum requirements, applicable to all Abbott Field Sales and Field Service employees who operate an Abbott owned, leased or personally owned vehicle to conduct Abbott business.

2.0 Definitions

For EHS and AES documents click on the link below to access the Abbott Glossary.

[Abbott Glossary](#)

Term	Definition
Affiliates	An Affiliate is any divisions, subsidiaries, affiliates or Abbott-managed joint ventures operating outside the United States. In a country or region where multiple Abbott businesses are located and operating through an Affiliate, the host business shall have primary responsibility under this Policy.
At-Risk Driver	At-Risk Driver is an occupational driver who: (1) Has had 2 preventable crashes within the past 12 months or (2) Poses an increased driving risk based on driving performance as determined by the driver’s management or (3) Has obtained 6 or more points within a 36-month period of time using the point values in Appendix A. This is accomplished through a Motor Vehicle Record (MVR) review or equivalent process.

Term	Definition
Behind-the-Wheel driver training	Behind-the-Wheel driver training means a certified instructor led training course which consists of two components. The first component is classroom training that at a minimum discusses the requirements in section 3.1.7, 3.1.8, and 3.1.9. The second component is practical training that consists of actual operation of the vehicle either on a course or on the road.
Commentary Drive	Commentary Drive means a process in which a driver is given direct feedback on their driving performance and behavior. The individual performing the commentary drive follows a standard written evaluation process.
Driving Infraction	Driving Infraction means a violation of a law involving operation of a vehicle, excluding parking violations.
EHS Liaison	EHS Liaison means an Abbott representative who has been assigned the responsibility of leading the implementation of fleet safety efforts within their organization.
Eligible Driver	Eligible Driver means those individuals at the discretion of the affiliate that may operate the company vehicle. This may include: <ul style="list-style-type: none"> • Spouses of employees • Unmarried children 18 years or older living in the same residence as the employee Spouses and children must have a valid driver's license in order to operate the company vehicle.
Field Sales Employee	Field Sales Employee means an employee whose primary job function is to sell products or services, liaising with vendors and distributors to place or track orders on behalf of Abbott.
Field Service Employee	Field Service Employee means an employee whose primary job function is to service equipment in the field on behalf of Abbott.
Impaired Driving	Impaired Driving means driving while intoxicated or driving under the influence of alcohol or a controlled substance as dictated by legal requirements.
Motor Vehicle Record (MVR)	Motor Vehicle Record (MVR) means a report of an individual's driving history maintained by the local government or agency from which the driver's license was issued.

Term	Definition
Occupational Driver	Occupational Driver means a field sales or field service employee who operates an Abbott owned, leased or personally owned vehicle for company related business where operation of the vehicle is a critical component of their job responsibilities.
Organization	Organization means any affiliate, plant, or business unit, or part or combination thereof that has its own function, administration and management accountability structure.
Preventable Crash	Preventable Crash means a reportable crash that is determined to be 50% or more the fault of the occupational or other eligible driver. The determination of fault is made following the procedure outlined in section 3.4.
Reportable Crash	Reportable Crash means an incident caused by any eligible driver as defined in Appendix B.
Self-Disclosure	Self-Disclosure means the act of informing management of any reportable crash or serious driving infraction.
Serious Driving Infraction	Serious Driving Infraction means a driving infraction noted as serious in Appendix A.
Vehicle	Vehicle means a motorized method of transportation designed to carry passengers on public roadways.

3.0 Requirements

3.1 Field Sales and Service Employees

Hiring and Selection Practices

Each hiring organization shall ensure the following items are completed for occupational drivers prior to hire:

- 3.1.1 Where not restricted by law, require a documented Motor Vehicle Record (MVR) review of previous 3-year driving record as part of the application process. If country laws prohibit motor vehicle record reviews during the application process, the hiring organization shall require and implement a self-disclosure driving history process for all new hire applicants.
- 3.1.2 If local law prohibits any actions noted in 3.1.1, the organization shall provide supporting legal documentation which supports the prohibition.

3.3 Identification of At-Risk Drivers

- 3.3.1 Annually identify At-Risk drivers using at least one of the following methods:
 - MVR reports, where available, and compare to Appendix A
 - Identify occupational drivers who have had 2 preventable crashes within the past 12 months
 - Manager feedback on drivers who pose an increased driving risk based upon driving performance
- 3.3.2 A documented action plan must be developed for each At-Risk driver within 30 days of identification. Based upon management’s discretion and the employee’s driving performance, repeat Behind-the-Wheel/Behind-the-Bar training may be included as a component in the action plan.

3.4 Crash and Injury Investigation, Metrics Collection and Reporting

- 3.4.1 Each Affiliate shall investigate Reportable Crashes. This can be accomplished with a vehicle crash investigation program or as a part of the affiliate’s incident investigation program. At a minimum, the program must include the following elements:
 - Occupational Drivers shall promptly report all injuries and reportable crashes within 24 hours to their manager per the requirements of this standard.
 - Managers shall participate in the incident investigation process and follow specific incident reporting procedures as required by their respective Affiliate.
 - Each Affiliate shall establish a formal procedure, which will ensure that Serious Driving Infractions, as noted in Appendix A, are immediately communicated to the appropriate manager and Employee Relations representative. Serious Driving Infractions may result in disciplinary action up to and including termination.
 - Vehicle crashes and/or injuries which meet the requirements of T15 Significant EHS Incident Management shall be reported as required in T15.
 - Affiliates shall collect, track and report vehicle crashes, distance driven and fuel usage metrics per requirements in Appendix B. **Note:** Actual distance driven/fuel usage should be used and, if not, the methodology used to estimate must be reviewed and approved by GEHS annually.

3.5 Two-Wheeler (Motorcycle) Requirements

- 3.5.1 Use of two-wheelers at an affiliate must be approved by Global Commercial EHS prior to implementation.
- 3.5.2 All occupational drivers who operate a two-wheeler must be provided a helmet and eye protection, reflective clothing and/or backpack with reflective material to wear when the Two-Wheeler is in use.
- 3.5.3 Two-wheeler riders, including pillion riders must wear Road Transport Authority or certifying agency approved helmets only.

Appendix A – At-Risk Driver Identification Point Structure

Note: Outside the U.S., modify necessary elements according to local regulation

2 Points	4 Points	6 Points
	1 Preventable Crash	2 Preventable Crashes
Speeding <15 MPH (< 24 KPH) over limit	Speeding 15-25 MPH (24-40 KPH) over limit	Speeding >25 MPH (>40 KPH) over limit*
Seatbelt Violation – driver/ passenger	Inattentive driving	Reckless driving*
Failure to stop	Speeding in a school zone (no limit)	Fleeing/eluding police*
Red/yellow light violation	Passing school bus	Hit and run*
Failure to yield	Emergency vehicle violation	Driving vehicle under suspension of license*
Improper lane change	Striking pedestrian	Vehicular manslaughter*
Improper turn (U Turn, etc.)	Speeding- Construction zone	Negligent homicide*
Improper passing	Child not restrained in appropriate child safety seat	Driving without a valid license*
Disobedience to traffic device	Negligent driving	Possession of open alcohol in vehicle*
Failure to dim headlights	Other Violations equivalent to this category	Driving under the influence (DUI)*
One-way street violation		Driving while intoxicated (DWI)*
Blocking intersection		Felony action while operating motor vehicle*
Windshield obstruction		Other Violations equivalent to this category
Expired operator license		Distracted Driving Violation* (such as Cell phone or texting)
General speed rule violation		
Backing violations		
Other Violations equivalent to this category		

* Serious Driving Infraction

Appendix B – Reporting Requirements to GEHS Commercial

Reportable Crashes

- **Leased and Abbott Owned Vehicles** – report ALL crashes whether work or personal related.
- **Personal owned vehicles** – report only those business related crashes to include those that occurred when driving to and from the employee’s home office.
- **Do not report:**
 - Crash and distance driven for other drivers with a company vehicle such as Executive/General Managers/Finance.
 - Incidents classified as comprehensive coverage, for example:
 - When the vehicle is parked and not in motion with or without the employee in the vehicle and off the roadway
 - Damage:
 - Caused by hitting debris in the roadway
 - Damage to the windshield by being hit by an object
 - Caused by hitting an animal
 - Caused by hitting a pothole
 - Caused to undercarriage by curbs/curbstone
 - To body and paint work, windows, lamps or windshields
 - Caused by flying objects such as rocks
 - Scratches and abrasions in the vicinity of door handles and bumpers
 - Faded paint work
 - Abrasions to paint work caused by car wash equipment
 - Scratches on headlight, taillight or fog lights lenses

Distance Driven:

- Actual distance driven should be used if available
- For Leased and Abbott Owned Vehicles – report all distance driven while on business and personal travel
- Note whether distance driven is reported by the leasing company, the employee or is estimated. If estimated, provide a written explanation of the rationale used to determine how the calculation was made.
- For Personal owned vehicles – report ONLY business related distance traveled.

Note: This includes distance driven to and from the employee’s home office.

 - Note whether distance driven is reported by the employee or estimated. If estimated, provide a written explanation of the rationale used to determine how the calculation was made.

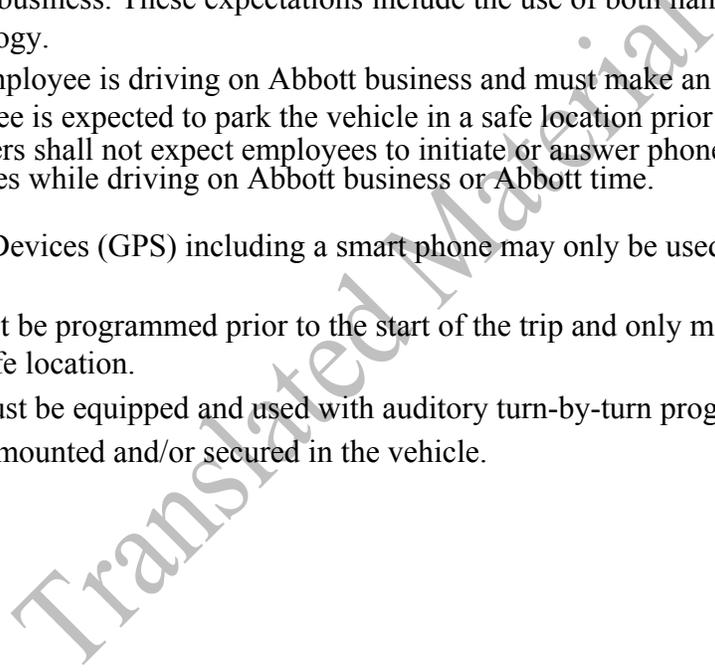
Appendix C-- Distracted Driving

Each organization shall implement formal expectations prohibiting the use of cell phones. At a minimum, expectations shall include the following:

- Employees and their eligible drivers are not permitted to use any form of portable electronic device, including but not limited to cell phones, smartphones, iPads/tablets, and laptops, under the following scenarios:
 - No Abbott-issued electronic device may be used at any time while operating an Abbott-issued vehicle, Abbott-funded rental vehicle, or personal vehicle.
 - No personal electronic device may be used at any time while operating an Abbott-issued vehicle or Abbott-funded rental vehicle or while operating any vehicle when conducting Abbott business. These expectations include the use of both hand-held and hands-free technology.
 - If an employee is driving on Abbott business and must make an emergency call, the employee is expected to park the vehicle in a safe location prior to placing the call.
 - Managers shall not expect employees to initiate or answer phone calls or electronic messages while driving on Abbott business or Abbott time.

Note: Global Positioning Devices (GPS) including a smart phone may only be used when all of the following are met:

- The route must be programmed prior to the start of the trip and only modified when the vehicle is parked in a safe location.
- The device must be equipped and used with auditory turn-by-turn programming.
- The device is mounted and/or secured in the vehicle.



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Form 2a – Employee Notification of Ineligibility

Date: _____

To: _____

Re: _____ is no longer authorized to drive the Abbott fleet vehicle.

Abbott conducts annual driving status checks on all employees and their eligible non-employee drivers who operate the company vehicle. A major component of Abbott's Commercial Fleet Safety initiative includes a documented self-disclosure or Motor Vehicle Record (MVR) review to identify individuals that, based on past driving performance, may be at a higher risk of future motor vehicle incidents. These high-risk individuals have accumulated 6 or more points on their Abbott Driver profile during a three year period.

A review of the above subject's driving history has identified this individual as a high-risk driver. Any non-employee driver that has accumulated 6 or more Abbott points immediately forfeits their driving privileges of the Abbott company vehicle.

You will be receiving a copy of the above subject driver's status report during the week of _____ which details the specific driving infractions. Enclosed with the report, is the attached 'Ineligible Driver Acknowledgement' form that must be signed by the subject driver. You will also need to complete, sign, and either scan and e-mail or fax this form to the number noted on the form. If you have any questions regarding this process, please feel free to contact me.

NOTE: In order for Abbott to reinstate driving privileges for the above subject non-employee driver, an additional Driving Status review must be completed, and that report must indicate an Abbott point total less than 6 points. Driving Status reports are reviewed annually, thus driving privileges have been revoked for this driver at least until the next review. Re-instatement of driving privileges for the above subject driver must be received in writing from Abbott Fleet Safety or Abbott Risk Management.

Also attached for your reference is the Abbott Point System.

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At-Risk Driver Identification Point Structure

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Red/yellow light violation	Passing school bus	Hit and run*
Failure to yield	Emergency vehicle violation	Driving vehicle under suspension of license*
Improper lane change	Striking pedestrian	Vehicular manslaughter*
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Blocking intersection		Felony action while operating motor vehicle*
Windshield obstruction		Other Violations equivalent to this category
Expired operator license		Distracted Driving Violation* (such as Cell phone or texting)
General speed rule violation		
Backing violations		
Other Violations equivalent to this category		

* Serious Driving Infraction

Abbott Laboratories
Abbott Park
Abbott Park, IL 60120

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FORM 2b – Employee Form Acknowledging Ineligibility



INELIGIBLE DRIVER ACKNOWLEDGEMENT

Abbott Laboratories

I, _____ (Abbott Employee), as an Abbott field employee and the assigned employee driver of an Abbott Laboratories company vehicle, have been notified and understand that my eligible driver _____ (Non-Abbott Driver) is no longer eligible to operate my company vehicle. This is a result of him / her being classified as an at-risk driver. I also understand that not adhering to this expectation could result in disciplinary action up to and including termination.

The above noted driver's driving privileges will only be re-instated once a new Driving Status report is run which indicates a point total of less than 6 points. Driving Status reports are only run once per year during the annual review process.

Signed by Abbott Employee/Date

Signed by Abbott Non-Employee Driver/Date

This acknowledgement must be signed by all specified parties and either scanned and e-mailed or faxed to the Fleet Safety Liaison.

Translated Material

Abbott - Global Environmental Health and Safety
Document Properties

Document ID: T07
Control Site: GEHS - Lake County IL

Info

Document ID: T07
Controlled Document Title: T07
Title: Fleet Safety
Document Category: Quality Systems Documents
Document Type: Policy
Document Type Details:
Major Version: 8
State: Effective
Status Date: 22-Aug-2017
Affecting Change Element: New Version
Approved Date: 22-Aug-2017
Effective Date: 31-Aug-2017
Effective Date Type: Effective By Date
Division: Global Environmental Health and Safety
Control Site: GEHS - Lake County IL
Use Overlay: General - Effective Date
Translation Source: YES
Language: English(en)
Authors:
Owner Functional Area:
Departments/Areas Affected:
Security: No / Public
Record Series Code:
Retention Start Date:
Retention End Date:
No Purge: No
Legacy Object ID:

Periodic Review

Disable Periodic Review: No
Last Review Date: 22-Aug-2017
Review Interval: 72
Next Review Date: 22-Aug-2023
Subject Matter Expert: Marx, Lisa P

Post Approval

Business Type: Corporate Environmental Health and Safety
Governing Document:
Reference Document: T15
Source Document:
Supplier Applicable Documents:

END OF DOCUMENT

Abbott - Global Environmental Health and Safety
Change Request Properties

CR Number: CR-CITHS-17-00000028
Control Site: GEHS - Lake County IL

Initiator

CR Initiator: Zolper, Deborah M
Initiator Phone Number: 224-668-2078
Initiator Location: AP52
Initiator Division: Abbott Quality and Regulatory

CR Info

CR Number: CR-CITHS-17-00000028
CR Submitted Date: 22-Aug-2017
CR Control Site: GEHS - Lake County IL
CR Division: Global Environmental Health and Safety
CR Status: Closed
CR Status Date: 22-Aug-2017
CR Approved Date: 22-Aug-2017

Change Info

Security: No / Public
Document ID / Title: T07 / Fleet Safety
Description of Change: Editorial change only. The watermark on document is misspelled. change from "Translasted Material" to "Translated Material".
Reason / Justification for Change: To reflect the correct spelling of the word "Translated" for Translated Material. Typographical error.
Was Impact Assessment Performed?: No
Training Requirements: Editorial Change
Comments: Editorial change, no change to content, no training required.

Effectivity

Effective Date Type: Effective By Date
Implementation Type: Specify Implementation Date
Implementation Period:
Implementation Date: 31-Aug-2017
Implementation Justification: Editorial change only to fix watermark, no change to content, no training required.

Change Documents

<u>Document ID</u>	<u>Title</u>	<u>Document Type</u>
T07	Fleet Safety	Policy

Supporting Documents

< No Supporting Documents to Display >

Approvals

<u>User Name</u>	<u>Name / Domain</u>	<u>Meaning of Signature</u>	<u>Functional Area</u>	<u>Date / Time</u>
Marx, Lisa P	ONEABBOTTmarxlp	SME with Periodic Review	SME	2017-08-22 19:16:22 (UTC+00:00)

Abbott - Global Environmental Health and Safety
Change Request Properties

CR Number: CR-CITHS-17-00000028
Control Site: GEHS - Lake County IL

External Approvals

< No External Approval Data to Display >

Linked CRs

< No Linked CR Data to Display >

END OF DOCUMENT