



EHS&S Standard

465. Vehicle Safety

Scope

- Please see Appendix 1 for scope: Application of Vehicle Safety Standards to Drivers and Vehicle Categories
- Fleet vehicles and site shared vehicles¹ used on company premises or off-site from time to time or used regularly to conduct company business.
- External Ground Transportation Service Suppliers
- Standard does not apply to [Powered Industrial Vehicles](#), or [Critical Lifts](#).
- The use of E-vehicles (with the exception of cars) such as E-scooters, e-bikes,... to conduct company business is prohibited and as such these are not included in the scope of this standard.

Requirements

1. Fleet Vehicles and Site Shared Vehicles

Motor Vehicle Operation

(for managers of employees, SAFE FLEET team leaders and other authorized drivers)

1. Ensure that SAFE FLEET team leaders:
 - a. Notify the Global Office and Road Safety Director to discuss any contradictions between this standard and local regulations and any requested exceptions.
 - b. Have their drivers follow this standard in addition to local regulations that are more stringent.
2. Maintain a process to authorize employee family members to drive company owned or leased vehicles. Include:
 - a. Criteria for who is qualified to become an authorized driver.
 - b. Authorized driver training requirements.
 - c. How to address an authorized driver involved in a Major Driving Event (falls into a high-risk driver category), including the possible loss of vehicle use.
3. Distribute the [Fleet Safety Code of Conduct](#) (FSCC) to each fleet driver and authorized driver. Ensure they fully understand the requirements of each category: *Motor Vehicle Operation, Mobile Phone and Other Electronic Device Use, Driver Training and Coaching, and Major Driving Events and High-Risk Driver Classification.*
4. Evaluate driver adherence to the FSCC and ensure awareness of the requirements to follow all local traffic regulations.²
5. Participate on a SAFE FLEET Team if the opportunity arises.

¹ e.g., Typically driven by more than one individual for security or maintenance functions. Includes sedans, two-wheelers, trucks, vans, mini-vans, buses, golf carts.

² e.g., including but not limited to laws governing speed limits, blood alcohol levels, safety belt and helmet use, distraction, night time visibility.

6. Ensure working conditions that do not inadvertently foster drowsy driving. Inform drivers how to identify and address fatigue and alertness problems.³
7. Communicate fleet safety objectives and expectations for safe and responsible driving.
8. Incorporate fleet metrics⁴ in employee and Manager Workday performance reviews and record semi-annually during performance discussions.
9. Include road safety in meeting agendas.
10. Ensure field managers complete a SAFE FLEET Field Manager training module.
11. Report crashes and injuries according to the definitions and classifications found in the [Fleet Safety Crash and Injury Reporting Requirements document](#)⁵ for fleet vehicles and also for site shared vehicles.
 - a. Ensure drivers accurately report crashes and injuries according to these definitions.
 - b. Ensure crashes and injuries are properly categorized per definitions.
 - c. Inform the leasing/accident management company (as applicable) of the reporting categories and definitions.
 - d. Ensure that the leasing companies accurately report according to these definitions.
 - e. Conduct regular self-audits to ensure accurate reporting of fleet safety data.
12. Inform contracted groups who drive site shared vehicles of this standard. Encourage contractor management to enforce adherence.

New Hire & Authorized Driver Eligibility

(for managers of new job applicants, SAFE FLEET team leaders, current employees with new responsibilities requiring driving as part of the job, and family members seeking to become an authorized driver)

1. Utilize driver history (as local regulations allow) to determine eligibility for hire of new employees, those transferring from one J&J affiliate to another, and those seeking to become authorized drivers of the company owned or leased vehicle.
2. Obtain written authorization from the driver and conduct a review of their motor vehicle driving records (as local regulations allow). Applicants with evidence of these Major Driving Events in the past three years are not eligible for hire to Johnson & Johnson:
 - a. Alcohol/drug related driving offense (DUI, DWI, including refusal to submit to testing).
 - b. Suspension or revocation of a driver's license.
 - c. Leaving the scene of a crash⁶ or hit and run as defined by local law where the violation occurred.
 - d. Deemed at fault in a fatal crash as defined by local law.
 - e. Any combination of three or more violations or crashes within the past three years **OR** any combination of two or more violations or crashes within past six

³ Be aware of [regional 'drowsy driving laws'](#).

⁴ Include lagging (e.g., crash record) and leading measures (e.g., Good Saves, timely completion of required training, adherence to vehicle maintenance schedules, and/or involvement in supervisory activities that contribute to creating an injury and crash-free culture.) Metrics may also include demonstration of adherence to FSCC.

⁵ Reporting is required in CURVE, J&J's data and information management platform.

⁶ An event involving a company-owned or leased vehicle (or personal vehicle while driving on company business) that results in vehicle or other property damage and/or injury to any person.

months. The eligibility assessment is based on the date(s) of the actual violation versus when the conviction occurred.

3. Review alternative screening criteria with local HR and the Global SAFE FLEET Leadership Team if local law restricts access.
4. Inform candidates of all requirements associated with driving for company business. This includes, but is not limited to, on-going post-hire driver record reviews (as local regulations allow).
5. Provide the FSCC to candidates, new hires, and authorized drivers. Inform them of associated requirements, including: ongoing post-hire driver record reviews (as local regulations allow), required training, and other interventions as defined at the country and/or franchise level.

High-Risk Drivers

(for managers of drivers, SAFE FLEET team leaders and other authorized drivers)

1. Obtain written authorization from drivers to conduct a review of their motor vehicle driving records (as local regulations allow).
2. Identify, document and track high-risk drivers⁷ who exhibit any of the five Major Driving Events listed above (B. 2. a.- e.) and/or are involved in a crash while texting or talking on a mobile phone or other electronic device (hand-held or hands-free) and suspension or revocation of a driver's license where the driver is found to be at fault for engaging in a high-risk behavior such as speeding.
3. Review alternative screening criteria (e.g. risk rating criteria using a points system) that would achieve the same objective to deter and prevent vehicle crashes and driver injuries, with the Global SAFE FLEET Leadership Team if local law restricts access to motor vehicle records.
4. Follow-up with high-risk drivers who have experienced Major Driving Events.
 - a. Formally notify the driver that he/she has been identified as high-risk.
 - b. Document a warning notice to inform the driver in writing of remedial requirements and consequences of non-compliance.
 - c. Identify disciplinary actions proportionate to the severity of the Major Driving Event.
 - d. Discuss and document agreed-upon follow-up actions⁸.
 - e. Complete corrective actions steps within 30-60 days of the initial notification.
5. Remove a high-risk driver from that classification if the driver is crash and violation-free for the subsequent 12 months after notification of his/her high-risk classification and/or has met all required follow-up actions as defined at the country or franchise level.
6. Provide disciplinary action proportionate to the severity of the Major Driving Event, ensuring that those with that classification involved in additional crashes and/or violations within a defined time after the initial notification, receive additional disciplinary actions.
7. Request and review (where local regulations allow) phone records of drivers involved in serious vehicle crashes which injures self or others.
 - a. Issue a formal written warning if the driver was using a mobile phone or other electronic device while driving.

⁷ Drivers with a record of excessive traffic offenses and/or crashes.

⁸ e.g., behind-the-wheel training, telematics coaching, Mentor Application, commentary drives or other.

- b. Take more stringent disciplinary action (including termination) if, after repeated warnings and training, the driver continues to utilize electronic devices while driving or is involved in an additional crash while using an electronic device (hand-held or hands-free).

Requirements for Drivers

(responsibility of Managers/SAFE FLEET team leaders/team members and drivers of company owned/leased/car allowance vehicles)

1. Provide new hire orientation to review and accept these standards and other local regulations.
2. For fleet vehicle drivers:
 - a. Provide Behind-the-Wheel (BTW) training within 90 days of hiring if class availability allows, and every three years thereafter unless the SAFE FLEET Team uses a risk-based assessment process and deems the frequency and type of training may vary by driver risk level.
 - b. Arrange for international transfer employees to attend BTW or a similar training upon placement in their host country within (recommended) 30 days of placement.
 - c. Make participation in fleet safety training or other forms of fleet safety training⁹ a condition of the job.
 - d. Inclusion of SAFE FLEET into driver's Workday goals and objectives.

Requirements for Managers

(responsibility of SAFE FLEET team leaders/members and managers of company owned/leased/car allowance drivers, not applicable to managers of shared site vehicle drivers)

1. Documented completion of a SAFE FLEET Manager training module.
2. Documented completion of at minimum one commentary drive per year with their drivers¹⁰.
3. Complete post-crash reviews/post-incident coaching (PIC) with drivers for root cause identification and coaching sessions with documented records.
4. Establishing expectations for safe and responsible driving.
5. Reviewing quarterly SAFE FLEET metrics results with drivers and teams.
6. Including SAFE FLEET into all larger business unit, franchise, employee or other meeting agendas.
7. Inclusion of SAFE FLEET into driver's yearly Workday goals and objectives.

Vehicle Maintenance, Safety Features & Safety Kits

(responsibility of SAFE FLEET team leaders/members/fleet management vendors/fleet maintenance responsible or Finance Leaders)

1. Monitor/record overall vehicle condition (exterior and interior) on a regular basis.

⁹ e.g., in-vehicle monitoring/telematics coaching programs/Mentor application/Virtual Risk Manager (VRM)

¹⁰ Content and process may differ according to local practices, but it must include one-on-one documented time with the manager or an external provider and incorporate confirmation of proper vehicle maintenance and proof of current licensure.

2. Ensure that all company vehicles undergo preventative maintenance as recommended by the manufacturer, leasing company or J&J affiliate at designated mileage or kilometer intervals. Record service activities.
3. Hold drivers financially accountable for any damage to company owned or leased vehicles resulting from negligence.
4. Remove vehicles deemed unfit for safe driving from the road network.
5. Ensure the following **minimum** safety features are included company-owned or leased vehicles:¹¹
 - a. 4 or 5-star rated vehicles (5 stars preferred) based on reputable new car rating systems (e.g., NHTSA, IIHS, ANCAP, Euro NCAP, Latin NCAP, Global NCAP)
 - b. Three-point safety belts for driver and all passengers, front and rear seats
 - c. Anti-lock brakes (ABS) for two-wheel and four-wheel vehicles
 - d. Dual front driver and passenger airbags
 - e. Electronic Stability Control (ESC)
 - f. Back-up sensors or back-up cameras
6. For country fleets that have already met the minimum vehicle safety features, vehicle selector requirements must include at least one ***advanced*** collision warning or collision avoidance feature.¹²
7. Provide a basic roadside emergency kit for each fleet vehicle.¹³
8. Inform employee drivers receiving car allowance or vehicle-related compensation¹⁴ of the requirement to have these minimum fleet vehicle safety features in their personal vehicles used on company business.
9. For golf carts:
 - a. Seatbelts are required
 - b. Regular maintenance according to manufacturer's recommendations is required
 - c. Any crashes must immediately be reported
 - d. No mobile phone or electronic device use is allowed while driving a golf cart
 - e. When the golf cart is not in use, always apply the parking brake
 - f. Follow all local driving regulations

2. External Ground Transportation Service Suppliers

Scope

- Ground transportation service suppliers for employees and J&J guests including, but not limited to: shuttle / buses that are hired to transport employees to and from the worksite or special events, preferred chauffeured car service suppliers like limos or other, taxi/ride share, van

¹¹ If these vehicle safety features are not yet available in your country, J&J representatives responsible for the vehicle selection process will, as quickly as feasible, incorporate vehicles into their selector lists that comply.

¹² e.g., autonomous emergency braking, adaptive headlights, forward collision warning, lane departure warning.

¹³ Include: jumper cables, first aid kit, flashlight, reflective triangle, quality auto escape glass break tool/seat belt cutter (to be stored in a compartment near the driver), windshield ice scraper (depending on climate), reflective vest. Some countries require drivers to carry fire extinguishers; additional items may be required per local laws.

¹⁴ Includes compensation toward the purchase of their personal vehicles which are used in performing their job, or a management compensation package that includes financial support for the purchase of their personal vehicles

services and other ground transport suppliers. Such suppliers when they meet the safety and other requirements detailed below, will be referred to as EHS&S preferred ground transportation service suppliers.

- Not in scope are taxi or equivalent hired by employees or guests.

Requirements

(responsibility of those individuals who are contracting with third-party ground transportation service suppliers and ground transportation service supplier companies with their own drivers.)

- Have contracts and agreements in place with reliable third-party ground transportation service suppliers to minimize the risk of injury to our employees and guests, including:
 - a. Incorporation of the practices below in the supplier contract.
 - b. Compliance with local regulations including but not limited to: governing speed limits, blood alcohol levels, safety belt use, night time visibility, fatigue.
 - c. Seat belt requirement for the ground transport service supplier's drivers when transporting J&J employees and guests (even when driver seat belt is not required by law).
- Remind employees and guests of their responsibilities to select reputable ground transportation service suppliers, and to take precautions to protect their personal safety.

Practices

Check and document a confirmation of the valid driver's licenses of service suppliers annually.

3. Ensure ground transportation service supplier's drivers and their J&J passengers or J&J guests are aware of the requirement to wear safety belts and use other appropriate restraints (e.g., infant and child safety seats) whenever the vehicle is in operation. If there are no seat belts, then ground transportation may not proceed.
4. Ensure ground transportation service suppliers have a seat belt policy in place requiring their drivers and their passengers to wear their seat belts.
5. Ensure the ground transportation service supplier driver is encouraged to remind J&J passengers and guests of this J&J requirement when entering their vehicle.
6. Ensure ground transportation service suppliers have a mobile phone and electronic device use policy in place in which it is stated that:
 - using hand-held or hands-free electronic devices by the driver at any time while the vehicle is in operation is prohibited, regardless of local laws when transporting J&J employees or guests.¹⁵
 - A vehicle that is stopped on the roadway, in traffic, and not properly parked, is considered a vehicle in operation and therefore the use of any device is still strictly prohibited.

¹⁵ Phone and text messaging devices including, but not limited to e-readers, mobile smartphones or androids, tablets, "wearable" technology," laptop computers, and wireless or Bluetooth connected devices that enable hands-free use of mobile technology.

- Drivers may not accept incoming calls or place a call or text while using any device unless the vehicle is completely stopped and properly parked in a safe location.
 - The shoulder of the road is not considered a safe location; a parking lot is.
 - The use by the driver of music players with ear buds or headsets is prohibited while the vehicle is in operation.
 - Radar detectors are not allowed to be used even where local laws permit.
 - Maximize the safe handling and use of approved GPS units or GPS-enabled devices. GPS units or GPS-enabled devices must be securely attached and must be used in hands-free, auditory mode.
 - The GPS may not be manually adjusted while the vehicle is in operation.
7. Provide formal driver training to new hires drivers of ground transportation service providers and maintain a refresher-training schedule of no longer than once every three years. Training must include industry accepted defensive driving practices and preferably is achieved by attending an actual behind-the-wheel training program or through classroom or online education, and knowledge testing.
8. All vehicles used to transport J&J employees or guests must have the following minimum vehicle safety requirements:¹⁶
- 4 star or preferably 5-star crash test/safety ratings based on reputable new car rating systems (e.g., NHTSA, IIHS, ANCAP, Euro NCAP, Latin NCAP, Global NCAP and other established organizations that publish vehicle safety ratings.)
 - Safety belts (three-point) for driver and all passengers, front and back seats
 - Anti-lock brakes (ABS)
 - Dual front driver and passenger airbags
 - Electronic Stability Control (ESC)
 - Back up sensors or back up cameras
 - Rear seat airbags (if available)
 - Vehicle first aid kit
9. Ensure that if the New Car Assessment Program (NCAP) does not cover a class of vehicles, (e.g. large buses), the ground transportation service supplier company complies with local/country minimum vehicle safety requirements.
10. Buses and shuttle buses/vans transporting J&J personnel or guests, need to have three-point seat belts (lap and shoulder) for all passengers and the driver.¹⁷

¹⁶ Ensure that if these vehicle safety features are not yet available in a country or not offered by a manufacturer in that country, the ground transportation service supplier company will, as quickly as feasible, incorporate vehicles into their fleets that comply with the above J&J requirements

¹⁷ If three-point seat belts are not available in a given market, the minimum requirement is lap belts, but seat belts must be changed out by the ground transportation service supplier to three-point belts as soon as such vehicles become available.

11. Ensure all vehicles undergo preventive maintenance as recommended by the manufacturer at designated intervals and record all service activities.
12. Maintain a process for monitoring and recording overall vehicle condition (exterior and interior) on a regular basis including the removal of unfit vehicles.
13. Select vendors who can provide advanced safety features in their vehicles above the minimum safety requirements, such as autonomous emergency braking, adaptive headlights, forward collision warning, lane departure warning and other, over those who don't.
Ensure the ground transportation service supplier company driver does not disable or disengage safety features (e.g., parking/reversing sensors, auto braking, speed limit warnings, front end collision warning or avoidance, lane departure warning, blind spot monitoring technologies etc.).
14. Ensure that ground transportation service supplier companies maintain records and statistics of their crashes and injuries and uses these statistics to identify improvements to safety which need to be implemented.
15. Ensure that the ground transportation service supplier has an alcohol/drug/medication policy in place including:
 - a. Drivers may never operate a vehicle while under the influence of alcohol or under the influence of drugs (over-the-counter or prescribed medication) that may cause drowsiness.
 - b. A formal program to ensure that all drivers are safe to operate a vehicle, as defined by the state or country legal requirements.
16. Ensure the ground transportation service supplier has a fatigue management program in place that tracks hours of service per driver and accounts for length of journey, time of day, and other related factors.
17. Ensure drivers are made aware through training, on how to identify the signs of fatigue and alertness problems and the appropriate means for addressing these situations including drivers not being allowed to operate a vehicle in a state of fatigue that may adversely impact their ability to safely operate the vehicle.
18. Involve procurement in drafting ground transportation service supplier contracts or agreements, including references to any necessary requirements for service provider insurance. Where there are no procurement contractual agreements in place, ensure that the external ground transportation service supplier has appropriate insurance coverage.

See Appendix 2 for recommended good practices to be followed by external ground transportation service suppliers.

See Appendix 3 for external ground transportation service supplier selection rating tool to help J&J affiliates select save transportation providers.

Appendix 1: Application of Vehicle Safety Standards to Drivers and Vehicle Categories

Driver and Vehicle Categories	Worldwide Fleet Safety Standard Elements That Apply
<p>1. Employees of J&J and its affiliates who drive company-owned or leased vehicles as a regular part of their job and for personal use.</p> <p>This would include management personnel who are eligible for a company vehicle as part of their compensation package.</p>	<p>All Standards Apply</p>
<p>2. Employees of J&J and its affiliates who drive personally-owned vehicles for company business as a “regular part” of their job* and receive monetary compensation from the J&J affiliate.</p> <p>*“Regular part” of their job is defined as more than 10% of the total yearly miles driven on business with that particular vehicle.</p> <p>This company allowance may be in the form of:</p> <ul style="list-style-type: none"> - an overall compensation package or bonus plan - a separate car allowance to purchase their own vehicle - reimbursement for vehicle expenses beyond fuel, including but not limited to, vehicle maintenance costs, insurance and other charges associated with vehicle upkeep. - lump sum mileage allowance. <p>Employees in this category are generally regarded as part of the “fleet” audience and may include sales, marketing, service, clinical and other field-based representatives, or management personnel who are eligible for a company vehicle via a vehicle allowance as part of their compensation package.</p>	<p>All Standards Apply</p>
<p>3. Employees of J&J or its affiliates, who drive their personally-owned vehicles less than or equal to 10% of total miles on company business but receive a vehicle allowance (as outlined in Section #2 above). Driving is not considered a regular part of the job (i.e., the vehicle is not used as a “tool of trade”; however, the Company subsidizes the cost of the vehicle and/or its upkeep. The subsidy includes more than mileage reimbursement.</p>	<p>Mobile Phone and Electronic Devices</p> <p>Motor Vehicle Operation</p> <p>On-line or other education/training material on applicable standards. (Note: the driver’s agreement to comply with the standards must be documented).</p> <p>Reporting of crashes and injuries is <u>not</u> required in CURVE.</p>
<p>4. Employees of J&J and its affiliates who drive long-term rental vehicles for which the employee receives a regular allowance to cover rental expenses.</p>	<p>All Standards Apply</p>

<p>5. Persons who are contracted to work solely for J&J and its affiliates (e.g., merchandisers, field sales/service contractors), authorized by J&J to drive a J&J owned or leased vehicle, and directly supervised by a J&J manager or J&J affiliate manager.</p>	<p>All Standards Apply</p>
<p>6. International transfers or long-term assignees who are eligible to receive a company vehicle as part of their compensation package.</p>	<p>All Standards Apply</p> <p>(Note: Crashes and injuries involving international transfers must be included within the host affiliate CPMM, IPMM and injury reporting.)</p>
<p>7. All employees of J&J and its affiliates who drive rental vehicles on company business.</p>	<p>Mobile Phone and Electronic Devices</p> <p>Motor Vehicle Operation</p>
<p>8. Suppliers of external ground transportation services being used by or contracted with J&J or its affiliates, such as taxi or other driver services (e.g., providing employee transport to and from company sites).</p> <p>J&J local affiliates must ensure that applicable standards are referenced as requirements in the service provider contracts.</p>	<p>Suppliers of ground transportation services must follow the relevant requirements as found in this standard.</p>
<p>9. Authorized drivers of company owned or leased motorized site/plant shared vehicles typically driven by more than one person, security, maintenance and other vehicles used on company site premises or off-site from time to time or used regularly to conduct company business.</p>	<p>Mobile Phone and Electronic Devices</p> <p>Motor Vehicle Operation</p>
<p>10. Company owned or leased vehicles/vans used to transport employees to and from a company site by designated drivers.</p>	<p>All Standards Apply</p>
<p>11. Authorized drivers of company-owned or leased vehicles other than the employee driver (e.g., spouse or domestic partner).</p> <p>At each J&J affiliate's discretion and based on a formal authorization process outlined at the company and/or country level, individuals other than the employee may be authorized to drive a company owned or leased vehicle for personal/non-work-related use.</p>	<p>Mobile Phone and Electronic Devices</p> <p>Motor Vehicle Operation</p> <p>New Hire Eligibility and Driver Requirements</p> <p>Major Driving Events: Classification and Remedies</p> <p>Crash and Injury Reporting. Any crash or injury caused by the Authorized driver must be reported under the J&J driver.</p> <p>Note: Operating companies must establish a personal vehicle use policy for qualified, employee family members who are authorized to drive company owned or leased vehicles. The policy must establish who is qualified to become an Authorized driver and outline driver training requirements in order to minimize the added risk. The policy must also address the Authorized driver who has been involved in a Major Driving Event (i.e., falls into a high-risk</p>

	<p>driver category), including the possible loss of vehicle use.</p> <p>It is ultimately the responsibility of the J&J affiliate employee to be aware of the driving habits/histories of those authorized to drive the company vehicle, and to restrict vehicle use when the driver does not adhere to the standards.</p>
<p>12. Distributors, outsourced sales/service representatives or other contracted groups who drive vehicles that are owned or leased by the distributor or contracting agency (in the U.S., an example would be Quintiles, or Modern Pharmaceutical in the UAE).</p>	<p>Drivers representing J&J and its affiliates must be advised of J&J's Fleet Safety Mobile Phone and Electronic Devices and Motor Vehicle Operation standards. A protocol must be established that identifies high risk drivers and defines remedial actions. Enforcement of these standards is the responsibility of the distributor or contracting agency's management.</p> <p>J&J Fleet Safety Standards are not enforceable unless they are included as part of the contractual language. J&J affiliates can contribute greatly to global road safety by encouraging distributors and contractors to adopt our fleet safety standards or similar standards within their contractual agreements. Minimally, distributors, outsourced sales/service representatives, or other contracted groups, must ensure that their drivers abide by all local, state and country traffic regulations, and ensure they follow their company's policies.</p> <p>We support and encourage distributors and other suppliers of transportation services to adopt ISO 39001 standards to enhance their Road Traffic Safety (RTS) management systems.</p>

Appendix 2: Recommended Good Practices for External Ground Transportation Service Suppliers

These good practices can be used as a differentiator when making the final selection from a pool of potential ground transportation service suppliers. J&J affiliates should advise external suppliers that the following recommended good practices will be considered as part of the decision-making process.

1. Window Decals and Loose Articles

The ground transportation service supplier should have a requirement in place that restricts the placement of labels, signs, and stickers on the windows of the vehicle in locations that may obstruct the driver's field of vision.

Artifacts and other items should not be hung from the rearview mirror.

2. Speed Management

Preferred ground transportation service suppliers are those that have a program in place that monitors driver speed via GPS or other on-board telematics devices. This program should be designed around a driver risk profile system with an appropriate intervention system to improve driver safety performance.

3. Fleet Safety Industry Awards/Industry Certifications/Accreditations

Road safety industry awards, certifications, accreditations like ISO 39001, Ministry of Transportation, Department of Transportation and Insurance Certifications are different types of certifications/accreditations that are available to companies that demonstrate expertise in their field, core program management and continuous improvement. J&J personnel signing contracts/agreements with ground transportation service supplier companies should consider any certifications that have been awarded as part of the selection criteria.

4. Carjacking/Personal Safety/Threat of Violence/Executive Protection Training

Ground transportation service supplier companies have a training and or awareness program that addresses how to identify, manage, reduce and/or eliminate the occurrence or threat to personal safety or security while driving, especially in countries where these risks are of concern.

See Appendix 1 for a simple tool to assist J&J affiliates in choosing acceptable ground transportation service suppliers.

Appendix 3: External Ground Transportation Service Supplier Selection Rating Tool

Instructions for use: Attribute a 1-5 score to each criteria listed in the required table below, with 5 representing the best score.

- 1 = has not been met.
- 2 = currently being developed with an assigned target completion date.
- 3 = meets some of, but not all the intent or requirements.
- 4 = meets most of, but not all the intent or requirements.
- 5 = has been fully met and has been in place for some time.

Select external ground transportation service supplier with a minimum score of 39 in the **Required** section. Those who also score a 'yes' in the **Preferred** section are more preferred.

Required

Criteria	Score (1-5)
A driver's license checking program is in place.	
A safety belt use policy is in place requiring use at all times by all passengers.	
A no use mobile phone and electronic device policy/program is in place for both hand-held and handsfree devices regardless of local laws.	
A driver training program is in place.	
All vehicles meet minimum safety feature requirements.	
There is a vehicle maintenance and condition program in place.	
There is a crash and injury reporting process in place.	
There is an alcohol/drug use program/policy in place.	
There is a fatigue management program/policy in place.	
The ground transportation supplier has adequate insurance coverage in place.	
TOTAL	

Preferred

Criteria	Yes/No
There is a windows decal and loose articles policy/program in place.	
There is a speed management program in place.	
Ground transport supplier has industry awards/certifications/accreditations like ISO 39001.	
Training and awareness programs are in place addressing threats to personal safety and security while driving.	
Supplier provides advanced safety features in their vehicles	

Document Approvals
Approved Date: 16 Feb 2020

Additional Approval Task Verdict: Approve	Joanne Kerollis, (jkeroll1@its.nj.com) Document Management Approval 16-Feb-2020 07:45:21 GMT+0000
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