

Powered Motor Bike Operating Requirements

Purpose

This document defines the minimum requirements and control measures to ensure The Coca-Cola Company's Bottling Investments Group operate Powered Motor Bikes (hereafter referred to as "PMB") in a manner that safeguards our drivers and the public. PMB include motorized vehicles in which the rider is not enclosed in a cab: motorcycles, scooters, tricycles, and all-terrain "quads". These are aligned to general consensus standards and practices, and The Coca-Cola Company's Fleet management Requirements.

Scope

Applicable to all PMB owned by TCCC/Bottling Investments operations, whether operated by a TCCC/Bottling Investments employee or contractor; any PMB operated by a TCCC/Bottling Investments employee while on Company business; and any contractor working exclusively for TCCC/Bottling Investments, typically sales or marketing development, while conducting business on behalf of the Company. Employees traveling to/from work on their personal PMB and contractors working non-exclusively or casually for the Company, such as couriers, are not covered in the scope of these Requirements.

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.

NOTE: *Local legal requirements, existing Human Resource policies and/or collective bargaining agreements may impact fleet management policies, rules and accident investigation procedures. Please therefore ensure that you obtain input and sign-off from your local Human Resources and Legal Teams when developing and before implementing local policies and procedures in support of this Requirement.*

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.

Hazard Identification & Risk Assessment

Conduct and document an initial assessment of the use of PMB to identify potential hazards, impacts and risks to personnel, and the controls used to manage these risks. Specific risks include, but are not limited to: the use of PMB in inclement weather (e.g., snow, ice rain), routing on high speed expressways, material transport using PMB, and the permissible number of riders. The 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. As a minimum, the assessment must be reviewed at least annually to verify that it is current.

Operating Rules

Document and maintain site-specific operating rules to comprehensively define the requirements for operating PMB. The rules must address, as appropriate to the local operations and local regulations, the following:

- Safe operation of vehicles, driver conduct and driving practices;
- Mandatory use of protective equipment;
- Business and personal use of company vehicles;
- Mandatory use of headlights during operation to increase visibility;
- 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.
- Accident reporting and incident investigation;
- Vehicle inspection and maintenance routines;
- Disciplinary actions for violations.

Personal Protective Equipment

Operating PMB exposes riders to enhanced risks of injury from falls and impacts, necessitating the wearing of clothing to help protect the arms, legs, and head in an accident. Minimum protective equipment to be worn when operating a PMB include the following:

Clothing - Hard armor protectors must be worn to protect the elbows, knees and lower extremities. Back and chest protectors are recommended. *These protectors help ensure that when a motorcyclist contacts the ground, his clothing will permit him to slide relatively easily as opposed to "crumpling", risking injury to body parts being stressed in abnormal directions*

All outer clothing must have high visibility features with fluorescent colors and reflectivity banding to increase the chance of being seen and allow drivers to better judge the speed and position of riders,

Powered Motor Bike Operating Requirements

especially in adverse conditions of dark and wet. A high visibility vest can be worn over jackets to meet this requirement.

It is not permissible to operate or ride on a PMB in clothing which can get caught in the equipment such as saris, long skirts, dresses, tunics, raingear or coats. No clothing should extend to, or interfere with the moving parts of the PMB.

Long sleeve shirts and trousers are recommended be worn when operating or riding on a PMB for protection against abrasions. Short sleeves and trousers can be worn at the discretion of local management in consideration of local climate and customs.

Head Protection – A motorcycle crash helmet with a full face shield meeting US DOT standard FMVSS 218 or local country equivalent is required for all operators and riders. Safety goggles may also be used in lieu of a face shield if acceptable by the risk assessment and with approval of local management. However, **the use of an approved helmet is mandatory at all times.** *Eye Protection is of the utmost importance - an insect or a kicked-up pebble in the eye at speed has enough momentum to cause significant damage. Such an event could easily cause the rider to lose control and crash*

Gloves - made of leather, cordura, or Kevlar, or other combination. Gloves designed specifically for motorcycle use are recommended. These have knuckle protection or other forms of rigid padding, slightly curved fingers and the seams are on the outer surfaces to allow the operator to maintain his grip and control on the handlebars and clutch/brake levers.

Foot Protection – As a minimum, closed toe, hard soled shoes. Boots designed specifically for motorcycle use with reinforcement and plastic caps on the ankles, and toe area are recommended.

Operator Selection and Qualification

Every operation must develop and maintain a process to initially and periodically qualify all PMB operators. At a minimum, the process must include:

- Defined job requirements for the PMB operator;
- Evaluation of an applicant's ability to perform the job. This includes ensuring the applicant is physically able to operate a PMB.
- Establishing a process to ensure the applicant speaks and reads local language well enough to understand highway traffic signs and signals and is able to make legible entries on reports and records;
- Reviewing and evaluating the applicant's motor vehicle record and valid motorcycle operator's license (if applicable) to ensure that unlicensed, improperly licensed or disqualified drivers are not allowed to operate PMB;
- Completing the government agency's written examination (if applicable); and
- Testing negatively for controlled substances.

Driver Training & Performance Review

Design and implement an individualized driver training and performance review program that ensures drivers are able to safely operate a PMB safely, 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;
- Passing a motorcycle safety class that provides both classroom and "behind the wheel" demonstrations of competence.
- Training and evaluation by a qualified trainer.
 - *Standardized curriculum is generally available through third party providers such as the Motorcycle Safety Foundation (<http://www.msf-usa.org>)*
- Accident follow-up procedures;
- Periodic in-service refresher training;
- Regular reviews of driver performance; and
- Retention of training and performance review records, with records kept for the tenure of the operator.

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 and not endanger the rider.

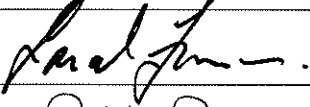

The program must include, as a minimum:

- Maintain PMB according to the manufacturer's recommendations. Maintain maintenance records for the life of the equipment.
- 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;
- Maintaining a vehicle service and repair record;
- Conducting systematic pre trip inspections by drivers before use to assure that the vehicle is in safe operating condition. A recommended checklist is provided in Appendix A. Equipment must be removed from service and repaired if any items fail the inspection.
- Only manufacturer authorized accessories and modification may be made to a PMB.

Powered Motor Bike Operating Requirements

Revision History

Issue Date	Summary of Change
Oct. 15, 2010	Initial issue

Approved:	Irial Finan 	Date: 11/4/10
Approved:	Patrick Paya 	Date: 10/18/10

Powered Motor Bike Operating Requirements

Appendix A Pre Trip Inspection

T-TIRES & WHEELS

Tires	Condition	Tread depth, wear, weathering, evenly seated, bulges, embedded objects.	Front	Rear
	Air Pressure	Check when cold, adjust to load.	Front	Rear
Wheels	Spokes	Bent, broken, missing, tension, check at top of wheel: "ring" = OK — "thud" = loose spoke	Front	Rear
	Cast	Cracks, dents.	Front	Rear
	Rims	Out of round/true = 5mm. Spin wheel, index against stationary pointer.	Front	Rear
	Bearings	Grab top and bottom of tire and flex: No freeplay (click) between hub and axle, no growl when spinning.	Front	Rear
	Seals	Cracked, cut or torn, excessive grease on outside, reddish-brown around outside.	Front	Rear
Brakes	Function	Each brake alone keeps bike from rolling.	Front	Rear

C-CONTROLS

Levers and Pedal	Condition	Broken, bent, cracked, mounts tight, ball ends on handlebar levers, proper adjustment.		
	Pivots	Lubricated.		
Cables	Condition	Fraying, kinks, lubrication: ends and interior.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, wire supports in place.		
Hoses	Condition	Cuts, cracks, leaks, bulges, chafing, deterioration.		
	Routing	No interference or pulling at steering head, suspension, no sharp angles, hose supports in place.		
Throttle	Operation	Moves freely, snaps closed, no revving when handlebars are turned.		

L-LIGHTS

Battery	Condition	Terminals; clean and tight, electrolyte level, held down securely.		
	Vent Tube	Not kinked, routed properly, not plugged.		
Headlamp	Condition	Cracks, reflector, mounting and adjustment system.		
	Aim	Height and right/left.		
	Operation	Hi beam/low beam operation.		
Tail lamp/brake lamp	Condition	Cracks, clean and tight.		
	Operation	Activates upon front brake/rear brake application.		
Turn signals	Operation	Flashes correctly.	Front left	Front right
			Rear left	Rear right
Mirrors	Condition	Cracks, clean, tight mounts and swivel joints.		
	Aim	Adjust when seated on bike.		
Lenses & Reflectors	Condition	Cracked, broken, securely mounted, excessive condensation.		
Wiring	Condition	Fraying, chafing, insulation.		
	Routing	Pinched, no interference or pulling at steering head or suspension, wire looms and ties in place, connectors tight, clean.		

Powered Motor Bike Operating Requirements

O-OIL

Levels	Engine Oil	Check warm on center stand on level ground, dipstick, sight glass.
	Hypoid Gear Oil, Shaft Drive	Transmission, rear drive, shaft.
	Hydraulic Fluid	Brakes, clutch, reservoir or sight glass.
	Coolant	Reservoir and/or coolant recovery tank — check only when cool.
	Fuel	Tank or gauge.

Leaks	Engine Oil	Gaskets, housings, seals.
	Hypoid Gear Oil, Shaft Drive	Gaskets, seals, breathers.
	Hydraulic Fluid	Hoses, master cylinders, calipers.
	Coolant	Radiator, hoses, tanks, fittings, pipes.
	Fuel	Lines, fuel valve, carbs.

C-CHASSIS

Frame	Condition	Cracks at gussets, accessory mounts, look for paint lifting.
	Steering-Head Bearings	No detent or tight spots through full travel, raise front wheel, check for play by pulling/pushing forks.
	Swingarm Bushings/Bearings	Raise rear wheel, check for play by pushing/pulling swingarm.

Suspension	Front Forks	Smooth travel, equal air pressure/damping, anti-dive settings.	Left	Right
	Rear Shock(s)	Smooth travel, equal pre-load/air pressure/damping settings, linkage moves freely and is lubricated.	Left	Right

Chain or Belt	Tension	Check at tightest point.
	Lubrication	Side plates when hot. Note: do not lubricate belts.

Fasteners	Sprockets	Teeth not hooked, securely mounted
	Threaded Clips	Tight, missing bolts, nuts. Broken, missing.
	Cotter Pins	Broken, missing.

S-STANDS

Center stand	Condition	Cracks, bent.
	Retention	Springs in place, tension to hold position.
Side stand	Condition	Cracks, bent (safety cut-out switch or pad equipped).
	Retention	Springs in place, tension to hold position.
