



Driver Policy

PURPOSE AND SCOPE

The purpose of the Driver Policy (the “Policy”) is to:

- Ensure that only driver’s whose records demonstrate a history of safe driving are authorized to drive Company (“Company”) vehicles or accept employment for which driving a Company car is a requirement.
- Promote driver safety for persons employed by Company who drive Company-provided vehicles or personal vehicles while engaged in Company business (a “Driver” Employee).
- The definition of driver under this Policy is any Company employee, (“Employee” or “Driver”) who regularly drive their own personal vehicle(s) for Company business, or drives a Company owned/leased vehicle. The Policy does not apply to Company office-based employees who may drive Company-provided vehicles or personal vehicles, while on Company business, on a sporadic or otherwise irregular basis (such as out-of-town business trips).
- Reduce the severity and frequency of losses associated with Company vehicles.
- All “Driver” Employees are responsible for adhering to this policy as a condition of employment.

RESPONSIBILITY

This Policy is governed and administered by the Human Resources Department. Any decision or interpretation of the Policy by the Company is binding and final upon the Employee.

DRIVER QUALIFICATIONS

- Driver selection is a one-time process. Assuring that the driver remains qualified is an on-going process. Motor Vehicle Record Checks will be obtained annually for all “Driver” Employees. Driver qualification files will be maintained to facilitate review of a “Driver” Employee’s adherence to the Policy.

- All driver candidates for employment that will include driving for Company business must complete an Initial Driver Evaluation form. The form will be used in evaluating driver candidates for employment in driving positions, in conjunction with their respective Motor Vehicle Record (MVR). Eligibility for employment will be contingent upon meeting the guidelines of this Policy.
- Prior to an offer of employment, all candidates will be required to sign a Driver Record Request Form authorizing Company to obtain a MVR from the state where the driver holds a license. Failure to authorize Company to obtain a MVR by not signing the Driver Record Request Form will result in the withdrawal of an offer of employment.
- The Company may, at its sole discretion, make an offer of contingent employment to the candidate prior to receiving a MVR, but not prior to receiving the Driver Record Request Form or the Initial Driver Evaluation Form. The Company will, as stipulated by the Policy, obtain a MVR for the Employee after the hire date. An Employee who does not meet the conditions of the Policy will be terminated immediately.

CONDITIONS OF EMPLOYMENT FOR DRIVERS

- It is the “Driver” Employee’s responsibility to maintain a driving record that is within the limitations of this Policy and applicable state laws.
- The “Driver” Employee must, at all times, maintain a valid driver’s license in the state of the Employee’s residence.
- All moving violations must be reported to the Human Resources Department within 24 hours of the violation. All moving violations received while operating any motor vehicle will be used to determine Driver’s continuing eligibility for employment; this includes, but is not limited to, citations received while operating a privately owned vehicle for personal use. The license is attached to the driver, not the vehicle.
- A candidate for employment with more than three (3) minor moving violations over the preceding thirty-six month period is not eligible for employment.
- Any Employee with more than three (3) minor moving violations over the preceding thirty-six (36) month period is not eligible for continued employment, except as indicated below in Exception Note.

Exception Note: A “Driver” employee that receives a fourth minor moving violation over the preceding thirty-six (36) month period, may be eligible, under certain circumstances, to drive his or her own vehicle while

conducting Company business. While this exception is being considered, the Employee may be placed on temporary suspension without pay, pending determination of eligibility to drive a personal vehicle for Company business. If such determination is approved, the Employee is required to obtain a minimum coverage of \$500,000 combined single limit liability and name Company as the Additional Insured, on their individual automobile insurance policy. A copy of the Certificate of Insurance must be provided to the Human Resources Department prior to the Employee driving his or her own vehicle for Company business. The Employee is responsible for providing copies of the Certificate of Insurance upon the policy renewal. The copy will be maintained in the Employee's personnel file. Drivers that are granted this exception will also receive a written Driver Warning Notification, which will be placed in the Employee's personnel file.

If a "Driver" Employee is granted this exception and receives one more moving violation, he or she is no longer eligible for continued employment.

- When a violation is removed from the "Driver" Employee's Motor Vehicle Record, reducing the number of violations to no more than three (3) during the preceding thirty-six (36) month period, the employee is eligible to drive a Company owned/leased vehicle.
- Any Employee (or candidate for employment) with (1) major moving violation over the preceding thirty-six (36) month period is not eligible for hire or continued employment.
- In the event the Employee's driver's license is suspended or revoked, the Employee is required to report such occurrence, in writing, to the Human Resources Department within 24 hours of the revocation or suspension and must immediately cease driving for Company purposes until further notice from the Human Resources Department. Failure to report the revocation or suspension of the Driver's license will result in immediate termination of employment with Company.

Other grounds for immediate termination of employment include, but are not limited to:

- Receiving a DUI (driving under the influence) of alcohol or drugs or DWI (driving while intoxicated) charge.
- Suspension of Driver's license due to points and/or accidents over the previous thirty-six (36) months.
- Two (2) traffic accidents within the preceding thirty-six (36) month period in which the Employee received a traffic citation.
- Company's inability to obtain an MVR due to not receiving appropriate authorization from the Employee.

Note: Moving violations known to the Employee or to the Company, but not yet reported on the Employee's MVR, will be counted as awarded for purposes of this Policy.

ACCIDENT REPORTING FOR COMPANY VEHICLES

- The Employee should never discuss the details of an accident with anyone other than the Employee's immediate supervisor, Human Resources, the Insurance Company Representative or their direct designee (attorney) or police investigators.
- Traffic accidents involving Company vehicles incurred while on Company business or while on personal use, **must be reported to Sharon Munroe, Director of Human Resources**, within 24 hours of such occurrence or on the following business day, whichever comes first. Failure to report vehicle accidents when due will result in termination of the Driver's employment with Company.
- The Employee must call the police and obtain the Police Accident Report number, officer badge number and name.
- All accidents resulting in Employee injuries that occur while conducting Company business must also be reported to the Workers' Compensation Carrier and to Human Resources.

CHARGEABLE/NON-CHARGEABLE VEHICLE ACCIDENTS

Definitions

- Any accident involving a Company vehicle that causes physical damage to a third party, or to the Company vehicle, or causes personal injury to a third party or to the Employee, may qualify as a chargeable vehicle accident to the Employee, regardless of whether or not the Employee is charged with a moving violation.
- An accident will be considered chargeable if the accident could have been prevented by the Employee based upon reasonable and prudent judgement, adherence to normal traffic safety practices and/or specific training received for the Employee's job position.
- Any accident resulting from gross negligence by the Employee. Gross negligence is defined as driving under the influence of alcohol, illegal substances in the body or, in the opinion of the Company, on the advice of the insurance carrier, operating a vehicle in willful or wanton disregard for the safety of persons or property.
- A non-chargeable accident will generally be regarded as one that was unavoidable, due to events beyond the Employee's control.

Disciplinary actions to be followed by Human Resources:

- First Chargeable Accident - an Employee having a first chargeable accident within a thirty-six (36) month period shall pay a \$50.00 fine, payable through payroll deduction(s), and must complete a four (4) hour minimum defensive driving training course, unless gross negligence is involved (See Gross Negligence below.)
- Second Chargeable Accident - an Employee having a second chargeable accident within twelve (12) months of a previous chargeable accident shall pay a \$100.00 fine through payroll deduction(s), and complete an eight (8) hour minimum high risk driver or extended driving course.
- Third Chargeable Accident - an Employee having three chargeable accidents within a thirty-six (36) month period will no longer be able to drive on Company business and shall be terminated.
- Gross Negligence - An accident occurring as a result of gross negligence by the Employee will result in the termination of the Driver's employment with Company, regardless of whether or not the accident is a first or second chargeable accident.

REINSTATEMENT AND/OR REHIRE

Drivers whose employment with the Company is terminated due to any of the conditions mentioned previously, are eligible to apply for reinstatement of employment or rehire for available open positions after meeting all Conditions For Employment as detailed above. If, after reinstatement or rehire to a driving position, the Employee incurs more than one moving violation or chargeable accident during the first 90 days after reinstatement or rehire, the Employee will be terminated immediately. The Employee is no longer eligible for reinstatement or rehire after this termination.

DRIVER SAFETY RULES

“Driver” Employees driving Company owned/leased vehicles or personal vehicles while on Company business are expected to perform in accordance with the following objectives:

- Avoid vehicle accidents and moving violations by driving defensively
- Avoid vehicle abuse by proper vehicle care, maintenance, and use
- Be courteous to other drivers

- Never pick up hitchhikers
- Carry no more than two passengers in the front seat
- Avoid talking on cellular/mobile phones while driving. Pull over or out of traffic or use a speakerphone to keep both hands on the steering wheel.
- Never drive under the influence of drugs or alcohol. Check with your doctor on possible adverse effects from prescription or over-the-counter medications.
- Always use seat belts, shoulder restraints and ensure that passengers do, as well
- Always lock an unattended vehicle
- No smoking is permitted in company owned/leased vehicles
- When parking, try to leave the vehicle in a well-lighted, secure area
- Equipment and material must be secured and load distributed properly before transporting. Large items such as equipment boxes and fire extinguishers must be secured
- Inspect the vehicle at the beginning of each workday to ensure that it is in good working order
- Follow guidelines for fleet safety, maintenance and use.