

Company Vehicle Fleet Policy

Overview

As a driver of a company vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following.

Vehicle Fleet Purpose

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

- Company vehicles may not be used for business activities of other companies.
- Company vehicles may not be driven to out of the U.S.

Driver Licensing

Company drivers and anyone authorized to drive the company vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

Driver Qualifications

Driver qualifications are as follows:

1. Authorized employee of company.
2. Must be at least 18 years of age
3. CMV drivers must be at least 19 years of age or obtain a certificate from an accredited driving school with CDL endorsement.
4. Have at least one year of experience in the class of vehicle operated, and/or pass a WUT driver evaluation.
5. Must meet licensing requirements.
6. No DWI/DUI or reckless driving convictions in the last 2 years.
7. Will not qualify for a company vehicle if, during the last 24 months, the driver had any of the following experiences:
 - Been convicted of sale, handling or use of drugs.
 - Has automobile insurance canceled, declined or not renewed by a company.
 - Been convicted of an alcohol- or drug-related offense while driving.
 - Had driver's license suspended or revoked.
 - Been convicted of three or more speeding violations or one or more other serious violations.
 - Been involved in two or more chargeable accidents.
8. Comply with drug and alcohol screening, both pre-employment and random draws per **The Employee Handbook**.
 - Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to termination of employment.
9. No passengers allowed in commercial vehicles, except West Union Trenching employees.

WEST UNION TRENCHING DRIVER AND VEHICLE SAFETY

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

Personal Use

Company vehicles are provided primarily for business purposes; however, occasional personal use is permitted. **Personal use is a privilege extended only to the authorized employee.** The privilege of personal use may be withdrawn at any time without notice by the company.

The following rules apply to personal use of company vehicles:

- Only authorized employee may drive.
- Commercial vehicles shall not be used for personal use.
- The company vehicle may only be used for incidental trips within 25 miles of home.
- Personal trailers, including boat and recreational vehicles, are not to be pulled.
- Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to police and your manager.

Any exceptions to these rules requires advance, written approval by approved company manager or officer. Violation of these rules will result in disciplinary action from removal of driving privileges to discharge.

Maintenance

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner's manual.

Vehicle accessories, maintenance, and service must have prior approval by upper management.

Personal Vehicle Used on Company Business

Privately owned vehicles may be used for official company business when authorized, but drivers are encouraged to use company vehicles whenever feasible. The reimbursement rates and rules for use of an employee's personal vehicle are defined separately from the Fleet Management Policy. Employees who use their personal vehicles for company business are responsible for accidents and incidents that may occur. The employee's personal automobile liability and property damage insurance coverages are primary. In addition, the employee is responsible for any applicable insurance deductibles.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator.

Each driver is required to report all moving violations to the Office within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business. Failure to report violations will result in appropriate disciplinary action.

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Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status as well and are subject to review.

Accidents Involving Company Vehicles

In the event of an accident:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Call the police if injury to others is involved. You may want to call police even if there are no injuries.
- Complete the accident report in your vehicle and/or on Whip Around app.
- Turn all information over to your Office within 24 hours.

Distracted Driving

- NO texting while driving.
 - NO voice calls unless using hands-free device.
 - NO pets in vehicles
 - NO eating/drinking while driving
- Employees identified for distracted driving will be disciplined with a written warning up to termination.

Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver only.
- No passengers in commercial vehicles unless it is work related.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the company Safety Director.

Failure to comply with any of these responsibilities will result in disciplinary action.

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for company business.

Name (printed) _____

Signature _____ Today's date _____

Witness _____ Today's date _____