

SEG SEG Tx A-1 Express	Vehicle Use and Safety Policy	Issue Date: 10/25/23
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## Vehicle Use and Safety Policy

### **About**

The vehicle use and safety policy is a guide for users who drive a vehicle for the business. Users may need to operate a company owned, rented and their personal vehicle as part of their job duties. The Company Vehicle Use policy provides employees guidelines for using a company vehicle. A company vehicle is any type of vehicle the company assigns to employees to support their transportation needs required by their job. Company vehicles belong to the company and must be used properly. This policy applies to all employees who use company vehicles and applies during and outside of working hours.

Authorized driving of a company vehicle is a privilege. Drivers assume 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 vehicle use policy.

### **Types Of Vehicles**

**Owned:** Each site owns various types of vehicles including automobiles, trucks, sport utility vehicles, carts or any other vehicle that may or may not be designed for public highway use.

**Rented:** The Company contracts with certain rental agencies to provide vehicles for employees, volunteers, or permissive users.

**Personal Vehicle:** There are times an employee may need to use their own personal vehicle for business purposes.

### **Operation**

**Owned:** Employees, volunteers, or permissive users while operating a company owned vehicle off company property are allowed to stop for short breaks for food, drink, and convenience during their work hours. For longer trips, stops for meals and rest periods are allowed.

**Rented:** Permissive users are person(s) renting the vehicle for business purposes. The rental or use of 15 passenger vans are not permitted.

**Personal Vehicle:** There are instances where a company-owned vehicle is not available for use and it is more feasible for the employee or permissive user to operate their personal vehicle for business purposes. This is allowed under certain restrictions.

### **Qualification/Authorization/Documentation**

Employees who aren't assigned a company vehicle but believe they need one may discuss the matter with their supervisor or consult with Human Resources.

The company may, at its discretion, assign and revoke access to company vehicles.

To qualify to use a vehicle for business purposes, the following items will need to be confirmed by the user's department head:

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Must have a current valid driver's license and appropriate class license for the vehicle being used.

- Must be 21 years of age at the time of operating the vehicle.
- Must be an employee, documented volunteer or permissive user.
- Must read and sign the Vehicle Employee Acknowledgement Form.
- A criminal and driving record that meets the company standards. An employee will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
  - Been convicted of a felony.
  - Been convicted of the sale, handling or use of drugs.
  - Has automobile insurance canceled, declined or not renewed.
  - Been convicted of an alcohol or drug related offense while driving.
  - Had their driver's license suspended or revoked.
  - Been convicted of three or more speeding violations, or, one or more serious violations (reckless driving, careless driving, leaving the scene of an accident, etc.)
  - Two at-fault accidents.
- If there is doubt the user will be able to safely execute the operation of a vehicle for company business, the Department of Motor Vehicle driving record of the user may be obtained to determine if the user will be allowed to operate a vehicle for business purposes. The determination will be reviewed by Safety collaborating with Human Resources and the user's immediate supervisor and/or department management on a case by case basis.

### **Review of Motor Vehicle Record**

State Motor Vehicle Records (MVRs) may be used as the source for verifying driver history. MVRs may be obtained and reviewed at least annually on employee, employee spouse or significant other. Driving privileges may be withdrawn or suspended and/or the company vehicle removed from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment.

### **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, employee's spouse or significant other. The privilege of personal use may be withdrawn at any time by the company.

Rules Applying to Use of Company Vehicles:

- Authorized employee must meet all driver qualifications and rules in this agreement.
- Use by employees spouse or significant other should be on occasional basis only.
- 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.

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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 termination of employment.

### **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, but not limited to regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement 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 on your vehicle, as required in the owner's manual, performed by a certified dealer.

### **Employee Use of Other than Company Owned Vehicles**

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an incident occurring in connection with operation of other than company owned vehicles. The reimbursement to the employee for the operation of other than company owned vehicles on company business includes the allowance for the expense of automobile insurance.

You are required to have minimum liability limits of \$30,000/\$60,000/\$25,000 and designated for business use endorsement with your personal insurance. The company does not specify and assumes no responsibility for any other coverage employees carry on the vehicles used since this is a matter of individual status and preference. The employee is responsible for providing proof of coverage to the employer on an annual basis.

### **Traffic Violations**

Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of any motor vehicle violations resulting in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the Fleet Manager 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, including revoking of driver privileges and possible termination of employment.

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

### **Cellular/mobile phones**

Cellular/mobile phones should not be used while operating a vehicle. Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention can

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also involve adjusting the radio, eating, smoking, daydreaming, talking to passengers, things outside the vehicle, and other distractions. Recommendations regarding cellular usage are below:

- Allow voice mail to handle your calls and return them at your safe convenience.
- If you need to place or receive a call pull off the road to a safe location.
- Ask a passenger to make or take the call.
- Inform regular callers your driving schedule, and when you will be available to talk.
- Keep your hands on the wheel and your eyes and mind on the road while driving.

### **Accidents Involving Company Vehicles**

In the event of an accident:

- Call the police on all accidents and obtain a copy of the police report.
- 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.
- Complete an accident report in your vehicle.
- Turn all information over to the Fleet Manager within 24 hours.

### **Thefts**

In the event of the theft of a company vehicle, notify local police and Fleet Manager immediately.

### **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 and shoulder harness 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, spouse or significant other.
- 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 Fleet Manager.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination of employment.

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### **General Driving Rules**

- Headlights must be on whenever a vehicle is in motion, unless vehicle is fitted with daylights. Fog lights, if available and whenever required.
- Mobile phones are not to be used while driving vehicles or operating mobile equipment; handsfree is allowed.
- Reverse park at all times; except by signage or/and conditions or/and places.
- Give way to larger vehicles.
- Stop & Sound the horn at blind corners or where the path or intended path is obstructed and when entering or leaving buildings.
- Do not exceed posted speed limits.
- All material shall be secured prior to transport of the load. Do not carry materials or tools in the cab. Keep the floor area clean.
- Drive cautiously on surface be aware of visibility limitations of the mobile equipment.
- Ensure vehicles with poor visibility or oversized loads are moved with the assistance of a signal person. Perform a walk-around prior to moving the vehicle.
- Be aware of pipes and electrical cables.
- Have another employee stationed to direct and warn the driver if the vehicle is to be operated in reverse and the driver has limited visibility.
- Inspect vehicles at the start of each shift. Do not operate vehicles if conditions pose a hazard to safe operation.
- All light vehicles operating in active worksites shall carry wheel chocks.
- Wheel chocks are to be installed and park brake used at all times when the vehicle is stopped or parked when on the site.
- Ensure vehicle is shut off when refueling and no open flames.
- According to the specific site traffic signage and when light vehicles are operating near to heavy mobile equipment, they shall be equipped and use beacon light, buggy whip, and radio communication.

### **Safe Driving Behaviours**

Unsafe driving behaviors which put the safety of persons at risk will not be tolerated. Unsafe driving behaviors include displays of dangerous operation such as speeding, road rage, tailgating, overtaking in uncontrolled circumstances, horseplay or other behaviors which may compromise the safety of persons.

The following safe driving requirements shall be complied with:

- Persons operating vehicles shall use all safety equipment provided in the manner for which it is intended (e.g. mirrors correctly adjusted, lights on to drive in the dark).
- Seat belts must be worn at all times by drivers and passengers.
- Seats must be maintained in good condition and where adjustment facilities are provided, adjusted to accommodate the physical aspects of the driver (i.e. height, weight, size etc).
- No travelling in or on the vehicle in any section which has not been designed to transport personnel.
- No consumption of food or beverages whilst driving.
- Mobile phones and other portable media devices shall not be used whilst operating vehicles at any time. Vehicle operators who need to use a mobile phone shall use bluetooth or pull off the road to a safe position prior to use.
- Vehicles shall not be operated whilst under the influence of alcohol or drugs (legal and illegal).

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- Wheels shall be chocked when parking the vehicle.

All managers are responsible for ensuring their personnel comply with safe driving behaviors. Where a person displays unsafe driving behaviors, the disciplinary process will be initiated.

### **Preventable Accidents**

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

#### **Safety Guidelines to Prevent Accidents:**

- Do Not Follow too close.
- Do Not Drive too fast for condition.
- Do Not Fail to observe clearances.
- Do Not Fail to obey signs.
- Do Not Make Improper turns.
- Do Not Fail to observe signals from other drivers.
- Do Not Fail to reduce speed.
- Do Not Park improperly.
- Do Not Pass improperly.
- Do Not Fail to yield.
- Do Not Back up improperly.
- Do Not Fail to obey traffic signals or directions.
- Do Not Exceed the posted speed limit.
- Do Not Drive While Intoxicated (DWI) or Drive Under the Influence (DUI) or similar charges.

### **Authorization**

Authorization of vehicle use for business purposes may be delegated to the lowest practical supervisory level to maintain control and oversee compliance with the vehicle use and safety program.

***Owned:*** Since each Company owned vehicle is the responsibility of the assigned job site, it is incumbent upon the site's management to ensure proper authorization was provided to the user prior to operation. The authorization for a documented volunteer or permissive user must be done in writing prior to operating the vehicle.

***Rented:*** The employee must receive approval from their immediate supervisor before placing an order to rent a vehicle pursuant to their site's protocol.

***Personal Vehicle:*** The employee must receive approval from their immediate supervisor before operating their personal vehicle for company business. Authorization should be reviewed on an annual basis.

### **Insurance and/or Self-Insurance Coverage**

There are two types of insurance and/or self-insurance applicable to operating a vehicle for business purposes:

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- Auto Liability
- Auto Physical Damage (comprehensive and collision)

Medical pay coverage is not available under the self-insured program. Medical pay coverage is available with renting a vehicle and potentially when an individual's personal auto insurance is applied subject to the owner's specific auto policy.

***Rented***

- Auto Liability: Auto Liability insurance is included as part of the contract with the approved vendors.
- Auto Physical Damage: The collision damage waiver is included as part of the contract.

**Off-Road Use**

The Company will be responsible to pay for all damages to any rented vehicle if operating off-road for company business. Possible insurance coverage can be obtained from the rental agency for an additional charge. Check with the rental vendor.

***Personal Vehicle***

- Auto Liability: The owner of the vehicle's own personal auto liability insurance would be considered primary over any other insurance available. The Company's Self-Insured Program would be in excess of the primary insurance as long as the user while operating the vehicle was in the course and scope of their job duties on behalf of Company at the time of the accident.
- Auto Physical Damage: The damage to the vehicle will be the responsibility of the owner or their insurer even if third party is involved.

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

_____ Printed Name	_____ Signature	_____ Date
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