



STRATEGIC
CONSTRUCTION SOLUTIONS

RVi



ATWELL FAMILY DRIVER POLICY

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1 INTRODUCTION

1.1 Purpose

The purpose of this manual is to provide Atwell, RVI, and Strategic Construction Solutions employees with all formalized policies and procedures as well as the necessary tools to ensure safe vehicle and equipment usage. Individuals who operate equipment outlined in this manual must be familiar with, acknowledge, and comply with all policies and procedures stated, prior to operating vehicles and equipment.

1.2 Scope

This policy applies to employees who operate Atwell family of company's vehicles and equipment as well as their Supervisor and Fleet Lead. Employees who utilize their personal vehicles as their main work vehicle on a job site are also subject to this Manual.

1.3 Fleet Safety Statement

Atwell considers safety and accident prevention to be one of our highest priorities in all areas of operation, including fleet vehicle safety. Since most accidents are caused by driver error, our goal is to employ only drivers who have a safe driving record and ensure company drivers drive defensively and obey traffic laws. Atwell intends to operate vehicles that are kept in safe operating condition and are regularly inspected. Should an accident occur, we will promote an environment where the circumstances of the accident are thoroughly investigated by the Safety Department, and a determination is made as to whether the accident was preventable on the part of an employee.

Atwell has a responsibility to our clients, our employees, and the public to ensure that our vehicles are always in a safe operating condition and driven only by licensed, qualified, safe drivers. This Fleet Manual is intended to explain to all drivers and other employees, the specific duties, and responsibilities each of us have regarding fleet vehicle safety.

2 RESPONSIBILITIES

- A. **Fleet Manager:** Responsible for overseeing and implementing the Fleet Program to include: maintenance, compliance, optimization, driver qualification, safety, vehicle and equipment life cycle management. Works directly with Fleet Leads and Team Leaders to encourage that vehicles and equipment are properly maintained, licensed, registered, equipped, and safely operated. Works directly with vendors to acquire new vehicles and equipment needed. Certifies drivers are properly trained and qualified to operate Atwell equipment.
- B. **Fleet Lead:** Responsible for ensuring drivers conduct monthly inspections and are properly maintaining the vehicles and equipment assigned to their office. Coordinates maintenance and repair for vehicles and equipment. Works with the Fleet Manager to certify their assigned vehicles and equipment are properly licensed, registered and insured. Works with vendors to coordinate the installation of logos, branding, safety markings and auxiliary equipment. Responsible for ensuring vehicles have the following: fuel cards, Geotab, CAPs/Survey Boxes, Logos/Branding, insurance card, registration, safety equipment and proper PPE prior to utilization.
- C. **Driver:** Directly responsible for the care, maintenance and safe operation of their assigned vehicle and equipment. Conducts weekly inspections using the Geotab App, and ensures their vehicle is well kept and receives preventative and unscheduled maintenance. Responsible for the accountability and proper care of all equipment associated with their assigned vehicle. Works directly with their Supervisor and Fleet Lead to address vehicle needs.

3 DRIVER SELECTION

3.1 Introduction

- A. Only licensed and trained drivers are authorized to operate company vehicles and equipment. The Fleet Manager will maintain an authorized driver list and limit the operation of company vehicles and equipment to these employees. Employees who have not completed all the following are not authorized to operate an Atwell vehicle.

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3.2 Onboarding & Training

- A. The following must be completed during the onboarding & orientation process prior to an employee operating an Atwell vehicle:
 - i. Provide a copy of a valid driver's license.
 - ii. Atwell must obtain the driver's Motor Vehicle Records.
 - iii. Driver's Motor Vehicle Record must pass Atwell's criteria (see 5.3).
 - iv. Driver completes online driver's training.
 - v. Driver reviews this Manual, and signs Vehicle Usage Policy.
- B. Defensive driver training increases the awareness of safe driving and reduces potential injuries and liability. Each employee who is required to drive an Atwell vehicle or personal vehicle for business purposes must first complete defensive driver's training, review this manual and driving record reviewed. There are two types of training:
 - i. Initial Driver's Training
 - a. This training must be completed prior to operating an Atwell vehicle or personal vehicle for business purposes. The training takes place online and is assigned by the Fleet Manager.
 - ii. Corrective Driver's Training
 - a. Employees who are involved in preventable accidents or display poor driving performance will be assigned corrective driver's training. This training may consist of online virtual training, classroom training, or in-vehicle training.

3.3 Driver Qualification Files

- A. Driver Qualification Files will be maintained and reviewed to promote compliance. If an employee's driver's license expires within 60 days or less, the employee will be required to obtain a new license. Failure to do so will result in the employee's disqualification from operating an Atwell company vehicle.
- B. Driver files will at a minimum contain the following items:
 - i. Copy of the employee's valid driver's license.
 - ii. Copy of the driver's Motor Vehicle Record obtained prior to hire and/or most recently obtained record and active license monitoring.
 - iii. Copy of signed vehicle usage policy.

4 FLEET SAFETY POLICY

4.1 Vehicles

- A. Atwell is committed to creating an environment of safe driving and accident avoidance. All authorized drivers must always obey all local traffic laws and utilize commonplace safe driving practices and safe driving behaviour.
- B. Drivers are strictly prohibited from operating any company vehicle while under the influence of any of the following:
 - i. Alcohol.
 - ii. Drugs Illegal Under Federal Law.
 - iii. Certain Prescription drugs/over the counter medicine that could impair a driver.
- C. The following are safe driving practices that all Atwell drivers are required to abide by:
 - i. Seat belts must be worn by all occupants whenever the vehicle is in motion.
 - ii. Drivers shall not operate mobile devices or tablets while driving.
 - iii. Drivers should refrain from engaging in distracting behaviour such as eating while driving.
 - iv. Drivers must observe all traffic regulations including posted speed limits.
 - v. Drivers should maintain a safe following distance from their vehicle and others. A good rule of thumb is one (1) car length for every 10mph travelled.
 - a. Example: 70mph=7 car lengths
 - vi. Drivers should not exceed the occupant capacity of a vehicle.
 - vii. Drivers should take regular breaks and not drive more than 14 hours in a day.
 - viii. All tools, equipment or other materials must be properly secured.
 - ix. When parking a vehicle, back into the parking space. Drivers must legally park in a position where their first movement upon departure is forward. If necessary, drivers will use a second person to guide the driver in safely parking a vehicle. If parking spots are angled, drivers are not required to back into a space.

4.2 Personal Protective Equipment (PPE)

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- A. All Atwell vehicles are equipped with required safety equipment. These items must be present when operating a vehicle:
 - i. First Aid Kit
 - ii. Emergency Triangles or cones
 - iii. Jack and Spare Tire
 - iv. Fire Extinguisher

5 MOTOR VEHICLE (MVR) POLICY

5.1 Introduction

- A. For Atwell to accomplish our mission safely and successfully, only qualified, and reliable employees with safe driving records are permitted to drive company vehicles. If adverse driving behaviour, such as collision involvement, repeated violations of traffic laws, or poor vehicle condition and maintenance is experienced, drivers will be subject to a progressive disciplinary procedure.
- B. Atwell will review each prospective driver's Motor Vehicle Record. If poor or unsafe driving is identified, Atwell reserves the right to limit driving for company business or operating an Atwell vehicle at the company's discretion.

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5.2 Obtaining MVRs

- A. Motor Vehicle Records shall be obtained for every driver operating a company vehicle prior to hire then annually thereafter. Employees acknowledge that Atwell will obtain employee’s MVR prior to authorization to operate a company vehicle.
- B. Motor Vehicle Records will be obtained:
 - i. Prior to assignment of a company vehicle.
 - ii. After involvement in a collision if an MVR has not been reviewed in 12 or more months.
 - iii. At the Company’s discretion.
- C. Drivers who are designated as “DOT Drivers” are subject to annual MVR reviews in compliance with 49 CFR, Part §391.25, and retained in their Driver Qualification File. DOT Drivers who do not consent to an annual MVR review are not eligible to be DOT Drivers, which may result in termination of employment.
- D. Employees who operate company vehicles are required to self-report motor vehicle violations or license suspension within 24 hours of the incident and/or prior to operating a company vehicle, whichever comes first.

5.3 Evaluating Motor Vehicle Records

- A. Each driver’s MVR will be evaluated for the previous 3 years of driving. The following is Atwell’s evaluation criteria.

Major Violations	Includes DWI/DUI/OWI/OUI, vehicular manslaughter, using a vehicle to commit a felony, hit & run/leaving the scene of an accident, fleeing/eluding police or resisting arrest, reckless driving, open containers violation, driving with a suspended license
Minor Violations	All vehicle accidents and violations such as speeding tickets or other traffic violations.

Table 1: Atwell MVR Violations

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5.4 Driver Analysis Criteria

- A. Terminate or reassignment to a Non-Driving Position if Available.
 - i. One or more Major Violation in the preceding 36 months.
 - ii. Atwell reserves the right to reassign employees to a non-driving position if there past driving history is deemed to be unsafe.
- B. Identify and monitor as a high-risk driver
 - i. Three Minor Violations in the preceding 36 months.

6 MOTOR VEHICLE INCIDENTS

6.1 Introduction

Atwell is committed to eliminating motor vehicle incidents. To meet this goal, all incidents will be reported, investigated, documented, and reviewed by the Director of Health & Safety, Director of Fleet and the Fleet Manager to provide an opportunity for management to evaluate and correct deficiencies.

The following outlines the guidelines for incident investigation, review, and disciplinary action if necessary.

6.2 Reporting

- A. Any accident involving a company vehicle that results in death, bodily injury or property damages, regardless of how minor, is considered a reportable incident.
- B. Employees shall take the following actions when there are injuries to persons and/or damages to vehicles or property:
 - i. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention immediately if anyone is hurt.
 - ii. Call the police and obtain a copy of the police report.
 - iii. Immediately notify your Supervisor /Fleet Lead and the Health & Safety Department.
 - iv. Secure the names, driver's license information, insurance company name and policy numbers of all drivers and occupants of any vehicles involved.
 - v. Do not admit negligence or liability.

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- vi. Do not attempt settlement, regardless of how minor.
- vii. Get name, address, and phone number of any injured person(s) and witness(es) if possible.
- viii. Take multiple photographs of the scene of accident and resulting damage.
- ix. Complete and submit the Atwell Incident Report Form found on the *Atwellsafe App* or the *SCSSafe App* as soon as possible and no later than 24 hours after the accident.
 - a. Driver's must provide as much information about the incident as soon as possible.
- C. In the event of theft of property within the vehicle, notify local police and file a report with the authorities. Immediately alert your leadership and submit an Atwell Incident Report Form within 24 hours.

6.3 Investigation and Review

- A. After an incident is reported, all facts will be reviewed by the Director of Fleet, Fleet Manager and Director of Health & Safety to determine if the incident is classified as preventable or non-preventable.
- B. A motor vehicle incident is defined as "any occurrence involving a motor vehicle which results in death, injury, or property damage.
- C. A preventable accident is defined as "any accident involving the vehicle, unless properly parked, which results in property damage or personal injury and which the driver failed to do everything he/she reasonably could have done to prevent or avoid the accident".
 - i. **Note:** A properly parked vehicle is one that is completely stopped and parked where it is legal and prudent to park such a vehicle or to stop to load/unload property.
- D. Incident investigations will include the gathering of all pertinent information including but not limited to the following:
 - i. Atwell Incident Report.
 - ii. Driver and Witness Accounts.
 - iii. Police Reports.
 - iv. Geotab Data.
 - v. Video Footage.
 - vi. Any other pertinent information available.

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- E. Once all information is gathered and reviewed, a determination will be made as to whether the incident is classified as preventable or non-preventable. If an accident is determined to be preventable then Atwell's Enforcement Policy (see 14) will be followed.

7 MAINTENANCE AND INSPECTIONS

7.1 Introduction

- A. Proper care and maintenance are critical to the safety and preservation of our Fleet. Employees are responsible for the maintenance of their assigned vehicle. Motor vehicles require regular safety inspections and maintenance to keep the equipment operating safely and efficiently. Preventative maintenance is critical to a safe and efficient Fleet. Vehicles and equipment should not be operated with any defect that would inhibit safe operation.

7.2 Weekly Inspections

- A. All assigned drivers are required to complete a weekly inspection checklist for the following pieces of equipment. Must be completed prior to driving on the first workday of the week.
 - i. Trucks
 - ii. Trailers
 - iii. ATV/UTVs
- B. These Driver Vehicle Inspection Report (DVIR) can be found on the Geotab Drive phone app. These inspections are all able to be completed on your phone or tablet.
- C. If the inspection indicates a deficiency or component in need of repair, this should be brought to the attention of the driver's respective Fleet Lead immediately. Repairs are to be made in a timely manner to keep the vehicle in a safe working condition.

7.3 Enterprise Maintenance Program

- A. Atwell is enrolled in the Enterprise Maintenance Program. Atwell vehicles are issued an Enterprise maintenance sticker which contains the phone number of Enterprise's service department as well as the vehicle's Enterprise Unit Number (which is different than the Atwell assigned truck number).
- B. When a maintenance issue is identified, the driver will notify their Team Leader and Fleet Lead. The Fleet Lead shall contact the Enterprise Fleet Maintenance Program

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by calling 1-800-325-8838 and explain the issue with the vehicle and provide the vehicle's Enterprise Unit Number.

- C. Enterprise will direct the driver to the nearest Enterprise affiliated auto shop where the maintenance issue will be resolved.
- D. Atwell employees are required to use Enterprise affiliated auto shops. Enterprise works on behalf of Atwell to verify and negotiate part and labor costs, leading to reduced maintenance costs. It also allows Atwell to accurately track and analyze maintenance cost and trends.

7.4 Vehicle Maintenance

- A. All vehicles are the first impression of Atwell regardless of where they are. Employees are required to keep the interior and exterior of their assigned vehicle in a clean, well-maintained condition, free of trash as well as excess dirt and mud. Vehicles are to be frequently cleaned and presented in a professional manner, especially when arriving to a job.
- B. Drivers are required to complete weekly inspections; however, the following items should be regularly and visibly inspected prior to each use of an Atwell vehicle:
 - i. Tire pressure and tread depth
 - ii. Oil level
 - iii. Lights and turn signals
 - iv. Windshield and wiper blades
 - v. Rear and sideview mirrors
- C. It is the responsibility of the driver to have scheduled maintenance performed at the designated intervals to achieve maximum vehicle performance for safety, operating efficiency, and extended life of the vehicle, which includes:
 - i. Changing oil according to the manufacturer's suggested maintenance schedule.
 - ii. Keeping tires inflated to the proper PSI rating.
 - iii. Having tires rotated every 10,000 miles.
 - iv. Frequently inspecting belts and hoses for cracks, leaks, or loose fittings.
 - v. Inspecting tread depth and ensuring it is greater than 2/32"
- D. Atwell vehicles are only to be driven when in a safe operating condition. If any deficiencies found render the vehicle unsafe, the vehicle shall not be driven until that fault is corrected.

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- E. Neglecting to maintain an Atwell vehicle will result in increased maintenance costs and decreased efficiency. Failure to maintain one's vehicle can result in the loss of the vehicle and possibly driving privileges.

7.5 ATV/UTV Maintenance

- A. ATV/UTV's are required to be formally inspected once per month. These reports are due on the 15th of each month. The following items should be visually inspected and reviewed prior to operating an ATV or UTV:
 - i. Check tires for proper inflation and condition
 - ii. Check fuel level
 - iii. Check for fluid puddles, leaks, odours or strange sounds
 - iv. Check lighting: headlamps, taillights, brake lights, turn signals
 - v. Ensure brakes work
 - vi. Check slow moving vehicle emblem: in place, clean and visible
 - vii. Check that equipment and supplies are adequately secured

7.6 Trailer Maintenance

- A. The safe use of vehicle trailers is imperative. Drivers who operate a vehicle with a trailer are required to conduct routine maintenance to verify trailers are safe prior to operation.
- B. Monthly inspections are due on the 15th of each month, the following items should be inspected daily, prior to use:
 - i. Tires inflated properly.
 - ii. No fluids are leaking.
 - iii. Taillights functioning.
 - iv. Hitch coupler secured.
 - v. Load secured.
 - vi. No visible damage to trailer.
- C. Refer to the "Safe Trailer Operation" section of this manual for proper trailer hook up instructions.

8 PERSONALLY OWNED VEHICLES

8.1 Introduction

- A. Atwell recognizes that employees may request or be required to use their personal vehicle to complete company business. Employees who use their vehicle for work on a job site on behalf of Atwell are expected to comply with this Manual. Employees who utilize their personal vehicles to drive to anywhere except a job site are not subject to this policy.

8.2 Driver Requirements

- A. Employees are only authorized to operate personal vehicles to carry out Atwell business when the following conditions are met:
 - i. Possess a valid driver's license.
 - ii. Vehicle is legally registered.
 - iii. Vehicle is safe to operate and maintained as such.
 - iv. Employee holds current minimum automobile insurance.
 - v. Complete required online driver's safety courses every two years.
 - vi. Operate vehicle in a safe manner.
 - vii. Obey all local, state, and federal traffic laws.
 - viii. Always wear a seat belt.
 - ix. Do not operate a vehicle under the influence of drugs or alcohol.

8.3 Vehicles

- A. Personal vehicles are required to be kept in good working order and condition.
- B. Employees are required to have minimum insurance for their personal vehicle. Any tickets or violations will be paid by the employee. Any accident and the resulting damage are the sole responsibility of the employee.
- C. Employees will ensure that their vehicle receives required maintenance in a timely manner as well as conduct routine preventative maintenance (i.e. oil changes, tire rotation, alignment, etc.)

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- D. Employees are responsible for all maintenance and repair costs associated with their personal vehicle. Motor vehicle incidents which occur while on company business will be reported in the same manner as set forth in Section 6.

9 CELL PHONE USAGE

9.1 General

- A. Atwell employees must comply with all applicable Federal, State, County and Municipal regulations regarding cell phone usage at all times.
- B. These laws vary by state and continue to change. It is the employee's responsibility to be aware and knowledgeable of the laws and rules governing the locale in which you are driving.
- C. Any accident resulting from negligence due to phone or hands-free device usage will be subject to disciplinary action up to and including demotion and/or termination.

9.2 Texting and Driving

- A. Texting-and-driving is strictly prohibited while operating an Atwell vehicle, this includes "voice-to-text" messaging.
- B. Employees will not preview, read, or respond to text messages at any time while operating an Atwell vehicle. This includes when stopped at a traffic light, or while in slow moving traffic.
- C. All tickets and violations for texting and driving will be paid by the employee. Individuals caught texting and driving will face disciplinary action.

9.3 Phone Calls

- A. Handheld phone calls are prohibited while driving. Hands-free/Bluetooth devices are an alternative, where permitted by law. While Atwell discourages any type of phone call while driving, allow voicemail to handle incoming calls and return calls when you have reached your destination, or when it is safe to do so.

9.4 GPS

- A. Atwell employees are authorized to use GPS when navigating to different locations. GPS devices must be mounted on the dashboard or front windshield if being used, this includes the use of cell phones for GPS.

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- B. GPS directions will be loaded and previewed prior to operating a vehicle to eliminate “hands-on” cell phone usage. Employees shall turn on voice directions when utilizing their personal cell phones for GPS.

10 DRUG & ALCOHOL POLICY

- A. All drivers and employees must comply with Atwell’s “Substance Abuse/Drug-Free Workplace” policy listed in the Employee Handbook
- B. Certain safety sensitive positions and staff hired to a project with a client requirement of drug screening will be required to submit to an initial drug-screening as well as periodic screenings thereafter.
- C. Atwell reserves the right to demand a drug test of any employee based upon reasonable suspicion or following a work-related accident or injury. Failure to take or pass a requested test, whether requested by Atwell or a client, may lead to discipline, including possible termination.
- D. Atwell drivers are strictly prohibited from operating a motor vehicle while under the influence of any substance or drug, including alcohol. Employees who are suspected of being under the influence are subject to testing and are prohibited from operating a vehicle until that employee is evaluated and cleared.
- E. Employees who are found in violation of this policy are subject to disciplinary action up to and including termination.

11 DRIVER FUEL POLICY

11.1 Fuel Cards

- A. Enterprise fuel cards are issued for fuel purchases for Atwell Vehicles only. This card is to be kept in the assigned vehicle and not removed or switched. This fuel card is not to be used for personal vehicles or non-business purposes.
- B. The driver should always use the PIN specifically issued to them and use current mileage when purchasing fuel. The PIN used is unique to each driver and identifies the purchase made by that employee. Employees should never share their PIN with anyone.

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- C. Fuel cards are not to be traded or shared between vehicles/employees. Using Atwell fuel cards for any purpose other than official Atwell business is unauthorized and considered theft of Atwell property which may result in loss of driving privileges or other disciplinary actions.
- D. Fuel cards are to be secured in the vehicle except for when purchasing fuel for the vehicle. If a fuel card is lost or stolen immediately alert your Fleet Lead and the Fleet Group to have the card turned off.
- E. If you are at the fuel pump and your card does not work, immediately contact your Fleet Lead and explain the issue.



11.2 Fuel for Auxiliary Equipment

- A. Atwell utilizes equipment such as ATV/UTVs that require fuel to operate. Atwell employees are authorized to use their assigned fuel card to purchase fuel for this equipment.
- B. When purchasing fuel, employees will enter the current odometer reading for their assigned truck and then proceed to fuel their equipment.

Questions, requests for a new fuel card, creating a fuel PIN or issues with a fuel card should be directed to fleet@atwell-group.com.

12 Telematics DEVICES

12.1 GeoTab & Camera

- A. All Atwell trucks will be issued a GeoTab device which is used to monitor vehicle location and the maintenance/engine faults in vehicles. These devices collect critical data that report the location, fuel consumption and vehicle mileage. This data helps to optimize vehicle use, reduce theft, and increase safety throughout the Fleet.
- B. Every vehicle will be issued a dash camera. This device is used to record outward or forward-facing events that help mitigate risks by capturing vehicle accidents and poor driver habits. Every vehicle is required to have these devices installed, maintained and fully operational, without exception. Each driver will verify these

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requirements are met, and at no time will power off, uninstall, or tamper with a device unless authorized.

- C. Each device plugs directly into the diagnostic port or by utilizing the issued harness. This allows the device to be secured under the vehicle's dashboard and out of the way of the driver's feet. The device and harness should be secured using plastic zip ties as shown.
- D. When a truck is retired, Fleet Leads shall instruct drivers to properly remove and secure the device to assign to another truck.
- E. If a device is broken or malfunctioning or needs to be assigned to another vehicle, the Fleet Lead shall contact fleet@atwell-group.com to address the issue.



13 DOT PROGRAM & POLICY

13.1 General

- A. Atwell is required to comply with all Federal laws and regulations. The Federal Motor Carrier Safety Association (FMCSA) and Department of Transportation (DOT) regulate and set the standards for compliance for businesses operating across state lines. Atwell drivers who operate trucks with trailers that meet the below requirements are eligible to be "DOT Drivers". These drivers will be identified by management and trained to meet FMCSA regulations.
- B. Atwell trucks and trailers are given a Gross Vehicle Weight Rating (GVWR) by the manufacturer. Federal law states that vehicles and trailers that have a combined GVWR of 10,001lbs or more and travel interstate for commerce are considered Commercial Motor Vehicles.
 - i. Interstate commerce is defined as Atwell performing a job that is in a different state than the office location of the assigned vehicle.
- C. Vehicle combinations that fall into this category for Atwell must comply with all applicable laws and regulations put forth by the Federal Motor Carrier Safety

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Association. Drivers who operate these vehicles are considered DOT Drivers and must comply with the Federal Regulations outlined in this policy.

- D. Fleet Leads and Team Leaders shall notify the Fleet Manager of jobs that will be performed out of state to determine if Atwell must comply with FMCSA regulations.

13.2 Driver Qualification File

- A. Atwell is required to retain a Qualification File for each individual DOT Driver. The following items must be retained for 3 years from the time of execution:
 - i. Driver's application for employment
 - ii. Driver's road test certification
 - iii. Annual motor vehicle record review
 - iv. Medical examiner certificate
 - v. Copy of a valid driver's license
 - vi. Pre-employment screening record

13.3 Medical Card

- A. DOT Drivers are required to receive a DOT physical at a minimum once every two years from a Federal Motor Carrier Safety Association (FMCSA) Certified Medical Examiner. Drivers must retain their certificate and keep it with them when driving a vehicle with a USDOT number. Dependent on the results of the physical, certain drivers may be required to schedule another physical sooner than within two years if the medical examiner sees fit.
- B. DOT drivers who are not physically cleared to operate a DOT vehicle are not required to disclose these reasons to Atwell. The only information drivers are required to provide is if they did or did not receive their medical exam certificate.

13.4 Driver's Road Test Certificate

- A. Prior to operating a DOT vehicle, drivers must first pass a road test certification. This test may be administered by an experienced crew member who has knowledge of how to operate a truck and trailer combination. The test must be filled out and signed by the individual administering the test, which will be kept in the driver's qualification file. If driver's fail the first test, they are authorized a re-take any time after.

13.5 Annual Motor Vehicle Record Review

- A. Federal regulations require Atwell to obtain and review DOT driver's Motor Vehicle Records annually. Employee's MVR will be evaluated in accordance with Atwell's MVR review policy.

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13.6 DOT Inspections Pre and Post Trip Inspections (CFR49 Part §396.11 & 396.13)

- A. The Federal Motor Carrier Safety Association (FMCSA) requires that every motor carrier shall require its drivers to prepare a report in writing at the completion of each day's work on each vehicle operated.
- B. Any deficiency found must be annotated and corrected prior to the operation of the vehicle. It is the responsibility of the driver to inspect their vehicle and trailer each day.
- C. The DOT Post Trip Inspection form can be found on the Geotab Driver app.

14 ENFORCEMENT POLICY

14.1 Introduction

- A. Atwell is committed to creating an environment of safety and compliance regarding our Fleet Operations.
- B. In the interest of safety, if a driver displays a habit of unsafe behaviour on the road, Atwell reserves the right to take the following measures:
 - i. Install additional technology (Inward cameras).
 - ii. Assign additional driver's training.
 - iii. Reassign the employee to a non-driving position if there is an open position available or reprimand up to and including termination.

14.2 Speeding

- A. All Atwell employees are expected to obey all traffic laws and posted speed limits when operating a company vehicle. Speeding is not only a danger to the driver and passenger of the vehicle but also surrounding vehicles and pedestrians.
- B. Drivers who are caught speeding greater than 10mph over the posted road speed or greater than 89mph, will be subject to the following progressive disciplinary actions, including:
 - i. 1st Speeding Offense: Verbal counselling from Team Leader.
 - ii. 2nd Speeding Offense: Written counselling from Team Leader and reassignment of online defensive driving training.

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- iii. 3rd Speeding Offense: Written counselling, possible suspension of driving privileges or reassignment to a non-driving position if a position is open and available.
- C. Atwell reserves the right to vary the above and/or to issue further discipline depending on the severity of the violation and other relevant information.

14.3 Motor Vehicle Accidents

- A. Following the investigation of a Motor Vehicle Accident, Atwell will determine the following:
 - i. If the accident is determined to be non-preventable, there will be no disciplinary actions.
 - ii. If the accident is determined to be preventable, a record of the incident will be recorded in the employee's file.
 - iii. The severity of the accident and level of responsibility will be considered when a determination is made.
- B. Atwell shall have discretionary authority to recommend that there be lesser or greater disciplinary action in exceptional circumstances. At a minimum the following actions will take place for accidents that are determined to be preventable:
 - i. 1st Vehicle Accident: Written counselling and reassignment of defensive driving training.
 - ii. 2nd Accident: Written counselling, corrective drivers training and possible suspension of driving privileges.
 - iii. 3rd Accident: Written counselling, suspension of driving privileges and possible reassignment to a non-driving position, if a position is open and available or discipline up to and including termination.
- C. Following a motor vehicle accident, Atwell reserves the right to conduct a drug or alcohol test at the company's discretion. Drivers are not authorized to operate an Atwell vehicle until the test results are complete and the driver is cleared. Refusal to take the test will result in termination of employment.
- D. Following an accident, driver's may be required to attend an in-person safe driving class conducted in their local area. Drivers must attend this class prior to operating a vehicle. The time taken to attend the class will be unpaid.
- E. Atwell may suspend driving privileges to any employee involved in a motor vehicle accident until the investigation and review are completed and a determination made.

15 EMERGENCY PROCEDURES & ROADSIDE ASSISTANCE

15.1 Emergency Procedures

- A. Immediately call local authorities if the situation presents a danger to you or others.
- B. Note your vehicle's location if you encounter a problem while driving. Be aware of your surroundings and general location and if possible, move your vehicle to a safe area removed from traffic and hazards.
- C. Be aware of warning signs such as steering problems, steam or smoke coming from under the hood or unusual noises.
- D. For a flat tire, calmly slow down, turn your emergency flashers then gradually and carefully pull on the shoulder of the road.
- E. If you run out of gas or if your engine stops, switch on your emergency/safety flashers, carefully steer your vehicle out of traffic and let the vehicle's momentum get you off the road to a safe place. Avoid applying the brakes until necessary.
- F. On most roads you should exit onto the far-right shoulder, as far off the road as possible while attempting to remain on level ground.
- G. When exiting your vehicle, proceed carefully and watch for oncoming traffic especially at night or in inclement weather when visibility is limited.
- H. Never stand directly in front of or behind your vehicle. This makes it more difficult for oncoming traffic to see you and increases your risk of being struck by another vehicle.
- I. Alert motorists by making sure your vehicle is visible to other motorists. Turn on your emergency flashers, raise your vehicle's hood, place flares or warning triangles to direct oncoming traffic away from your vehicle.

15.2 Roadside Assistance

- A. Once the vehicle is in a safe location, take the following steps:
 - i. Alert your supervisor of the issue and your location.
 - ii. If your vehicle is unable to be driven, contact your Fleet Lead to call Enterprise Fleet Maintenance at 1-800-325-8838 and give them your vehicle's Enterprise Unit Number which is listed on the vehicle's Enterprise sticker on the front windshield.

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- iii. If needed Enterprise will dispatch a tow truck to pick up your vehicle and take the driver and vehicle to an Enterprise affiliated auto shop.
- iv. Do not call a towing service separate from Enterprise.
- v. Coordinate with your respective Fleet Lead to arrange for transportation.

16 VEHICLE STANDARDS

16.1 Exterior: Logos & Branding

- A. The exterior of an Atwell vehicle serves as a mobile advertisement for our company. Vehicle exteriors are expected to be clean and presentable with proper logos. Vehicles are to be regularly washed and cleaned to avoid excess dirt and dust build up.
- B. All Atwell owned, or leased vehicles are required to have proper branding and logos. Personally owned vehicles used for company business are not required to receive logos.
- C. The pictures below are the approved Atwell logo standard and will not be deviated from when placing logos on vehicles.



USDOT Number Location

Atwell Truck Number

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16.2 Vehicle Interior

- A. All Atwell vehicles are designated as tobacco free areas to include but not limited to:
 - i. Cigarettes

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- ii. E-Cigarettes
 - iii. Chewing Tobacco
 - iv. Cigars or Pipes
- B. Vehicle interiors will be cleaned regularly for trash and excess mud and dirt build up.

16.3 Safety and Personal Protective Equipment (PPE)

- A. Every Atwell vehicle is required to have all Safety equipment prior to operation. The following items must be in the vehicle and serviceable for the vehicle to be used. These items should be visually inspected prior to vehicle operations.
- i. First Aid Kit
 - ii. Emergency Triangles or cones
 - iii. Jack and Spare Tire
 - iv. Fire Extinguisher
- B. If any of these items are missing or inoperable, immediately report the deficiency to the respective Fleet Lead and contact the Atwell Health & Safety Department to order replacements.

17 Safe Trailer Operations

17.1 Introduction

- A. Employees who tow trailers for work purposes with company owned or leased vehicles must first be approved and qualified under certain DOT Federal Motor Carrier Administration FMCSA regulations for commercial activities if the driver is crossing state lines for a project. Before towing any vehicle, contact the Atwell Fleet Manager for qualification requirements and details.
- B. All trailers need proper maintenance, inspection, and care for safe operations. Employees are required to take seriously the responsibility of towing a trailer. Below are good practices and procedures to stay safe when hauling a trailer.

17.2 Trailer inspections

- A. Every day a trailer is used on the road must have a Pre-Trip inspection completed prior to use. Both the Vehicle and Trailer must pass the inspection to be used. The inspection form can be found on the Atwellsafe.com App. A post trip inspection is

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also required when the day's work is done. These inspections are not required to be submitted unless a fault is found. A written inspection for each trailer must be completed by the 15th of each month.

17.3 Weights and Towing Capacity of Your Tow Vehicle and Trailer

- A. Before you operate a vehicle and trailer combination, you need to have a vehicle that can handle the demands of the trip. The owner's manual can provide information about the vehicles towing capacity.
- B. Important information to know about your vehicle and trailer:
 - i. **Gross vehicle weight rating (GVWR):** the weight limit for your vehicle, including the vehicle itself plus passengers, cargo, and accessories
 - ii. **Gross combination weight rating (GCWR):** the maximum weight of the tow vehicle plus the loaded trailer, equipment, passengers, fuel, and any cargo
 - iii. **Gross axle weight rating (GAWR):** the amount of weight a single axle can safely bear. It's important to know this value for both your tow vehicle and your trailer
 - iv. **Towing Capacity:** the amount of weight your vehicle can pull
 - v. **Tongue Weight:** the amount of the trailer's weight that is placed on the trailer hitch

17.4 Hitches and Balls

- A. Select a towing frame rated to handle the max weight for your vehicle. Each manufacturer may have specific classifications for their hitches.
- B. The trailer hitch will require a ball to connect to the tongue. Selecting the correct size ball is a requisite to prevent the trailer from "popping off" the ball causing a collision or other problems as a result of a bad connection.
- C. If your trailer tongue requires a 2.5-inch ball, you cannot make do with a 2.25-inch ball. Only exact specifications should be met before towing your trailer.

17.5 Verify Your Trailer is Level

- A. Keeping your load balanced is essential. This includes front to back, as well as side to side.
- B. To keep your trailer level and in line with the tow vehicle, you need to determine if you need your hitch to 'rise or drop' to the correct height. This can be determined by observing the angle of the trailer when connected to the hitch, ensure the trailer deck is riding level.

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17.6 Tires, Brakes and Trailer Lights

- A. Tires must be well maintained and inspected on a regular basis. Tires are very susceptible to dry rot and can disintegrate when exposed to the heat, friction and swelling that accompanies operating at highway speeds. Tires can easily become worn from improper load bearing. Too much weight, underinflated tires, unbalanced loads and even general road conditions can damage tires.
- B. Keep an eye out for uneven wear patterns, especially on the interior side of your tires. Check your trailer's tire pressure to verify they are properly inflated. Air pressure specifications are listed on the tire sidewalls.

17.7 Grease Your Wheel Bearings

- A. Trailers used for long distance travels and boat trailers that are submerged in water often, should have their wheel bearings greased regularly. Be careful not to over grease as you can blow the bearings out in the process. Only add enough grease to reduce the metal-on-metal friction.

17.8 Trailer Brakes

- A. If your trailer is equipped with a brake system, then you should have these inspected. Bad brakes can reduce stopping power and cause damage to your rotors.

17.9 Lighting System

- A. Law requires that trailers display brake and turn signal lights. Check your connections and verify your lights work properly before hitting the highway. The Driver of the tow vehicle is responsible for lights working on the trailer.

17.10 Backing Up Your Vehicle to connect the Trailer

- A. Step 1: Line up your vehicle in a straight line with your trailer. Having a straight shot to the coupler will make it much easier than trying to zigzag your way backward. Your helper should stand off to the side and give you signals of which direction to go.
- B. Step 2: When you are about a foot away, stop and adjust the coupler height. Verify the coupler will clear the trailer ball. If it is raised too much, lower it until it is only a couple inches higher than the ball.
- C. Step 3: Back your vehicle up the rest of the way. The coupler should be perfectly lined up with the trailer ball. It is important that you go slowly during this step and that you rely on your helper to tell you which way the vehicle needs to go. If things are not lining up, don't be afraid to pull forward and try again.

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17.11 Connecting the Coupler Step

- A. Step 4: Lower the coupler onto the trailer ball. With the vehicle in park and the emergency brake engaged, use the trailer jack to lower the coupler until it is resting on the ball. You should also make sure the coupler latch is in the upright, unlocked position before lowering. If you find that the coupler is offset from the ball, raise the jack again and repeat the previous step.
- B. Step 5: Latch the coupler and secure it. With the coupler latch engaged and locked, lift on the trailer tongue to test the connection. If it comes off the ball, it means that the coupler was not properly set before being latched. Unlatch it and try again. When the coupler is secure, fully retract the trailer jack.
- C. Step 6: Attach the safety chains in a crisscross pattern. This is a very important step. Safety chains are required by law and attaching them in a crisscross pattern underneath the coupler will provide a cradle to catch the coupler if it ever becomes disconnected from your hitch. Your safety chains should each be rated to meet or exceed the gross trailer weight, and they should not touch the ground when attached.



17.12 Hooking Up Your Trailer Lights

- A. Step 7: Plug in the electrical connector. You should limit the amount of excess wire between the vehicle and trailer by wrapping the wires around the trailer tongue. They should not be touching the ground. With an adequate amount of wire length, press the trailer-side plug firmly into the vehicle-side socket.
- B. Step 8: Check your trailer lights. With your helper standing in view of the trailer lights, turn them on one at a time to verify they are working. You should check your right turn signal, left turn signal, hazards, running lights and brake lights. Have your helper call out each lighting function as he or she sees it. If one of your lights is not working, use an electrical tester to verify there is an active signal at the vehicle-to-trailer wiring connection.



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17.13 Trailer Checks

- A. Make a final check before getting on the road. Take a moment and run through a quick mental checklist of each of the following items. This should be done every time you put your vehicle on the road. Verify the following:
 - i. Hitch ball is tightly secured
 - ii. Coupler or socket is secured and locked over the ball with a pin and clip
 - iii. Wires have not been damaged from storage or last trip
 - iv. Safety chains are properly attached and secured
 - v. The tongue jack is fully up and properly stowed
 - vi. All wiring harnesses have been properly attached and are working correctly
 - vii. Check trailer for damage and loose parts like screws and bolts

17.14 How to Tow Safely

- A. The leading cause of accidents both in towing and in normal driving situations is driver error, not faulty equipment. Some of the main reasons people get into accidents is because they are not paying attention, they are driving too fast, or they are tailgating the person in front of them. The following are some simple safety rules and precautions to help promote safe driving while towing a trailer:
 - i. Hitch up your trailer correctly. Make sure you have followed the proper procedures for hooking up your trailer. Double check all connections, including the coupler and wiring, and verify your safety chains are crossed under the trailer tongue and securely connected.
 - ii. Allow plenty of stopping distance. You need to increase your following distance when towing a trailer. It takes longer to stop your towing rig than your tow vehicle alone. Also, you should avoid sudden acceleration, braking and maneuvering.
 - iii. Anticipate problems. Since it takes longer to accelerate, stop, change lanes, and turn with a trailer, look ahead farther than you normally would. You can see many problems developing a long way off. Observe traffic flow and be ready to react.
 - iv. Keep an eye out for trailer sway. Crosswinds, large trucks, downhill grades, and high speeds can all lead to trailer sway. If you are not careful, your trailer can start swinging back and forth like a pendulum. The best way to address this problem is with a sway control unit. If you experience trailer sway, you can also take your foot off the gas and manually apply the trailer brakes with the brake

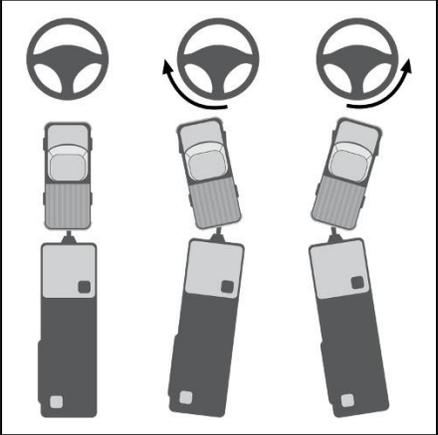
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- control. Press the button once and your trailer should align with your tow vehicle.
- v. Be extra careful when changing lanes. Changing lanes is a challenge, especially when towing. With a trailer, your blind spots increase, and you cannot accelerate as quickly. You should consider installing tow mirrors to increase your view.
 - vi. Be patient when passing other vehicles. You must allow more distance when passing another vehicle. Passing on a two-lane road should almost never happen.
 - vii. Stop gradually whenever possible. Towing a trailer requires extra work out of your brakes. Keep your vehicle and trailer brakes maintained and your brake control properly adjusted.
 - viii. Do not pull in where you cannot see out. It is easy to get stuck with a trailer. You might pull into a small parking lot and must perform a complicated backup maneuver to get out. Parking farther away may be a better option.
 - ix. Be safe with a trailer lock. Trailer theft is a serious problem. A trailer left unattended can easily be uncoupled and stolen while you are away. Use a coupler lock when towing, as it not only keeps your coupler secure but also deters theft.

17.15 How to Back Up a Trailer

- A. All drivers must be able to properly back up a trailer. Backing up a trailer is not intuitive and takes training and practice. The following tips are intended to aid drivers in backing up a trailer.
- B. Tip #1: Hold the steering wheel in the 6 o'clock position. With your hand in this position, it is much easier to visualize which way to steer your trailer. Moving your hand to the left will cause the trailer to go left. Moving your hand to the right will steer the trailer to the right.

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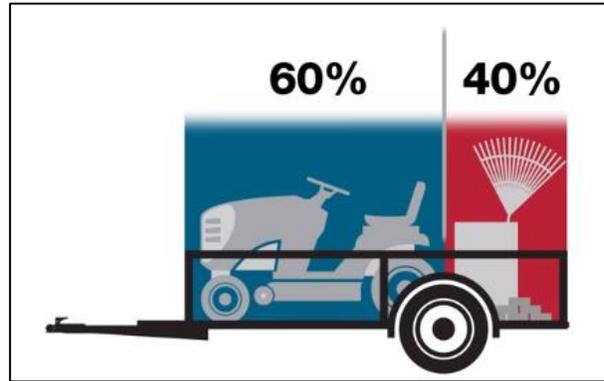
- C. Tip #2: Look over your shoulder if you can. If your view is blocked by your trailer, roll down your windows and verify you have a good view through your side mirrors. Face forward and use your side mirrors to keep track of your trailer's movements.
- D. Tip #3: Think of your vehicle pushing your trailer. Try not to think about them as one complete unit moving together. As you back up, visualize the back end of your vehicle pushing the coupler of the trailer. Think of it as a person pushing the handles of a wheelbarrow. If you want to turn the wheelbarrow to the right, you must move the handles to the left and vice versa.
- 
- E. Tip #4: Make wide initial turns but go slowly. To steer the trailer, you must steer the vehicle, and some inexperienced drivers tend to turn too little. It might feel uncomfortable at first but making wider turns will become more familiar with practice. One note of caution: do not move too quickly and do not exaggerate your turns so much that it causes the trailer to jackknife.
- F. Tip #5: Do not jackknife the trailer. This point is worth repeating. A jackknifed trailer can cause damage to both the vehicle and the trailer. When backing up, go slowly and correct excessive turns by steering the tow vehicle the same way the trailer is moving or by pulling forward and trying again.

17.16 How to Properly Load Your Trailer

- A. It is the driver's responsibility to know the capacity of your vehicle, trailer and towing system and making decisions based on that knowledge. This starts by loading your trailer the right way. The key is to make sure your trailer has the right amount of tongue weight. This is typically between 10 and 15 percent of the gross trailer weight. The load should also be centered evenly side to side and the center of gravity kept as low as possible.
- B. When loading the trailer, make sure all items are properly secured. Loose items can cause damage to your trailer or to another vehicle if they fall out along the road. Contain small items within a bag or tote and tie down large items with quality cargo straps.

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- C. A good practice when loading a trailer is to have the load the load should be situated on a trailer with 60% of the load forward of the axel(s) and 40% of the load behind the axel(s). Loading & Securing ATV/UTV



- D. Whenever loading or unloading an ATV or UTV, wear a helmet. Start in the lowest gear, and when loading, engage four-wheel drive, if available. Don't open the throttle too much; the wheels could spin, or you will gain too much momentum. Go slow and steady both ways. Follow the 60/40 weight rule, where 60 percent of the weight on the trailer is in the front, towards your vehicle.

- E. Straps should be attached or wrapped around a sturdy part of the ATV or UTV. Do not attach hooks to the ATV's suspension or axles; these will bend under the pressure of ratcheting. Instead, check the ATV's manual for where you should attach straps.

- F. ATV/UTV's must be tied down using a four-point system regardless of an open trailer, enclosed trailer or on back of a pickup. To Secure your ATV/ UTV with four ties down points use two in the front and two in the back to prevent forward, backward, and side-to-side movement.



- G. Check your ATV manual, some ATVs and UTV's have tie down slots for the hooks on your straps. Do not wrap the strap around the axles or any other moving part that is vulnerable to bending or breaking. We recommend using the frame of the ATV to fasten your ratchet straps.
- H. Do not wrap the strap around the front racks on ATV's, which are rated to support 100-120 lbs. Most rear racks are rated to support 200-240 lbs. If attaching the tie-downs to the racks you can easily exceed their rated capacity causing them to bend or snap and lose the ATV on the road.
- I. For maximum safety, you should use four separate straps, one for each side of the ATV.
- J. For each strap, hook one end onto the ATV's frame and other end to closest tie down point on the trailer. Pass the excess piece of strap through the ratchet and

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simply pull tight and then ratchet to tighten the strap in such a way that the ATV compresses its tires. Once all the straps are secured and tightened, take the excess strap, and tie it into a knot below the ratchet to prevent it from blowing around, dangling below the trailer and possibly getting caught on something.

- K. To test the tie-down job, push the ATV in each direction slightly. There should be no excess sliding of the ATV and the trailer should move just as the ATV moves because they're securely fastened to one another.
- L. Start driving down the road and after a couple miles pull over and check if the straps need to be tightened. Tie your ATV down onto its frame and onto the trailer then tighten the ratchets until your tires are compressed.
- M. Replace your straps when the webbing shows sign of wear or when the hooks have become misshaped.
- N. Maintain the ratchet mechanism with periodic lubrication of the moving parts.
- O. Periodically check your trailer hooks to ensure that they are securely fastened to the trailer.

APPENDIX A

DRIVER RECEIPT & ACKNOWLEDGEMENT FORM

By signing or electronically acknowledging, I acknowledge that I have received a copy of the Atwell Fleet Manual. I acknowledge that it is my responsibility to read and comprehend the information in this manual and to consult with my supervisor if I have any questions.

I understand and agree to the following:

1. I have and will maintain a valid driver's license to operate a motor vehicle.
2. I agree to report any ticket/violation I receive while operating a company vehicle or while driving a personal vehicle for business purposes within 24 hours.
3. I agree to immediately notify my supervisor, fleet and HR if I am charged with one of the following offenses: Driving Under the Influence, Driving While Intoxicated, Leaving the Scene of an Accident, Refusal to take a Chemical Test for Intoxication, Aggressive Driving or Excessive Speeding.
4. I agree to notify my supervisor, fleet team, and HR if my driver's license is no longer valid or suspended.
5. I agree to follow all policies and procedures within this Manual.
6. I understand that I may be subject to a Motor Vehicle Record review prior to hire and on regular intervals during my employment.
7. I understand any changes made to his manual will become effective immediately upon issuance, and it is my responsibility to understand and comply with any changes.