



## **DRIVING**

Integrated Water Services, Inc.  
(the Company)



## **Purpose**

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This program outlines the procedures for safe operation of all vehicles on the property, including driving regulations, vehicle maintenance and inspection requirements, accident prevention policies and procedures, driver training programs, and much more.

## **Scope**

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This policy applies to all company and personal vehicles used in service to or on behalf of Integrated Water Services (IWS).

When work is performed by a subcontractor on a company site, the contractor's written safety program shall take precedence for their employees. However, subcontractors may adopt this procedure for their use.

## **Key Responsibilities**

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### **Safety Director**

- The Safety Director is responsible for developing and maintaining the program and related procedures. These procedures are available at the company Support center located at [www.iws.support](http://www.iws.support).

### **Site Manager**

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan.

### **Employees**

- Employees shall be familiar with this procedure and the local vehicle safety standards.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.
- Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company owned vehicle.
- The driver of an Integrated Water Services vehicle will have a valid and current license to operate the vehicle. Drivers will be appropriately licensed and trained to operate the vehicle they have been authorized to operate.
- Authorized drivers are not allowed to operate a motor vehicle while under the influence of alcohol, illegal drugs, certain medications, prescription or over-the counter medications that might impair their driving skills.

## **Vehicle and Transportation Related**

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### **Driving Safety**

- Backing should be avoided whenever practicable. Where backing is required, drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be a forward motion.
- Passenger compartments are to be free from loose objects that might endanger passengers in the event of an accident. Any vehicle with non-segregated storage shall be equipped with a cargo net or equivalent to separate the storage area.



- Signs, stickers, or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.

#### Reporting of Traffic Violations and Vehicle Accidents

- Employees will report any accident to the safety manager while driving a company vehicle or in service to the Company.

#### Safe Driver Behaviors/Practices

- Drivers will observe safe driving practices at all times.
- Obey, State, and local traffic laws as well as applicable client requirements.
- Drivers must immediately report any restriction to driving privileges to the HR department.
- Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion.
- When speaking with a passenger, always keep your eyes on the road.
- Drivers must follow all local cell phone laws and client requirements while driving on Company business.
- Drivers shall not exceed the posted speed limit.
- Drivers shall maintain a safe distance between other vehicles.
- Slow down around construction, large vehicles, wildlife, fog, rain, snow, or any other hazard.
- Alcohol or illegal drugs are not allowed to be in a company vehicle at any time.

#### Journey Management

- Inspect for vehicle damage and immediately report any damage to your supervisor.
- Make sure dirt or snow is removed from lights on all sides of the vehicle.
- Brush or clean off snow or ice on all windows to ensure clear vision.
- Check fuel level to be certain the destination can be reached.
- Check to ensure the license plates and inspection tag on vehicle are current.
- Ensure that there is a first aid kit and inspected fire extinguisher in company vehicles.
- Be rested and alert while driving.
- Employees are not to perform repairs or maintenance on Company vehicles other than routine fluid additions, wiper changes and filter replacements.

#### **Vehicle Requirements**

- Vehicles shall be maintained in safe working order.
- Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel, or a suitable alternative.
- All vehicles are to be equipped with adjustable left, right and central rear-view mirrors.
- Loads shall be secured and not exceed the manufacturer's specifications or regulatory legal limits.

#### **Transportation**

If workers are required to travel in a worker transportation vehicle, Integrated Water Services must ensure that reasonable measures are taken to evaluate road, weather and traffic conditions to ensure the safe transit of the workers.



The operator of a worker transportation vehicle must ensure that the vehicle has been inspected prior to use or before the journey. The vehicle inspection form is located at [www.iws.support](http://www.iws.support).

Seated workers must wear seat belts while being transported in a vehicle equipped with seat belts.

A worker must not ride in a vehicle in a standing position, unless protected from being thrown off balance.

A worker must not ride in a vehicle with any part of their body outside the vehicle unless essential to the work process and then only if the worker is adequately restrained.

Any enclosed portion or compartment of a vehicle in which workers are transported must have:

- Effective ventilation, independent of doors, providing clean air.
- Adequate lighting and means for heating and cooling.
- An effective means of communication between the operator and passengers, and
- More than one means of exit.

#### **ATV Vehicles**

If an Integrated Water Services employee is required to utilize an ATV vehicle, the following shall apply:

- Follow all manufacturer guidelines when operating an ATV.
- Integrated Water Services must ensure that each ATV operator is properly trained in the safe operation of the vehicle. The training program for an ATV operator must cover:
  - the operator's pre-trip inspection
  - use of personal protective apparel
  - operating skills according to the ATV manufacturer's instructions
  - basic mechanical requirements, and
  - loading and unloading the vehicle as applicable
- An ATV operator and any passenger on an ATV must wear clothing suitable for the environmental conditions and as necessary to protect against the hazards presented at the worksite.
- Approved head protection shall be worn by the operator and passenger.
- Loading and unloading of an ATV onto or off a carrier vehicle must be done in a safe manner. If ramps are used when loading or unloading an ATV they must be securely anchored, placed at a suitable angle, be sufficiently wide, and have a surface finish which provides an adequate grip for the ATV's tires.