





Purpose

This program is written in compliance with regulatory requirements and provides directives to managers, supervisors, and employees about their responsibilities in the operations and management of company vehicles.

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of company fleet vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, Innovations Manufacturing recognizes all applicable state motor vehicle regulations relating to driver responsibility as policy in the Company. The Company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely. The Safety Director and the Human Resources Manager is responsible for the general administration of this policy.

Key Responsibilities

Safety Director

- The Company Safety Director is responsible for developing and maintaining this program and related procedures.
- The Safety Director is responsible for ensuring all workers meet the requirements of this procedure.

Driving Safety Committee

The Driving Safety Committee is comprised of the Safety Director, Human Resources Manager, VP of Operations, and the President of the Company. The committee is responsible for:

- Reviewing accidents and employer's overall driver safety record to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of company vehicles, and/or personal vehicles on company business.
- Reviewing driving records of individual employees and making changes when driving privileges should be suspended or revoked.
- Reviewing all other issues that arise with respect to compliance with this policy.

Production Manager

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

HR Manager

- Responsible for the disciplinary and drug testing program associated with the driving program.

Employees

- All employees shall be familiar with this procedure and the local workplace vehicle safety program.
- 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.
- Drivers will be appropriately licensed and trained to operate the vehicle they have been authorized to operate.

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- 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

Driving Safety

- Backing is prohibited 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 forward. This policy does not apply in parking lots with marked parking stalls.
- 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.

Driver Guidelines and Reporting Requirements

- Company vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic.
- Any employee who drives a company vehicle and has a driver's license revoked or suspended shall immediately notify the HR Manager by the next business day, and immediately discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including termination of employment.

Vehicle Accidents

All accidents in company vehicles, regardless of severity, must be reported to the police and to the Safety Director. Accidents are to be reported immediately from the scene of the accident. Accidents in personal vehicles while on company business must follow these same accident procedures. Work related vehicle accidents that cause injury to the employee must be reported to the Safety Director and Human Resources Manager for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

Accident Procedures

- In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - Call for medical aid if necessary.
 - Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask them to notify the police.
 - Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
 - Complete the Incident Notification form located in the Solution Center at www.im-safety.com.
 - Gather the following information: license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.

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- Use your cell phone to take pictures of the scene from a distance far enough away to capture all vehicles involved and get close up photos of the damage. If there are any contributing factors or tangibles, get photos of those as well.
- Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
- Provide the other party with your name, address, driver's license number, and insurance information.
- Immediately report the accident to your manager and the HR Manager.

Note: There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

Traffic Violations

Drivers must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business within 72 hours to the Human Resources Manager.

Driving Record

Motor Vehicle Records will be obtained on all drivers prior to employment and no less than every six months. A driving record that fails to meet the criteria stated in this policy or is considered to be in violation of the intent of this policy by the Driving Safety Committee will result in a loss of the privilege of driving a company vehicle.

Company Business

Company business is defined as driving at the direction, for the benefit, or on behalf of the Company. If you are receiving compensation for your drive time, you are driving on company business. It does not include normal commuting to and from work or while on a break or lunch break.

Driver Safety Rules

- Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- Cell phone use while driving should be kept to hands free devices. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, Drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
- No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if air bags are available.
- No unauthorized personnel are allowed to ride in company vehicles.
- Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- Head lights shall be used at all times.
- All State and Local laws must be obeyed.

Drivers are to be prepared before the journey

- Inspect for vehicle damage and immediately report any damage to the supervisor if not previously observed

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- 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 complete 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
- Be rested and alert for driving

Vehicle Requirements

- Vehicles shall be maintained in safe working order
- Vehicles are to be fitted with a spare wheel and changing equipment
- All vehicles are to be equipped with an adjustable left, right and central rear-view mirrors where applicable
- Loads shall be secured and within the manufacturer and legal limits and shall not exceed the manufacturer's specifications and legal limits for the vehicle

Transportation

If workers are required to travel in a worker transportation vehicle, the Company Supervisor 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.
- 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 the 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 a Company employee or contractor/consultant is required to utilize an ATV vehicle, the following shall apply:

- Follow all manufacturer guidelines when operating an ATV
- The Supervisor 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 if this is a job requirement
- An ATV operator and any passenger on an ATV must wear clothing suitable for the environmental conditions and any additional protective measures as necessary to protect against the hazards presented at the worksite.
- Approved head protection shall be worn by the operator and passenger.

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- 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.

