



# COMPANY VEHICLE DRIVING POLICY

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## TABLE OF CONTENTS

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POLICY.....	3
Definitions and Scope .....	3
Qualifications .....	3
License Verification and Motor Vehicle Record Check.....	3
Proof of Insurance & Registration.....	4
Driver’s License .....	4
Suspension, Revocation, Notice of Citation, or Arrest .....	4
Company Vehicle Driver Responsibilities .....	4
Prohibited items.....	4
Use.....	4
Circle for Safety .....	5
Parking .....	5
Attentive Driving Policy .....	5
Vehicle Safety Features .....	6
Seat Belts .....	6
Driving while Impaired .....	6
No smoking Policy .....	6
Training .....	6
Vehicle Expenses .....	6
Parking Tickets .....	6
Incident Reporting Requirements .....	7
APPENDIX A.....	9
Company-Issued Vehicle Safety Program .....	9
Daily Vehicle Inspection .....	9
Right-of-Way Hazard Assessment(ROWHA) .....	9
Owner’s Manual Review .....	9
Company-Issued Vehicle Maintenance .....	9
Roadside Assistance and Towing .....	9
Telematics.....	9
Driver Performance Management .....	10
Safe Driver Recognition Program .....	10
Public Comments on Fleet Driving .....	10
APPENDIX B .....	11
Associate Acknowledgement of the company Vehicle Driving Policy.....	11
APPENDIX C.....	12
Vehicle Incident Report Form.....	12
Vehicle Incident Investigation report.....	13

# POLICY

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## DEFINITIONS AND SCOPE

A Safety Management Group (Company) vehicle is defined as a Company-issued, rental, or personal vehicle used on Company business. Company categorizes vehicle use into three categories: Company-issued vehicle, personal vehicle used for Company business and rental vehicle. See Appendix A for responsibilities specific to Company-issued vehicles.

An Associate may operate a Company vehicle on behalf of Company only if Associate is:

- Carrying out Company business.
- Age 18 or older, subject to additional specific age or other requirements of rental or leasing agencies.
- A holder of a valid driver's license.

Associates who drive negligently or fail to comply with this policy are subject to immediate disciplinary action, up to and including termination of employment.

While operating a Company vehicle, all applicable laws, ordinances, and regulations shall be followed. These laws include, but are not limited to, using seat belts, carrying proof of insurance, and driving while distracted as defined by applicable state law.

This policy applies to all Company Associates unless otherwise indicated.

## QUALIFICATIONS

As a condition of employment, for circumstances that may impact the Associate's eligibility to operate a motor vehicle, Associates may be disqualified for Company positions that require operating a motor vehicle. One or more of the following major violations in a personal, rental or Company vehicle within the past seven years may affect the Associates' position:

- Driving while impaired and/or under the influence of drugs and/or alcohol.
- Criminal driving conviction including but not limited to any vehicle related felony such as negligent homicide, manslaughter or hit and run.

Examples of other violations in a personal or Company vehicle that may be deemed unacceptable:

- Three or more at-fault accidents and/or moving violations in the past three years.
- Two or more at fault accidents and/or other moving violations in the past year.
- Driving with a revoked license.
- Speeding more than 25 mph over the speed limit.
- Reckless driving.

Associates required to operate a motor vehicle for employment purposes must be fit for duty. To be fit for duty is to be mentally, physically, and emotionally able to safely perform necessary work tasks. If an Associate's fitness for duty is called into question, because of observable difficulties performing work duties in a manner that is safe for all or Associate is posing an imminent and serious safety threat to self or others, Associate may be asked to complete a fitness for duty exam. A fitness for duty examination may include, but is not limited to, medical exams, drug and alcohol testing and psychological assessments. Records of fitness for duty exams will be treated as confidential.

**The company's position on drivers who do not meet the above standards may depend on the circumstances involved in each situation (e.g. Company driving responsibilities, corrective action taken, etc.).**

## LICENSE VERIFICATION AND MOTOR VEHICLE RECORD CHECK

All new Associates must complete a Motor Vehicle Record (MVR) check as part of the onboarding process. In order to complete this verification, a completed MVR consent form is required. A summary of rights under the Fair Credit Reporting Act will be supplied to the Associate or candidate.

A new MVR will be completed for any Associate assuming a position requiring operation of a Company-issued vehicle. Company may request MVRs at any time for Associates driving a Company vehicle.

## PROOF OF INSURANCE & REGISTRATION

Proof of insurance or financial liability coverage must be maintained in all vehicles. For rented or leased vehicles, the rental contract serves as an agreement with the vehicle owner and establishes who is responsible for insurance. Current financial liability coverage for licensed vehicles shall be carried in all Company vehicles. If operating a personal vehicle during Company business, the Associate shall possess automobile insurance meeting the statutory requirements of the state in which the Associate resides. Associate may be requested to produce proof of insurance with minimum limits of coverage as required by the state of residence. In the event of an accident while driving a personal vehicle on Company business, the Associate's automobile insurance is primary. The Associate is responsible for covering the Associate's automobile insurance deductible.

Registrations for Company-issued vehicles are distributed by Enterprise. Insurance cards for Company-issued vehicles can be obtained from associate's team administrative support.

## DRIVER'S LICENSE

The Company may request proof of a valid operator's license at any time. Associates required to drive for Company business shall submit, upon request, a fully legible copy of both sides of their current state driver's license.

## SUSPENSION, REVOCATION, NOTICE OF CITATION, OR ARREST

Associates shall report to their Supervisor as soon as possible, but no longer than 24 hours after, any occurrence of suspension, revocation, citation or arrest for traffic violations issued to them.

Notification to Supervisor must occur before the end of the business day following the day the Associate received notice of suspension, revocation, cancellation, lost privilege or disqualification of the driver's license. Associate's Supervisor must notify Human Resources and the Vice President of Operations of any suspension revocation, notice or citation or arrest.

# COMPANY VEHICLE DRIVER RESPONSIBILITIES

## PROHIBITED ITEMS

Firearms, explosives, or unlawful weapons are prohibited in company vehicles of Safety Management Group. Violation of this rule is grounds for immediate dismissal.

## USE

Company defines an authorized driver as an Associate who meets Company qualifications, has completed Company-required driver training, and is listed on Company insurance policy.

The below requirements apply to all Company vehicles.

- Authorized drivers are permitted to use the Company-issued vehicle for work-related purposes (service in support of a client). Incidental use during the work week is expected and acceptable. Personal use outside of normal travel during the workday is prohibited. Acceptable incidental use includes, but is not limited to, medical appointments, shopping or attending a child's sporting event. Transporting large personal items, such as building materials, equipment, or furniture, towing personal trailers, or using Company vehicles for vacation travel or other personal trips is prohibited.
- Associates who operate Company vehicles must ensure the vehicle and its contents are protected from damage. Associates must secure the vehicle and store items inside the vehicle in a manner that does not invite vandalism or theft.
- Client perception is important. Unless required to perform assigned work, Associates are prohibited from taking Company vehicles to locations that could conflict with overall Company values. Examples include, but are not limited to, rallies, political marches, bars, and adult entertainment centers.
- Associates who have been provided a rental vehicle for Company business may be allowed incidental use of the vehicle as needed when traveling on Company business. It is the Associate's responsibility to confirm this allowance from Associate's Supervisor.

- Associates shall conduct a pre-use inspection of the rental vehicle to identify existing damages and report damage to the rental agency prior to the use of the vehicle. Associates must also conduct a Circle for Safety inspection of the rental vehicle prior to each use to identify damages to the vehicle and to locate hazards in the maneuvering area.
- Associates must be familiar with and adhere to all rental vehicle provider's policies, rules, and procedures for operating the vehicle, including the reporting of accidents and damages.

## CIRCLE FOR SAFETY

All Associates driving a Company vehicle or personal vehicle on Company business are required to perform a Circle for Safety prior to moving or operating the vehicle. The company has adopted a best practice of placing an orange mini safety cone on the hood or dash of Company-issued vehicles as a reminder to perform the Circle for Safety before operating the vehicle. The Circle for Safety requires the driver to observe conditions in the vicinity of the vehicle and drive path, thus preventing collisions with other cars, objects, or pedestrians. The Circle for Safety video is available to all Associates in Paylocity's Company section.

All Associates are encouraged to utilize safety cones while on job sites or as required by the client. Failure to use safety cones may be factored into the decision of what disciplinary action is appropriate in the event of a preventable accident.

Use the cone as follows:

- Head-in parking - If a vehicle must be backed to leave, the cone should be placed directly behind the vehicle.
- Back-in parking - If the vehicle can be pulled forward to leave, the cone should be placed near the driver's side front bumper.
- Circle of Safety - After completing an inspection around the vehicle to ensure a clear path, retrieve the cone.

## PARKING

Company vehicles should not be parked nose forward in an open parking spot. Vehicles must be parked using one of the following methods:

- Recommended parking method.
  - Pull through an open spot to access an open parking spot.
  - If backing into spot is the only option, Company preferred order is straight line/sight line or driver side/blind side.
  - If the vehicle is not equipped with a backup camera, utilize a spotter when backing into a parking spot.
- Parking garages and angled spots.
  - If a recommended parking method is not an option, pull forward into the parking spot.
- Parking on inclines.
  - Facing downhill: front wheels turned toward curb.
  - Facing uphill: front wheels turned away from curb.
  - Utilizing wheel chocks if available.

Associates shall take additional measures to avoid damage to Company vehicle or contributing to a vehicle accident by:

- Parking in safe areas and away from congestion or activities that may result in damage to the vehicle or cause an obstruction to other drivers.
- Parking away from objects that could fall or leave residue on the vehicle.
- Securing the vehicle and storing items inside the vehicle in a manner that does not invite vandalism or theft.
- Avoiding tight corners or drive paths with minimal clearances, such as fast-food drive-thru windows, banking drive-ups or other areas that could limit the driver's visibility.

## ATTENTIVE DRIVING POLICY

Associates operating a Company vehicle are encouraged to utilize a hands-free device to respond to incoming phone calls. Associates are encouraged to activate the Do Not Disturb While Driving feature on their mobile phones; this

setting allows incoming calls while connected to vehicle's Bluetooth or other handsfree accessory while limiting all other notifications.

Associates are prohibited from using all mobile electronic devices (cellphones, laptops, tablets) to read or respond to text messages and/or emails, to search the internet, or operate apps when the vehicle is being driven. This includes while stopped in traffic or at traffic lights or stop signs. Responses to text messages and/or emails should be made when Associates are stopped at a safe location, away from traffic. Navigation devices should be programmed before the vehicle is in motion.

**Any Associate supporting a client with a more stringent attentive driving policy must adhere to the client policy while supporting that client.**

## VEHICLE SAFETY FEATURES

Standard vehicle safety features shall not be disabled. Examples of standard safety features are, but are not limited to:

- Forward Collision Warning
- Automatic Emergency Braking
- Lane Keep Assist
- Blind Spot Detection
- Rear-view Camera

## SEAT BELTS

The use of seat belts by Associates and authorized vehicle occupants is a condition of employment. It is the responsibility of all Associates to ensure all vehicle occupants are wearing seat belts.

## DRIVING WHILE IMPAIRED

Associates may not consume alcohol or illegal substances prior to or while operating a Company vehicle during work hours or personal time. Any Associate convicted of driving a Company, personal, rented or leased vehicle under the influence of drugs or alcohol while employed may be subject to discipline, up to and including termination.

If the Associate is taking prescribed medication that may impair judgment or cause drowsiness, the Associate is to report the potential adverse reaction to his or her supervisor and is not allowed to operate Company equipment or drive a Company vehicle while taking the medication.

## NO SMOKING POLICY

Smoking is not permitted in Company vehicles. Any costs incurred by the company to clean the truck of smoke odor, stains, interior damage may be charged to the Associate during the final paycheck.

## TRAINING

Safety Management Group has an ever-growing fleet of vehicles with drivers logging millions of miles annually in support of our clients. This does not include the countless miles driven by Associates when commuting to work, or those driving personal vehicles for business-related purposes. This makes driving one of the highest risk activities facing Associates daily. As a result, driver safety training is a mandatory requirement for all Associates.

All Company Associates will complete Company assigned driver training upon hire. Associates driving a personal vehicle for Company business or driving a Company-issued vehicle will be required to attend Smith System's DriverDirect® training. This course consists of classroom and on-the-road training. These drivers will be required to complete refresher training determined by Safety and Fleet Manager and Associate's Supervisor. Observational driving sessions, or ride-a-longs, during which an Associate's driving skills are evaluated may be conducted by the Company to assist an Associate in improving driving skills.

## VEHICLE EXPENSES

Please refer to Associate Employment Handbook for Company Expense Policy.

## PARKING TICKETS

Parking tickets issued to Associates while operating a Company vehicle must be reported to Associate's Supervisor when a citation is issued and paid immediately. Parking tickets issued while the vehicle is parked during after work hours such as, but not limited to, overnight, weekends or holidays may be deemed the responsibility of the Associate.

## INCIDENT REPORTING REQUIREMENTS

An incident is defined as anything that causes damage to a Company vehicle, another vehicle, people, or property. An incident also includes any activity that results in the vehicle being towed or otherwise inoperable. Examples of incident types could be, but are not limited to, cracked windshield, flat tire, collision with another vehicle or object such as a utility pole or animal.

Associates involved in an incident while operating a vehicle on Company business shall notify the Safety & Fleet Manager immediately following the incident and, if operating a rental car, the rental car company as soon as it is safe to do so.

Associates involved in an incident while driving a Company vehicle may be asked to submit to a breathalyzer and/or a substance abuse test. Unwillingness to comply may be grounds for termination of employment.

An Associate involved in a Company vehicle or jobsite incident who is asked to submit to a breathalyzer and/or a substance abuse screening may not return to work until a clear breathalyzer and/or substance abuse screen is received by the Company. Associate will be notified by HR and/or Associate's supervisor when Associate is permitted to return to work.

The Company may request mobile phone records from any Associate involved in an incident while operating a Company vehicle. Unwillingness to comply may result in disciplinary action.

Following an incident, these steps must be completed by the responsible party listed:

### Company Vehicle Driver

#### *For all incident types:*

- Pullover as soon as it is safe to do so.
- Ensure personal safety and the safety of any passengers and/or others involved. If anyone is hurt, contact emergency authorities immediately.
- Contact the Safety and Fleet Manager (SFM) immediately.
- Take pictures of any damage to the Company Vehicle and any other vehicles or property involved.
- Complete Company Incident Report webform and, if required by client, Vehicle Incident Investigation Form as soon as safely possible but no later than 8 hours after the event; submit completed Incident Report Form and Vehicle Incident Investigation Form to the SFM. Company Incident Report webform can be accessed [here](#), or in the Company-Driver Safety Program section of Paylocity, or via PowerApps. See Appendix C for samples of form.

#### *For incidents involving other parties and/or damage to private or public property not owned by Company:*

- Report all incidents involving another party and all at fault accidents including incidents involving damage to private or public property not owned by the Company to local law enforcement.
- Do not leave the vehicle until it is out of traffic or emergency authorities have arrived to assist in a safe exit from the vehicle.
- Keep matches and cigarettes away from the scene in case of spilled gasoline or fumes. Let law officers or rescue personnel lay flares. Associates are not permitted to lay flares due to fire risk.
- Stay out of danger and take steps to prevent further accidents which may include turning on vehicle warning flashers and/or pulling onto the shoulder of the road.
- Do not sign or make any statements regarding responsibility or fault.
- Do not explain or describe the incident to anyone except public safety personnel, the SFM, the Vice President of Ops or your Supervisor unless instructed to do so.
- If other vehicles are involved, collect information for each driver & passenger:
  - Name
  - Address
  - Driver's license number
  - Vehicle registration number
  - Insurance carrier and policy number

- Take notes on the extent of damage to the other vehicles/property and the extent of injuries to people involved in the accident.
- Take pictures of the scene and involved vehicles/property.
- If damage to public or private property has occurred:
  - Take pictures of the damage.
  - Note address or cross streets.
  - If possible, obtain contact information for the owner.
- Obtain copy of police report, forward report to SFM.

Senior Advisor/Manager/Director

*For all incident types:*

- Ensure corrective actions are completed.
- Document in the Associate's performance management file.
- If required, notify client of incident.

*If incident investigation is required due to incident type:*

- If requested, provide support to the SFM during the incident investigation.
- Assist SFM in determining corrective actions.
- Participate in the incident review meeting.

Safety and Fleet Manager

*For all incident types:*

- Notify the Vice President of Operations, Lead/Manager, and Vice President/Director of Associate.
- Notify Enterprise contact of the incident and authorize repairs to the Company vehicle.
- Notify insurance company.
- Manage any additional notifications necessary.
- Participate in incident review meetings.
- A SMG-wide safety alert is sent for every incident.

*If incident investigation is required due to incident type:*

- Perform incident investigation.
- Hold incident review meeting with applicable management personnel to present final incident report.
- Assign additional training to Associate, if required as part of corrective action.
- Track closure of open action items.
- Recommend and implement changes to Company driver safety program.

# APPENDIX A

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## COMPANY-ISSUED VEHICLE SAFETY PROGRAM

### DAILY VEHICLE INSPECTION

Associates operating a Company-issued vehicle are required to complete a vehicle inspection checklist each day the vehicle is driven. Inspections are performed utilizing an online checklist; access is provided to the Associate when Company-issued vehicle is assigned. The Vehicle Inspection video is available to all Associates in Paylocity's Company section.

### RIGHT-OF-WAY HAZARD ASSESSMENT (ROWHA)

Associates operating a Company-issued vehicle off-road (e.g., right-of-way, temporary construction entrances, agriculture field, etc.) are required to complete a ROWHA checklist prior to driving the vehicle off the roadway. To analyze the total level of risk, inspections are performed utilizing an online checklist that best describes the operation. If a High Hazard is indicated, please contact your supervisor immediately before proceeding to discuss the operation and to develop a plan to minimize the associated risks. Access to the checklist is provided to the Associate when the Company-issued vehicle is assigned.

### OWNER'S MANUAL REVIEW

Associates operating a Company-issued vehicle are responsible for reviewing the Owner's Manual for each Company-issued vehicle assigned.

### COMPANY-ISSUED VEHICLE MAINTENANCE

Associates assigned Company-issued vehicles shall ensure all preventative maintenance has occurred at recommended intervals provided by the manufacturer. Maintenance and repairs may only be performed by Enterprise-approved automotive service professionals. Receipts and proof of maintenance must be submitted to the Company's assigned Enterprise representative.

Any maintenance or repairs beyond an oil change or tire rotation must be pre-approved by the Manager, Safety & Fleet, the Associate's Supervisor and the Company's Enterprise representative. Examples of maintenance or repairs requiring approval include, but are not limited to, tire replacement, body work, after-market accessories.

Associates are expected to keep the Company-issued vehicle interior and exterior clean.

Associates may be held responsible for Company-issued vehicle repair costs, beyond normal maintenance, due to damage incurred while driven by Associate.

For a list of approved automotive service providers, please contact the Fleet and Safety Manager.

### ROADSIDE ASSISTANCE AND TOWING

Associates requiring roadside assistance for a flat tire or other mechanical issue impacting drivability of the Company-issued vehicle must contact Enterprise 24-hour Roadside Assistance at 800.736.8287 to locate an Enterprise-approved automotive service professional.

If a Company-issued vehicle is inoperable and requires towing, Associate must contact Enterprise 24-hour Roadside Assistance at 800.736.8287. For towing in a non-typical situation and/or from a remote area such as a mountainous region, Associate must contact the Manager, Safety & Fleet, **prior** to hiring a tow service for vehicle extraction.

### TELEMATICS

A telematic device is installed in every Company-issued vehicle. The purpose of this device is to allow the Company to locate an Associate in the event of an incident or emergency, national disaster, extreme weather conditions, or other civil unrest incident. This device gathers data on driving habits 24 hours a day. This data is used to determine what habits could lead to an accident.

Data actively tracked:

- Trip history
- Speeding - triggers when vehicle exceeds 10 mph or more above posted limit for more than one minute

- Seatbelts - triggers when a driver is not wearing a seatbelt above 6 mph.
- Harsh braking - triggers when a harsh braking event causes a g-force greater than -0.56 to be exerted on the vehicle.
- Hard acceleration - triggers when hard acceleration event causes a g-force greater than 0.38 to be exerted on the vehicle.

## DRIVER PERFORMANCE MANAGEMENT

The following factors will be taken into consideration in the performance management process:

- Vehicle incidents
- Compliance with vehicle inspection requirement
- Driver safety scoring
- Vehicle damage claims
- Vehicle care and upkeep
- Supervisor input
- Comments received from public regarding driver safety.

## SAFE DRIVER RECOGNITION PROGRAM

In 2018, the Safe Driver Recognition Program was implemented. The program recognizes the performance of drivers each quarter and the performance of one driver for the entire calendar year. This award takes into consideration driver performance management factors, outlined in the Driver Performance Management section, routine driving conditions and miles driven during the award the recognition timeframe. Since the inception of this program, our drivers have consistently decreased incidents each quarter.

## PUBLIC COMMENTS ON FLEET DRIVING

Every Safety Management Group Company-issued vehicle, with its logo and Company phone number, is a representation of the Company mission and values. When a driver does not demonstrate what the public perceives to be the mission of a safety company, they may contact the Company to express their concerns. As a result, procedures have been put into place to address public comments.

Response procedure as follows:

When a call is received in the home office, the Driver Incident Report Form will be completed and sent to the Safety and Fleet Manager (SFM). If voicemail regarding a Company-issued vehicle is left at the home office, the voicemail will be forwarded to the SFM. Should the SFM be unavailable, the Vice President of Operations shall receive the incident details.

The SFM will research the situation using the Company's fleet telematics. If the caller provided a phone number, the SFM will contact the caller to clarify details and to ensure the caller understands the concerns will be addressed. If the SFM can identify the driver in question using fleet telematics, the driver will be contacted to obtain the driver's perception of the incident.

After research is completed, the SFM will provide the Associate's supervisor with incident documentation. The Supervisor will meet with the Associate to address the concerns; the Supervisor will then document the situation and the corrective actions taken in the Associate's performance management file. The Company's position on corrective actions will depend on the severity of the situation; past documented incidents will also be taken into consideration when determining corrective actions.

# APPENDIX B

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## ASSOCIATE ACKNOWLEDGEMENT OF THE COMPANY VEHICLE DRIVING POLICY

Associate acknowledges that Associate has read and understands Safety Management Group's Company Vehicle Driving Policy and Procedures for Drivers.

Associate further acknowledges that Associate is expected to read, understand and adhere to the safe operating instructions outlined in the owner's manual of every Company-issued vehicle that is operated by Associate. If Associate is unable to understand any part of the owner's manual, Associate will immediately notify his/her supervisor or the Manager, Safety and Fleet.

Associate agrees to obey the rules and requirements contained therein. Associate acknowledges and agrees that disciplinary action may be taken if Associate does not abide by the rules and requirements contained within this policy.

Upon assignment end or termination of employment, Associate further agrees to return Company-issued vehicle to designated Company representative as instructed by Associate's supervisor and/or Company Human Resources representative. Associate acknowledges that Associate may be held responsible for Company-issued vehicle repair costs, beyond normal maintenance, due to damage incurred while driven by Associate. Legal action against Associate could result if Associate fails to return Company-issued vehicle as instructed resulting in damages to or loss of Company-issued vehicle.

Associate name: \_\_\_\_\_

Associate signature: \_\_\_\_\_


Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

# APPENDIX C

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## VEHICLE INCIDENT REPORT FORM

  
**VEHICLE INCIDENT REPORT FORM**  
\*\*\*Call Your Manager/Lead IMMEDIATELY\*\*\*  
\*\*Please complete all fields applicable to your incident\*\*  
Incomplete forms will be returned for more detail


  

**Associate Name \***

**Team \***

**Manager/Lead \***

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**Incident Date \***  


**Incident Time \***

**Weather at Time of Incident \***

# VEHICLE INCIDENT INVESTIGATION REPORT



## INCIDENT INVESTIGATION REPORT

Event Information			
Manager/Lead Name and Team #		Incident Type:	
Location:		Date/Time:	
City/State:		Result:	

SMG Driver Information			
Advisor name:		Injury Type:	
Job Title:		Injury Cause:	
Phone #		Body Part:	

**Incident Description:**

**Sequence of Events:**

**Root Cause:**

**Contributing Factors:**

**Recommended Corrective Actions:**

**Pictures:**

**Addendums:**