



## **VEHICLE SAFETY**



## **Purpose**

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This program has been developed to define safe driving operations for motor vehicles operated by Validus Energy Employees.

## **Scope**

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This program applies to all vehicles owned by Validus Energy, rented vehicles driven while on Validus Energy business, and personal vehicles driven while on Validus Energy business.

## **Process**

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Only employees that have completed the HR onboarding process as outlined in the employee handbook are allowed to operate a motor vehicle on behalf of the company. Employees must execute the appropriate Vehicle Use Agreement prior to driving a vehicle to conduct Validus business.

No employee may operate a motor vehicle while under the influence of alcohol, illegal drugs, or any other substance that might impair their driving skills.

Seatbelts must be worn when on any public roadway or when traveling over 10 miles per hour.

Drivers are expected to follow safe operating procedures and comply with federal, state and local laws regarding vehicle operation.

Passengers may be only transported in the cab/passenger compartment of a vehicle.

## **Responsibilities**

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Leadership	Commit to, follow, and reinforce the requirements set forth in this program. Provide sufficient resources for implementation.
Supervisors	Ensure Validus employees have the knowledge and skills to follow this program. Verify that vehicle inspections are completed regularly.
EHS	Provide technical advice and resources to monitor compliance. Conduct training on this program and facilitate safe driver training as necessary.
Validus Employees	Follow the requirements of this program while driving.



## Policies

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### Safe Operation of a motor vehicle.

- 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.
- Loose objects that could endanger the driver or passengers in the event of an incident must be secured.

### Cell Phone Use

Validus Energy drivers are prohibited from using cell phones while using Company Vehicles or driving on Company business, unless the Employee utilizes “hands free” cell phone equipment, except where all cellphone use is prohibited by law.

### Traffic Violations

Authorized drivers will report any traffic violation as defined in the employee handbook.

### Vehicle Accidents & Damage

Any vehicle incident resulting in injury and damage shall be reported using the first report of incident form found on the forms page of Validus.Energy.

In the event of a vehicle incident with injury, treat the injury first.

The following steps should be taken after it is confirmed that there are no injuries.

- Turn off your engine – verify that it is safe to exit your vehicle.
  - If your vehicle is disabled, do not sit in the vehicle – wait for help in a safe place off the roadway.
- Contact your supervisor or EHS.
- Contact local law enforcement to make a report.
  - Document names of officers and the report number
- Obtain information from the other driver.
  - Insurance information
  - Driver’s license information (state and number)
- Take pictures of the scene if safe to do so – Email pictures to [EHS@validus-energy.com](mailto:EHS@validus-energy.com)
- Write down names and contact information of witnesses.
- Avoid discussing fault.

### Maintenance

Drivers are required to properly maintain their vehicles at all times. Vehicles shall not be operated with any defect that prevents safe operation.

On Validus Energy owned vehicles, preventive maintenance as required by the manufacturer must be performed by a certified provider as authorized by the fleet management company.



## **Inspections**

### **Daily 360 Inspection**

Drivers of Validus Energy owned or leased vehicles must perform a vehicle inspection prior to the first movement of the day.

- Perform 360 walk around
- Inspect for new vehicle damage – report if necessary
- Check windshield for cracks that could interfere with vision
- Verify that the tires are inflated
- Verify all lights work and ensure mud, dirt or snow is removed
- Ensure there is no frost, snow or ice on all windows
- Check under the vehicle to make sure no fluids have leaked
- Check fuel level to be certain the destination can be reached

### **Monthly Vehicle Inspection**

Drivers of Validus Energy must perform a documented vehicle inspection monthly. The form is found on the forms page of Validus.Energy.

#### Exterior

- Vehicle is free of damage not previously reported
- Signs of fluid leakage under the vehicle
- Tires are inflated properly with no cuts on the sidewall
- Tire tread depth is adequate with no uneven rubbing, missing tread or exposed belts
- Spare tire is present and inflated
- Windshield wipers working properly
- Mirrors are present and functional

#### Interior

- The interior is reasonably clean and free of debris
- Seat belts are present and functioning properly
- First Aid kit available
- Fire extinguisher charged and monthly inspection complete
- Insurance information is present

#### Operation

- Headlights and turn signals work properly
- Brake lights and emergency brake work properly
- Horn is audible
- Engine oil is within operating range
- Wiper fluid is adequate
- Belts look operable with no fraying or squeaking



### **Towing/stuck Vehicles**

Trailers may not be towed by Validus Energy owned vehicles unless approved by your supervisor.

Approved recovery straps are the only item allowed to aid a vehicle in a stuck position. If the vehicle cannot be removed, contact a tow truck.

Chains are prohibited from being used to pull a vehicle from a stuck position.

### **All-Terrain Vehicles (ATV)**

If all terrain vehicles are used by Validus Energy employees, the following requirements must be followed.

All Manufacturer instructions must be followed.

Every operator must be properly trained on the following:

- 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 approved helmet and eye protection must be worn by the operator and all passengers.

If the ATV is equipped with seatbelts, they must be always worn when the vehicle is in operation.

Loading and unloading of an ATV must be done in a safe manner.

Note: If ramps are used when loading or unloading an ATV they must be placed at a suitable angle, be sufficiently wide and have a surface finish which provides an adequate grip for the ATV's tires.

### **Training**

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Employees will be trained on the requirements of this program and reporting requirements on an annual basis.

