

T.A. WOODS COMPANY
Vehicle Use Policy/Safe Driving Compliance
July 1,2011

This policy applies to all T.A. Woods Company drivers and vehicles, including:

- Vehicles owned, leased or rented to T.A. Woods Company
- Personally-owned vehicles driven by employees engaged in authorized business activities

The following procedures have been established to encourage safe operation of vehicles and to clarify insurance issues relating to T.A. Woods Company and its drivers:

- All drivers must adhere to safety policies including Vehicle Use Policy/Safe Driving Compliance
- All drivers must have a valid, non-expired driver's license
- TAW will review Motor Vehicle Records periodically-driving privileges will be classified based on information presented
- Records that fall into the guidelines of "unacceptable driver" may cause termination of employment
- Safety should be notified immediately of any change in license status or driving records including infractions. Notification should be made in writing listing the infraction, date of infraction, citation, and property damage if applicable. Failure to comply may result in suspension, termination of driving privilege, or discharge from employment

When operating your own vehicle while engaged in TAW business:

- Drivers personal auto liability insurance serves as the primary carrier
- Drivers must carry a minimum of \$300,000 per occurrence liability coverage
- Drivers must provide evidence of insurance coverage to TAW each year via a copy of the policy's declaration page or a certificate of insurance
- TAW is not responsible for any physical damage to personal vehicles- drivers must carry collision and comprehensive coverage
- Drivers must accurately and truthfully report mileage for reimbursement using the document designated by Accounting

In the event of an accident:

- Take necessary steps to protect your life and the life of others
- Comply with police instructions
- Do not assume fault or admit fault-professionals will determine liability and negligence after a thorough investigations
- Report the accident as soon as possible per TAW's policies

I have read and understand the provisions of the attached TAW Vehicle Use Policy/Safe Driving Compliance. I agree to comply with the listed requirements.

Employee's Signature:_____

Employee's Name (print):_____

Date:_____

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T.A. Woods Company recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our company is firmly committed to the overall safety of our employees. T.A. Woods Company will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors. It is recognized that most vehicle accidents are preventable, being caused by carelessness or unsafe driving practices. The purpose of T.A. Woods Company's Vehicle Use Policy/Safe Driving Compliance program is to provide the means to reduce factors to eliminate accidents and injuries. We value our employees not only as employees but also as people crucial to the success of their families, the local community, and T.A. Woods Company.

To further this goal, we have developed a revised TAW Company Vehicle Use Policy/Safe Driving Compliance effective July 1, 2011. The program will consist of components geared to ensure driving safety and compliance. This policy applies to all current employees and candidates for employment who will be driving a company vehicle or personal vehicle for company-related business.

Recruitment:

T.A. Woods Company focuses initial efforts on driver selection through a variety of resources, beginning with the application/interview process.

Driver selection will be made upon completion of a formal interview, background check, reference verification, review of motor vehicle records, and a negative drug screen. Authorizations will be obtained prior to contact with previous employers, background checks, and review of motor vehicle records.

MVRs will be requested at the onset of consideration for company driving privileges, and periodically thereafter at a minimum of at least one per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. An excessive number of violations, severity of violations, observed driving patterns, complaints by the public, and the like will be grounds for prohibiting the hiring of a prospective employee or possible disciplinary action of an active employee up to and including discharge.

Drug/Alcohol Testing:

Alcohol and Drug Testing as prescribed in our Substance Use and Abuse Policy will be followed if a company vehicle or private vehicle used for company business is involved. Testing will be conducted by a licensed medical facility designated by T.A. Woods Company or as determined by authorities such as police, military police, highway patrol or similar. Any positive results will be grounds for discharge. Driving under the influence of alcohol, any illegal substances, any prescription drug that advises against driving, refusing to submit to drug or alcohol testing will justify as grounds for discharge. Note this applies to all driving activity whether company-related or personal.

Job Requirements:

As part of this policy, active drivers and prospective drivers may be required to complete a road test. Active employees may participate in periodic road tests for training purposes. Tests may be conducted by Safety, Human Resources, or a designated employee or vendor. A road test will require active and prospective drivers to safely and competently complete tasks associated in the following categories:

- Pre-trip inspections
- General vehicle operation
- Backing and parking
- Turning
- Passing
- Braking/clear distance
- Trailer connection
- Other driving-related tasks as directed

Training:

New-hire and periodic training is required. All employees are expected and required to actively participate in identifying training needs as well as program development.

T.A. Woods Company will monitor driving habits to identify potentially unsafe driving habits that require additional training and/or disciplinary action. We will use ride-along training combined with statistical data focusing on infraction and accident types, frequency, and accident information, and driving complaints by the public in evaluating the need for additional training and/or disciplinary action.

Motor Vehicle Rules:

All employees who drive a company vehicle must abide by safety rules:

1. Employees are required to inspect their assigned vehicle daily to ensure it is in safe working order. Weekly vehicle inspection documents must be completed and submitted.
2. Defects in the company vehicle should be reported immediately. Damage as the result of non-reporting or continued use will be considered the responsibility of the employee.
3. Employees are required to obey all state, local, site and company regulations. Violations are the responsibility of the driver.
4. Engines are to be stopped and ignition key removed when parking, fueling, or leaving company vehicles. Vehicle idling is prohibited.
5. Passengers not employed by TAW are not permitted to ride in company vehicles.

6. TAW employee passengers should have authorized approval or assignment to ride in company vehicles.
7. Employees are expected to drive safely. Defensive driving must be practiced. Always anticipate what other drivers on the road may do wrong.
8. Aggressive driving is prohibited.
9. Intentional acts to damage a company vehicle, including horseplay and acts of violence are prohibited.
10. Seat belts and shoulder harnesses are to be worn always.
11. Vehicles must be locked when unattended to avoid criminal misconduct. It is the driver's responsibility to secure items in the truck bed or truck cab to deter theft and vandalism.
12. Vehicles must be parked in legal or designated spaces to avoid obstructing traffic.
13. Employees should keep the vehicle headlights on at all times when driving.
14. A vehicle when loaded with any material extending 4 feet or more beyond its rear shall have a red flag or cloth 12 inches square attached by day or a red light visible for 300 feet by night, on the extreme end of the load
15. Articles, tools, equipment, materials, etc. placed in cars or truck cabs are to be hung or stored and secured in such a manner as not to impair vision or in any way interfere with proper operation. Dashboards should be clear of all items.
16. Articles, tools, equipment, materials, etc. placed in the truck bed or trailer must be secured. No oversized items will be hauled if vision is impaired.
17. When you can't see behind your vehicle, the driver must walk behind the truck prior to backing or utilize a spotter prior to movement.
18. Company vehicles are expected to be maintained in a clean condition including the interior, exterior, and bed. Routine cleaning of the inside and the outside should be conducted a minimum of weekly. Cleaning fees may be imposed on drivers of vehicles that are not regularly cleaned.
19. EVERY ACCIDENT which involves any level of property and/or personal damage including that of the company vehicle, other vehicle, property, and/or injury must be immediately reported to the Safety Officer or division manager. The appropriate authorities such as police, highway patrol, or military police should be contacted and a report generated.
20. Unreported damage will result in disciplinary action up to and including discharge and driver liability for repair.
21. Only company approved drivers are to drive a company vehicle. This also includes turning on the vehicle and movement on the project site.
22. Company vehicles cannot display stickers or signs not authorized by the company.
23. Driving a company vehicle for personal or non-company related business is a violation of company policy.
24. Vehicles specifically assigned to TAW employees are the responsibility of that employee. At times other, approved drivers may utilize the vehicle for material procurement or project-related errands. However, these approved drivers are not to utilize the vehicle for travel to and from work without authorization.

The above-stated rules are not all inclusive of driver expectations and rules for operating a company vehicle. Remember that driving a company-owned vehicle privilege not a right associated with employment. Employees are expected to treat company vehicles with an appropriate level of respect and care.

Traffic Violations:

T.A. Woods Company is not responsible for any traffic violations or parking tickets acquired by violation of city, ordinance, state or federal laws regarding driving behaviors and operation of your assigned vehicle. Any citation issued is the employee's responsibility.

Refueling Guidelines:

Company vehicles should be refueled when the meter reads full. Follow directions provided by Accounting regarding approved gas stations, return of receipts and use of gas or credit cards. For your safety, follow these guidelines:

- Turn off the vehicle's engine when refueling.
- Never smoke, light matches or use lighters while refueling.
- Do not get into the vehicle during refueling as this may present a flash fire hazard.
- Do not overfill or top off the vehicle fuel tank. The fuel dispenser shuts off automatically when the tank is full at a safe level.
- Never force the hold-open on the gasoline pump with any means other than the latch provided.
- Never use the company gas cards or accounts to refuel personal vehicle(s) or equipment. This is grounds for immediate discharge.
- Fueling invoices and receipts will be reviewed and analyzed by Accounting.

Shuttle Vehicles/Transporting Employees

Shuttle Vehicles are considered any company vehicle carrying more than the driver. This includes passenger vans, service vans, fleet trucks, box trucks, and cars that are owned, leased, or borrowed in the names of T.A. Woods Company.

All employees riding in shuttle vehicles are expected to follow company policies. This includes the prohibited use of all tobacco products including those for smoking, chewing, and dipping. Employee violating this policy will be subject to disciplinary action up to and including discharge.

General Tobacco Use Company Vehicles

Tobacco use is discouraged in all company vehicles and prohibited in any vehicle carrying more than the driver. Drivers who select to use tobacco will be subject to cleaning fees if a general cleaning is not sufficient. Damage such as burn holes, ceiling liner replacement, stains, and the like which is a direct result of tobacco use is the responsibility of the driver.

Distracted Driving:

T.A. Woods Company is committed to employee safety, and for this reason prohibits all behavior that distracts employees while they are operating a company vehicle. General guidelines for behavior while driving are as follows:

- Use of cell phone while driving is strictly prohibited- this includes all functions of the cell phone including, but not limited to phone calls, text messaging/SMS, e-mails, Internet use, camera use, etc.
- Use of electronic devices- including laptops, PDAs, cameras, pagers- while driving is strictly prohibited unless specifically outlined below
- Voice mail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road

- Passengers making or taking calls for the driver is permissible provided interaction does not affect the driver's performance
- Regular callers should be informed that you will not be available while driving and should be notified of the best times to call based on your driving schedule

Headset/Hands-Free Use

- The use of headsets or hands-free devices while driving is permissible IF:
- Device is provided or pre-approved by T.A. Woods Company
- Use of the device does not cause distraction (i.e. fiddling with the device or taking eyes off the road to get it to function)
- Any dialing or use of handset is handled while stopped or pulled to the side of the road
- Conversations do not interfere with the driver's ability to drive safely
- Road conditions are generally good and do not threaten safety

Emergency Calls

The only exception to the cell phone guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short with a hands-free option if available. The vehicle should be pulled over if possible.

GPS/Tracking Systems

In some situations, drivers may require assistance with directions. GPS systems are extremely helpful devices, but can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view many way
- GPS systems should be voice narrated and must not require that the driver look away from the road for instructions
- Employees may not program the system while in motion
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road

Company vehicles may be tracked using various devices such as company cell phones, portable information portals, and permanently mounted devices. Management personnel and other designated employees will have access to monitor company-owned vehicles using the instituted tracking system.

Tracking improves driving behaviors, driver safety, fuel consumption, unauthorized use, and overall risk exposure. Employees are prohibited from disconnecting or damaging these tracking systems. Periodic inspection of tracking devices will be conducted.

Employees are expected to drive the most direct route(s) to assigned work locations, for business travel during the work day, and to work-related activities as approved by T.A. Woods Company. Variation in travel routes and travel assignments, unauthorized stops, and the like are prohibited without management approval or assignment. All unauthorized use is prohibited and is grounds for disciplinary action up to and including discharge for cause.

MP3 and Other Audio Devices

In some cases, selecting or touching dials and button on the radio, MP3 player, or other audio device may be just as dangerous as cell phone use.

It takes eyes and concentration off the road which is not permissible under company policy. T.A. Woods Company does not allow employee use of personal, portable audio devices while driving. However, while the company does not want to eliminate the employee's ability to enjoy music while behind the wheel, the following guidelines are to be followed:

- Employees may not take eyes off the road to adjust settings
- Programming music setting while stopped, pulled off the road or before departing is permissible behavior.
- Employees may not under any circumstances use MP3 players, Ipods, or any other handheld electronic audio devices with headphones. Not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals, or sirens.

Vehicle Assignment:

It is a company goal to maintain a safe and efficient fleet of vehicles. In doing so, it is the company's responsibility to maintain, inspect and retain records on all vehicles.

At the onset of issue, reissue, or return of a company vehicle, a comprehensive inspection of the vehicle will be performed. Corresponding documents will be completed and signed by the assigned driver and fleet administrator or designated employee.

In addition, random inspection of company vehicles will be conducted by the fleet administrator and/or approved vendor to stay informed of the overall condition of all vehicles.

Preventative Maintenance:

To maintain the safety and integrity of the vehicle, T.A. Woods Company will provide the necessary resources to ensure all vehicles are operating properly. All routine vehicle maintenance will be done according to manufacturer's specifications. Maintenance vendors are determined by the fleet administrator and approved by Safety.

Pre-Trip Inspections

A Weekly Vehicle Inspection Checklist will be completed and returned on Monday with other mandatory documents. This information will be reviewed by the fleet administrator and appropriate service scheduled. Critical components such as brakes, tires, suspension, steering, lights, mirrors, windows and windshield wipers must be inspected daily. If the daily pre-trip inspection results in an immediate danger, contact should be made with the fleet administrator for directives.

Placing a Vehicle Out of Service

The fleet administrator has the responsibility of conducting vehicle inspections to ensure the vehicle's safety for its next driver. When a defect in a vehicle is found that qualifies it unfit, unreliable, or unsafe for ordinary use, the fleet administrator will take the vehicle out of service. Information will be forwarded to the maintenance vendor to confirm defect, complete repairs, and provide documentation. TAW maintenance vendor will complete a vehicle inspection checklist for each service.

The fleet administrator will maintain a database of each vehicle's make, model, department, VIN number and license plate number. The fleet administrator will also manage and update logs for

each including vehicle location at any given time, assigned driver, and all damage, maintenance, and repair. Scheduled maintenance and repair will be arranged by the administrator.

Drivers selecting to contact service vendors without authorization maybe held accountable for all incurred expenses.

Accident Investigation Procedures:

Appropriate driver conduct at the scene of an accident is important. Take immediate action to prevent further damage or injury. If on a public road, activate hazard lights (flashers). Do not move the vehicle until instructed by a police officer unless there is possibility of increased damage or injury. Assist any injured person, but don't move them unless they are in danger of further injury.

After securing the area, call 911. If there are injuries, request medical assistance. Your company vehicle should not be left unattended except in an extreme emergency. Exchange identifying information with the other driver. Make no comments about assuming responsibility.

Any and all incidents, accidents, and resulting injuries and/or loss of property meaning some type of monetary charge or potential monetary charge will or may be levied must be documented.

The designated Driver's Accident Report (DAR) will be completed when a company vehicle is involved in any type of accident resulting in monetary loss or potential monetary loss. An accident claim kit including the DAR and in some instances a disposable camera will be maintained in the glove compartment of the vehicle. This could be as minor as bumping a pole on a project site, hitting a deer, being sideswiped in the parking lot to being involved in an accident with another vehicle. If another vehicle is involved in any capacity, the local police or highway patrol must be contacted and a report filed. Drivers should provide requested information without accepting liability for the event. Professionals will make this determination.

The division general superintendent or HR/Safety should be contacted immediately for instructions regarding post-accident testing, vehicle towing, and like. All documents including the DAR, police report, driver information, and others will be provided to the business office as soon as possible. It is important that the DAR be completed as soon as possible after the accident. Provide as much information as possible as there is no such thing as "too much information" when documenting incidents, accidents, and injuries. Use sheets in addition to the DAR if necessary. Write out events, draw diagrams, traffic flow, speed limits, stop lights/signs, weather conditions, citations issued.

If a T.A. Woods Company employee is injured in the accident an Incident Report and corresponding ART form must be completed and forwarded to Safety/HR. These documents are in the project file or Superintendents' Handbook. Copies may also be found in the accident reporting kit. Employees will be directed to appropriate provides for medical attention. In the case of emergencies, injured employees should follow the instruction of site medical professionals.

Company Vehicles for Personal Use:

Personal use of company vehicles is prohibited. Use of a company vehicle is limited to travel to and from work, business-related travel during the workday, and work-related events as approved by T.A. Woods Company. Any errand or travel that is not directly work related is considered personal travel. The vehicle is not to be used for personal or entertainment purposes.

Driver Accountability Plan

All prospective and current drivers will undergo a minimum of annual motor vehicle record checks. The following Accountability Plan will categorize violations as such and will be utilized to determine driver status:

Type A Violation- Includes (but not limited to) DWI/DUI, refusing a substance test, reckless driving, manslaughter, hit and run, eluding a police officer, any felony, drag racing, license suspension, driving while license suspended.

Type B Violation -Includes all vehicle accidents, regardless of fault

Type C Violation- Includes all moving violations not classified Type A or Type B. Includes speeding, improper lane change, failure to yield, running red lights, not obeying stop signs, and similar

Type D Violation - Includes all non-moving violations such as parking, vehicle defects, etc.

Type E Violation - Complaints made by citizens regarding dangerous, erratic, inconsiderate or unlawful driving such as cutting off a driver, speeding, littering, not using turn signals, and similar

The following disciplinary action will apply:

- Termination of employment, Refusal to hire, or Reassignment to a non-driving position:
- One or more Type a Violations in preceding 36 months
- Two or more Type B Violations in preceding 36 months
- Three or more Type C Violation in preceding 36 months
- Three or more Type E Violation in the preceding 36 months
- One Type B Violation and Two Type C Violations in preceding 36 months
- One or more Type B and one or more Type C and one of more Type E Violation in the preceding 36 months
- Or various combination of above-cited Violations as determined by Safety.

Probation (minimum 6 months):

- One Type B Violation in the preceding 36 months
- Two Type C Violations in the preceding 36 months
- Two Type E Violations in the preceding 36 months
- One Type C Violation and two Type D Violations in the preceding 36 months
- Three type D Violation in the preceding 36 months
- Two type E Violations in the preceding 36 months
- Or various combination of above-cited Violations as determined by Safety.

Specialty Vehicles:

Golf carts and other special vehicles such as mules or quads in use on T.A. Woods Company property or project sites to move people and materials around require specific precautions.

Vehicles must travel at an acceptable speed, slowing down in wet or slippery conditions
Vehicles must yield to pedestrians
Vehicles must keep to designated paths and roadways, staying off major streets. Carts may not block traffic paths where parked
Vehicles may not carry more passengers than the cart is designated to accommodate. If the vehicle is equipped with seatbelts, they must be worn
All passengers must keep hands, feet, and other body parts inside the vehicle
The driver must be aware of surroundings, paying attention to driving signs and warnings
Adhere to all applicable traffic laws

Drivers who operate a commercial vehicle, as defined below, must obtain a commercial driver's license.

A vehicle with a gross weight rating of 26001 or greater pounds

A vehicle designated to carry 16 or more passengers including the driver

- A vehicle of any size transporting hazardous material in sufficient quantities meeting the hazardous materials transportation regulations posting requirements

Drivers must meet the following requirements:

- All commercial drivers must be in good health and pass a DOT physical. The doctor will provide the driver medical examiner's certificate that will be carried at all times when driving. The certificate must be renewed every 2 years.
- All commercial drivers must comply with the company's Substance Use and Abuse Policy and consent to testing as defined by DOT and the company
- Be at least 21 years of age
- Have a valid driver's license and pass a commercial road test
- Take a DOT written exam for drivers
- Be able to determine whether the vehicle is safely loaded.

The provisions of this policy are intended to keep employees of T.A. Woods Company safe. It is expected that all employees driving a company vehicle or driving a personal vehicle for company business abide by the policies and rules listed.