

**T.A. WOODS COMPANY**  
**Vehicle Use Policy/Safe Driving Compliance**  
May 1, 2011 (rev February 1, 2020)

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

- Vehicles owned, leased or rented to T.A. Woods Company
- Personally-owned vehicles driven by employees engaged in 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 and any/all other policies and procedures associated with safe travel.
- All drivers must have a valid active driver's license.
- TAW will review Motor Vehicle Records.
- Records that fall into the guidelines of "unacceptable driver" may cause termination of driving privileges and in some cases of employment.
- HR/Safety should be notified immediately of any change in license status or driving record including all infractions. Notification should be made in writing. 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 is the primary payer
- 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, noting 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 safety and the safety of others.
- Comply with police instructions and remain compliant.
- Do not assume fault or admit fault** – professionals will determine liability and negligence after thorough investigation.
- Report the accident as soon as possible per TAW's policies including immediate notification to HR/Safety or Project Manager and completion of Vehicle Accident Report and Accident Reporting Form (ART).

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 : \_\_\_\_\_ Date: \_\_\_\_\_  
Employee's Name (print): \_\_\_\_\_

**T.A. WOODS COMPANY**  
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T.A. Woods Company recognizes 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 and our community. T.A. Woods Company will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees, subcontractors, and our community as a whole.

Motor vehicle accidents are a leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors. It is recognized most vehicle accidents are preventable, being caused by carelessness, lack of focus, 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.

To further this goal, we have developed a Vehicle Use Policy/Safe Driving Compliance policy effective May 1, 2011 and revised February 1, 2020. 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.

Motor Vehicle Records 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, and the like will be grounds to prohibit hiring of a prospective employee or possible disciplinary action of an active employee such as revocation of driving privileges, suspension, or discharge from employment.

**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 in an accident/incident as defined as an event causing any

type of property damage or personal injury. The driver will be escorted to a licensed medical facility designated by T.A. Woods Company. Positive results will be grounds for disciplinary action up to and including 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. Violations associated while driving under the influence 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

**Training:**

New-hire and periodic training may be 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 behaviors to identify potentially unsafe driving habits that require additional training and/or disciplinary action. Ride-along training combined with statistical data focusing on infraction and accident types, frequency, and accident information will be used in evaluating the need for additional training and/or disciplinary action.

Company-owned vehicles are monitored by GPS tracking system which allows for consistent review of driving behaviors indicating training needs.

**Motor Vehicle Rules:**

All employees who drive a company vehicle must abide by the listed safety standards as well as those applicable to employees driving personal vehicles for company business:

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 on the designated day.

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 and associated fines are the responsibility of the driver.
4. Engines are to be stopped and ignition key removed when parking, fueling, or leaving company vehicles.
5. Company vehicles will be secured and locked when not in use.
6. Vehicle idling is prohibited.
7. Passengers not employed by TAW are not permitted to ride in company vehicles.
8. TAW employee passengers should have authorized approval or assignment by management to ride in company vehicles.
9. Employees are expected to drive safely. Defensive driving must be practiced. Always anticipate what other drivers on the road may do wrong.
10. Aggressive driving is prohibited.
11. Intentional acts intended to damage a company vehicle, including horseplay and acts of violence are prohibited, and drivers will be responsible for all repair costs.
12. Seat belts and shoulder harnesses are to be worn at all times with no exceptions.
13. It is the driver's responsibility to secure items in the truck bed or truck cab to deter theft and vandalism.
14. Driver will maintain keys at all times: keys are not to be left in the vehicle when unattended. Lost key replacements will be at the expense of the driver.
15. Vehicles must be parked in legal or designated spaces to avoid obstructing traffic.
16. Employees should keep the vehicle headlights on at all times when driving.
17. 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
18. Articles, tools, equipment, materials, etc placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper and safe operation of the vehicle.
19. Articles, tools, equipment, materials, etc placed in the truck bed, rack or trailer must be secured. No oversized items will be hauled if vision is impaired.
20. Dashboards will be clear of all items.
21. 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.
22. Company vehicles are expected to be maintained in a clean condition including the cab, bed, and exterior. Routine cleaning of the inside and the

exterior should be conducted a minimum of weekly. Cleaning fees may be imposed on drivers of vehicles that are not regularly cleaned as well as when returned at the assignment of an alternate vehicle or conclusion of driving privileges due to suspension or discharge.

23. **EVERY ACCIDENT** which involves any level of property damage including company vehicle, personal vehicle driven for company business, the other involved vehicle(s) or any general property and/or personal injury must be immediately reported to the HR/Safety Officer or division manager. Unreported damage will result in disciplinary action up to and including discharge as well as being held responsible for repair or replacement costs and other costs associated with the accident.
24. In the case of an accident, the appropriate authorities such as the local police, highway patrol, or military police will be contacted by calling 911.
25. Only company approved drivers are to drive a company vehicle. This includes turning on the vehicle and movement on the project site.
26. Company vehicles can not display stickers or signs not authorized by the company.
27. Driving a company vehicle for personal or non-company related activities is strictly prohibited and considered a violation of this policy and will result in disciplinary action up to and including immediate discharge.
28. 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 employees are not to utilize the vehicle for travel to/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 or county ordinances, state, or federal laws regarding driving behaviors and operation of your assigned vehicle. Any citation issued is the employee's responsibility both in regards to accountability and cost.

#### *Refueling Guidelines*

Company vehicles should be refueled when the meter reads ¼ 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 of 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 personnel vehicle(s) or equipment. This is ground for immediate discharge
- Refueling 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 as well as vaping products. 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 or vaping products will be subject to cleaning fees if the vehicle is returned in a condition warranting such. Damage such as burn holes, ceiling liner replacement, stains, lingering odors, and the like which are a direct result of tobacco or vaping use are the responsibility of the employee assigned the company vehicle.

**Distracted Driving:**

T.A. Woods Company is committed to employee and community 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 such as iPads, laptops, and similar is prohibited.
- Voice mail must handle all calls while driving, and calls may only be returned when stopped and no longer driving.
- 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

- Eating and/or drinking while driving should be avoided.
- Conversing with passengers when causing distraction or lack of focus should be avoided.
- Any behavior causing a distraction or driver focus to be taken away from driving is to be avoided.

#### *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 concentrate on travel conditions and safe driving practices.
- Road conditions are generally good and do not threaten safety.

#### *Emergency Calls*

The only exception to the cell phone guideline is calling 911 to report an emergency. 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. If a passenger is present, he/she should attend to the call.

#### *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 in any 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 are monitored 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 systems.

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.

### *Driving Routes*

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 events as approved by T.A. Woods Company. If provided specific directions the company driver is expected to use these during the course of travel. Variation in travel routes and travel without management approval or assignment is considered out of compliance. All unauthorized use is prohibited and is grounds for disciplinary action up to and including employment termination for cause. Travel routes will be monitored via GPS tracking.

### *Electronics*

In some cases, selecting or touching dials and button on the radio 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, headphones, or other similar electronics. 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 of the road to adjust settings
- Programming music setting while stopped, pulled off the road or before departing is permissible behavior.
- Music should be at a volume not to impede hearing of horns, sirens, and other audible warning signals.

### *Distractions*

A multitude of miscellaneous distractions can impede safe driving behaviors. Company drivers should avoid distractions which cause a lack of focus. Not all distracted driving behaviors can be listed, but may include:

- Eating while driving
- Becoming immersed in conversation with passengers
- Being tired or sleepy
- Becoming angry or frustrated at others' driving behaviors

To remain personally safe as well as to assure the safety of those in vehicles traveling, minimize all distractions and remained focused on driving behaviors.

### **Vehicle Assignment:**

It is the 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. Pictures may be taken. 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, manager, or designated employee in order 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 management.

A Weekly Vehicle Inspection Checklist will be completed and returned on designated day. 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 before the onset of travel.

*Pre-Trip Inspections*

Drivers are required to conduct pre-trip vehicle inspections. Any unsatisfactory result requires a completed Vehicle Inspection Checklist and notes forwarded immediately to the fleet administrator. This form will be forwarded to the maintenance vendor to confirm equipment malfunction, complete repairs, and provide documentation of repairs.

*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. In some instances, this will be completed by a vehicle maintenance vendor. 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, and complete the Vehicle Inspection Checklist along with detailed notes. This document will be forwarded to the maintenance vendor to confirm defect, complete repairs, and provide repair documentation.

The fleet administrator through a digital format 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.

Emergency towing and repair must be approved prior to service. If the fleet administrator is not available, contact will be made with HR/Safety for directives. In certain situations, needing immediate response and when neither the fleet administrator or HR/Safety can be reached, a corporate or division manager may provide authorization for services.

### **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 roadway of any sort, activate hazard lights (flashers). Do not move the vehicle until instructed by the authorities 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 including your name and insurance carrier. **Make no comments about assuming responsibility.** **After the initial conversation, avoid additional discussion regarding any aspect of the accident/incident.** It is preferred you remain quit and wait for the authorities to arrive.

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) and Accident Reporting Form (ART) will be completed when a company vehicle is involved in any type of accident resulting in monetary loss or potential monetary loss which includes damage to vehicles or property or injury to people. Both documents are accessible on the Supervisors Portal.

An accident claim kit including the DAR and ART will be maintained in the glove compartment of the vehicle, noting both are also available electronically using the Supervisors Portal. Using the company cell phone, iPad, or laptop pictures should be taken as soon as possible. Pictures should be taken from all four corners of the company vehicle as well as other vehicles involved. Pictures should be taken of all property damage. If not intrusive, pictures should be taken of any reported personal injury. The more pictures to document the event, the better. 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 including risk managers associated with our insurance carrier will make this determination.

HR/Safety should be contacted immediately for instructions regarding post-accident testing, vehicle towing, and like. All documents including the DAR, ART, police report, driver information, citations, and others will be provided to the business office as soon as possible.

It is important that the DAR and ART 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.

Injured 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.

Citations issues as result of the accident are the responsibility of the company driver. Fees and fines will not be paid by the company.

Drivers not reporting incidents or accidents will be considered in violation of company standards and will be considered out of compliance. This will result in disciplinary action up to and including discharge for cause.

#### **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. Personal use may be requested by completing the Usage of Company Vehicle document to your manager or HR/Safety prior to use. Authorization must be granted prior to use.

#### **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/OWI/OUI, 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.

\*Note that disposition date determines preceding time frame

### **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.

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