


|   |                          |          |                    |             |
|---|--------------------------|----------|--------------------|-------------|
|  | Health and Safety Policy |          | Section No:        | 6           |
|   |                          |          | Initial Issue Date | 2003        |
|   |                          |          | Revision Date:     | 11 - 2016   |
|   |                          |          | Revision No.       | 1           |
| <b>Authorized Driver's Policy</b>   |                          |          |                    |             |
| Prepared by: MSC Safety Solutions   | OSHA Standard            | 1926.601 | Page:              | Page 1 of 5 |

## Introduction

The privilege to drive a company vehicle or your personal vehicle on company time comes with many responsibilities. Failure to comply with the policies listed below will result in your removal from the eligible driver list and may result in disciplinary action, up to and including termination. SESAC reserve the right to revise and change the Company Vehicle Policy in accordance with Company needs at any time. All drivers are to review the contents of this Policy and sign the acknowledgement statement. All drivers should be familiar with Company protocols regarding:

- Establish a policy to operate a company vehicle, and how that is determined. The responsibilities of the employee assigned to a company vehicle. MVR (motor vehicle record) how many times a year it will be requested and what system is used to establish if any employee is fit to drive a company vehicle. This policy applies to our company owned vehicles and private or rental vehicles authorized for use on company business.
- Vehicle inspections and maintenance
- Driver Safety Regulations
- Vehicle Accident Reporting Procedures

## Policy Statement

It is the policy of SESAC to provide a safe and productive work environment for all employees. The guidelines that follow apply to the general usage of all company vehicles, whether leased, rented, or owned. These guidelines are for all business units.

SESAC consider the use of motor vehicles part of the work environment and is committed to promoting a heightened level of employee safety awareness and responsible driving behavior. Our efforts, and the commitment of management, will prevent vehicle accidents and reduce personal loss damage claims. This program requires the full cooperation of each driver to operate vehicles safely and to adhere to the responsibilities outlined in this policy.


## General Company Rules and Policies

### Permitted Use Policy

Permitted Use: Company Vehicles may be driven only while on company business. Individuals who are assigned company vehicles are permitted to use them to commute to and from their assigned work location(s) but must not be used for any personal use.

Permitted Users: Company vehicles may only be driven by authorized employees. Authorization is determined by our insurance carrier. All unauthorized employees will be notified in writing that they are not under any circumstances authorized to drive a company vehicle until they become eligible.

### Prohibited Actions:

|   |                          |          |                    |             |
|---|--------------------------|----------|--------------------|-------------|
|  | Health and Safety Policy |          | Section No:        | 6           |
|   |                          |          | Initial Issue Date | 2003        |
|   |                          |          | Revision Date:     | 11 - 2016   |
|   |                          |          | Revision No.       | 1           |
| <b>Authorized Driver's Policy</b>   |                          |          |                    |             |
| Prepared by: MSC Safety Solutions   | OSHA Standard            | 1926.601 | Page:              | Page 2 of 5 |

The following actions are prohibited and may result in immediate revocation of driving privileges, up to and including termination:

- **Driving while impaired:** The driver must not operate a vehicle at any time when his ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescription or over-the-counter medication, illness, fatigue or injury.
- **Hitchhikers and Unauthorized Passengers:** Drivers of company vehicles must not pick up or transport hitchhikers or other unauthorized passengers. Unauthorized passengers include those individuals who are not company employees, not affiliated with the company or not contracted to conduct specific company business.
- **Payment for carrying passengers or materials:** Drivers of company vehicles must not request or accept payment for carrying passengers or material.
- **Radar Detectors:** Drivers of company vehicles must not use any radar detector, laser detector or similar device.
- **Towing:** Unless authorized, drivers of company vehicles must not tow, push or pull another vehicle or trailer.
- **Hazardous Material:** Unless authorized, drivers of company vehicles must not transport any hazardous materials.
- **Smoking:** Smoking is strictly prohibited in any company owned vehicles.

### Offering Assistance

Drivers of company vehicles must not assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he must restrict his assistance to the notification of proper authorities.

### Required Reporting of Accidents and Violations


Drivers and permitted users must meet the following accident, license suspension and violation reporting criteria. This section applies to both company and private vehicles.

- Accidents must be reported immediately
- License Suspension or Revocation of Driving Privileges: Must be reported next business day
- Moving Violations: Must be reported within one day of citation issuance.  
Serious Moving violations include:
  - o Driving while impaired/intoxicated
  - o Reckless Driving
  - o Leaving the scene of an accident
  - o Speeding for any speed equal to or greater than 15mph over the posted speed limit

### Required Cooperation with Company Management and Enforcement Agencies

Drivers and Permitted Users must cooperate with company officials and/or law enforcement agencies in matters such as violations of company policies and/or accident investigation.

### Required Use of Seatbelts

|   |                          |          |                    |             |
|---|--------------------------|----------|--------------------|-------------|
|  | Health and Safety Policy |          | Section No:        | 6           |
|   |                          |          | Initial Issue Date | 2003        |
| <b>Authorized Driver's Policy</b>   |                          |          | Revision Date:     | 11 - 2016   |
|   |                          |          | Revision No.       | 1           |
| Prepared by: MSC Safety Solutions   | OSHA Standard            | 1926.601 | Page:              | Page 3 of 5 |

The driver and all occupants are required to wear safety belts when the vehicle is in motion. The driver is responsible for ensuring passengers wear their safety belts. The drivers must comply with the applicable local, State and Federal Child Safety Seat requirements. Additional information can be located at <http://www.nhtsa.dot.gov/CPS>

**Required Compliance with State/Traffic Laws:**

Drivers must abide by the Federal, State and local motor vehicle regulations, laws and ordinances.

**Prohibited use of Personal Stereo Devices**

Employees are prohibited from using an ipod or similar device while operating a motor vehicle.

**Motorcycles:**

Employees are prohibited from operating motorcycles, motor scooters or motor bikes when traveling on company business.

**Company and Personal Property**

Employees are expected to ensure “reasonable care” of company property such as computers, work papers and equipment under their control. SESAC will not reimburse the employee for theft of personal property from company vehicles.

**Maintenance and Garaging**

Unless it is the functional responsibility of an employee, drivers are not expected to perform maintenance tasks. However, it is the responsibility of drivers to become familiar with established vehicle maintenance and garaging practices.


**Maintenance and Inspection**

First, the driver must ensure that the vehicle is well maintained and safe to operate. Next, the driver should be cognizant of the appearance of the vehicle including the condition of the upholstery, body, paint, decals, windows and overall general condition. Finally, the driver must ensure that the applicable State vehicle inspection and registration is current and valid.

Drivers should conduct routine vehicle inspections to ensure that the vehicle is in safe operating condition. Such inspections should be documented using the Vehicle Inspection Form (if provided with assigned vehicle) and include such items as:

- Fluid levels and scheduled changes (oil level, brake fluid, transmission fluid, window washer fluid and cooling systems fluid)
- Oil or grease leaks in, around, under vehicle
- Belts and hoses (cracks, swells, wear and tear)
- Tires (inflation and tread wear)
- Wheels, rims and fasteners
- Lights, reflectors and mirrors
- Wipers and washers, A/C, heater, defroster(s)
- Brakes (service, parking, emergency)

In the event of a defect, the driver must take action to repair the noted defect. Repairs outside the scope of routine maintenance and normal wear and tear must be authorized by the fleet manager, and affected at the facilities approved by the company.

|   |                          |          |                    |             |
|---|--------------------------|----------|--------------------|-------------|
|  | Health and Safety Policy |          | Section No:        | 6           |
|   |                          |          | Initial Issue Date | 2003        |
|   |                          |          | Revision Date:     | 11 - 2016   |
| <b>Authorized Driver's Policy</b>   |                          |          | Revision No.       | 1           |
|   |                          |          |                    |             |
| Prepared by: MSC Safety Solutions   | OSHA Standard            | 1926.601 | Page:              | Page 4 of 5 |

### Special Policies Regarding "Pool Vehicles"

Inspection reports must be completed upon receipt and return of vehicle. All noted defects shall be reported to the fleet manager and he shall be responsible for the appropriate maintenance and repair.

Emergency repairs necessary for safe operation of the vehicle must be reported to the fleet manager. Reasonable attempts to obtain this authorization must be made prior to "on-road" repair. Reimbursement of expenses will require submission of receipts and authorization of the fleet manager or his immediate supervisor.

Pool vehicles shall be parked in designated areas.

### Garaging and Storage

Employees not able to provide overnight off street parking will provide a written description of the planned parking practices to their supervisors, who will review and authorize the proposed plan. Vehicles garaged on company property will be parked in designated areas. Parking violations will be the responsibility of the authorized driver whether in a personal, rented or a Carlton Electric owned vehicle.

### Accidents

The following sections provide accident scene and accident review procedures and include classification of accident types.

#### Accident Scene Procedures

Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property.

##### Don't let it get worse

- Protect the scene of the accident
- Stop immediately and determine the damage
- Avoid obstructing traffic or creating a greater hazard
- Place emergency reflectors, flares, lanterns or flags

##### Aid the Injured

- Check on the other party to determine if they need medical attention.
- Drivers of company vehicles must not assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he must restrict his assistance to the notification of proper authorities.


##### Notify the Company and Police

- Contact the police and emergency services
- Contact your company representative

##### Collect Information

- If possible exchange insurance and other information from the other party involved but DO NOT talk about what happened
- Get witness information
- Take Scene Photographs if it is safe to do so

##### Make No Statements

|   |                          |          |                    |             |
|---|--------------------------|----------|--------------------|-------------|
|  | Health and Safety Policy |          | Section No:        | 6           |
|   |                          |          | Initial Issue Date | 2003        |
|   |                          |          | Revision Date:     | 11 - 2016   |
|   |                          |          | Revision No.       | 1           |
| <b>Authorized Driver's Policy</b>   |                          |          |                    |             |
| Prepared by: MSC Safety Solutions   | OSHA Standard            | 1926.601 | Page:              | Page 5 of 5 |

- Do not make any statements, admit fault, or sign anything (other than to police, company officials, and company insurance representatives)
- You need to check on the other people, but do not talk about what you think happened until the police or a company official arrive on-scene.
- If a witness talks to you, that is fine, but do not volunteer information to them about the facts of the accident.

Important Driver's Note: Accident reporting kits are contained in the glove box or console of each company vehicle. The kit should contain a brochure describing your accident scene responsibilities, a disposable camera, a pen or pencil and an accident report form.

**Accident Review:**

All accidents will be reviewed by the fleet manager and one individual from the Safety Committee. The review will be based on the driver and police reports and available witness accounts. The purpose of the review is to collect the necessary information to defend the company in any litigation proceedings, determine accident preventability and to consider improvements to avoid such future occurrences.

**Accident Classifications**

1. **Non-Preventable Accident:** Accidents which occurred despite the fact that the driver exercised every reasonable precaution to avoid the incident. Examples of non-preventable accidents include, but are not limited to:
  - a. Animal strikes
  - b. Struck while legally parked
  - c. Struck by another vehicle, while stopped in traffic
2. **Preventable Accident:** An accident, as ruled by the review committee, where the driver failed to exercise every reasonable precaution to avoid the incident.
3. **Major Preventable Accident:** A preventable accident (see above) arising from a lane change, rear end collision, or intersection incident, which resulted in a fatality, injury requiring treatment away from the scene, or disabling damage (tow away) to any involved vehicle(s).