

## V 120 - FIELD FLEET SAFETY POLICY

The Company takes great pride in its fleet of vehicles. The Company name and Logo has been placed on the vehicles to identify and advertise our company. You and your Vehicle represent the Company; therefore, we require that you operate the vehicle in a courteous and professional manner, abide by all motor vehicle laws and adhere to the company Fleet and Safety Policy at all times while operating a Company Vehicle.

### GENERAL:

You shall not operate a Company vehicle during or following the use of any alcoholic beverage and/or drugs that are illegal or will impair the driver's ability to safely operate the vehicle.

When given the responsibility and custody of a Company vehicle, you must not permit "unauthorized use" of the vehicle. Unauthorized use of the vehicle includes use by friends, family members (i.e. spouse, children, etc.), or any other employee not specifically designated by the Company to drive that vehicle. You are to be the sole driver of the vehicle except as noted below.

- If you are assigned a vehicle and are on paid time off, disability, or do not report to work, your assigned vehicle will be reassigned to another employee who will be considered the sole driver of the vehicle during this period.
- During the course of the work day, other employees may be assigned the vehicle for authorized Company business.

Should a Company vehicle experience any mechanical failure during "unauthorized use", the employee will be responsible for any costs incurred.

The Company vehicle assigned to you shall not be used for personal use.

When operating a Company vehicle, you must observe all jurisdictional and state highway laws and extend all reasonable courtesy to other drivers. You are driving an identifiable Company vehicle and are responsible for representing the Company in a proper manner while on the roadways. If you are found in violation of this policy or observed operating a vehicle in an unsafe manner including speeding, you may be suspended from use of a Company vehicle, and other disciplinary action may be taken as determined appropriate by the Company.

You are required to provide the necessary information for the Company to complete a driving record investigation. This will be performed when you are hired and at other times as the Company, may deem appropriate.

In the event of any change in your driver's license (i.e. three or more points, suspended or revocation), you shall immediately notify your supervisor. Use of a Company vehicle without a valid driver's license is not authorized and will result in your immediate dismissal from employment.

If you are involved in an accident, you shall:

Report such accident, regardless of how major the damage, to your manager/supervisor and the Company Human Resource Manager immediately. Should you be involved in an accident after hours or on a weekend, you must notify your manager/supervisor the Human Resource Manager and Fleet Manager immediately; but no later than six (6) hours following the accident. Call the police to obtain a police report.

Obtain the name and telephone number of any witnesses. Also obtain the other party's name, address, driver's license number, state, telephone number, insurance company and agent, as well as the reporting officer's name, jurisdiction and phone number.

Take pictures of all documents, vehicle damage and surroundings.

In the event of an accident involving personal injury, you should immediately obtain medical assistance. Also, you must notify your manager/supervisor and the Vice President or President as soon as possible but no later than 6 hours after the accident.

The law requires an accident report to be filed with the state within 5 days following an accident. In order that we can insure compliance with the law, you will meet with the Fleet Manager or a member of his or her staff within 48 hours of an accident so all necessary reports can be completed.

**The police determine whether to write a report based on the following:**

**MARYLAND**

Any personal injury

Property damage in excess of \$100

Any accident involving drugs or alcohol

**VIRGINIA**

Any personal injury

Property damage in excess of \$500

**DELAWARE**

Any personal injury

**DISTRICT OF COLUMBIA**

The driver(s) may make the report if the damage to any vehicle is not in excess of \$100 and both vehicles are drivable.

A police officer must make the report when there is damage to personal property other than the vehicle(s), when there is damage in excess of \$100 or vehicle cannot be driven, or when public service vehicle is involved.

**Driver/Employee Responsibilities:**

In the event that you are involved in an accident while operating a Company vehicle for work-related business and upon investigation by the police department and/or the Vehicle Coordinator, you are found to be at fault, you will be required to meet with the President or Vice President, the Fleet Manager and your manager/supervisor. This meeting will provide you with an opportunity to explain the accident if you are found to be at fault.

If you are involved in an “at-fault” or preventable accident while operating a Company vehicle you will be responsible for paying up to the first **\$1,000.00** of damage sustained.