



## Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If assigned a company vehicle enter the vehicle # \_\_\_\_\_

### Company Vehicles

#### Purpose

The purpose of this program is to ensure company vehicles are operated in a manner that is consistent with our mutual best interest.

#### Scope

This policy will apply to all authorized drivers of company vehicles and all company vehicles.

### Responsibilities

#### Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

#### Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

#### Supervisors (Superintendents and Foreman)

Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

### Authorized Drivers

Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

Unger Construction has high expectations and requires safety excellence for each employee, crew, construction project and for our entire company. Every employee must adhere to our safety policies, procedures and be in full compliance with applicable governmental laws, rules and regulations. Employees that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

### Capacity and Design

Company vehicles are of various designs and capacity limitations for example, ½ ton, ¾ ton and 1 ton trucks. All company vehicles will be operated in a manner that is consistent with the capacity and design limitations and in complete compliance with manufactures recommendations.

### Overview

The company vehicle is more than a mode of transportation it is a company asset, a marketing tool, and a representation of our company image. Participants in the authorized driver program have responsibilities including but not limited to: strict compliance with motor vehicle laws, being courteous at all times to other drivers and pedestrians, maintaining the vehicle per manufactures recommendations (to eliminate unscheduled downtime or a reduction in the value of the asset), driving with utmost regard for the care and cost efficient use of the vehicle.

### Company Image

Since the vehicle represents the company image the vehicle shall be kept clean and orderly inside and out. Additionally, the company vehicle shall be kept away from establishments that don't reflect our company image or represent Unger's best interest.

### Condition of use

Company vehicles are primarily intended to facilitate company business and should be used accordingly. Routine errands and limited personal use are acceptable.

### Driver Authorization

Only authorized drivers (name listed on the approved driver list) are allowed to operate company vehicles. You must have a valid CA driver's license. Drivers must participate in the DMV pull program allowing the company to review your driving record. You must have and maintain a favorable driving record, as determined by the company.

### Suspension of driving privileges

Motor vehicle violations incurred during personal time and in your personal vehicle will affect your driving status. Driving privileges shall be suspended or withdrawn for the following: Cancellation of insurance (declined or not renewed by the insurance company); driver's license being suspended or revoked; conviction of two serious moving violations; or being involved in two at fault accidents in a 2 year period. Tardy, incomplete or inaccurate quarterly vehicle inspection reports can cause suspension of driving privileges.

### Maintenance

Each driver is responsible for the care and use of the company vehicle. Vehicles should not be operated with any defect that would inhibit safe operation. Drivers are responsible for properly maintaining the company vehicle. Any defect that may render the vehicle un-roadworthy must be reported to the vehicle administrator as soon as it is detected. Should any warning light appear, address it immediately. Do not procrastinate. Preventative maintenance items such as but not limited to: lubrication, filters, tire pressure, tire replacement, brake pads and rotors, belts hoses, transmission service, wiper blades and routine fluid checks is expected in order to minimize unscheduled downtime. Quarterly vehicle inspection reports indicating service records and any issue with the vehicle shall be filled out promptly.

### Operation

You must be mentally and physically able to drive safely. Do not operate the vehicle if you are fatigued or stressed to the point of distraction. Do not operate the vehicle while under the influence of alcohol, illegal drugs, recreational drugs, or medications that could impair your reflexes or judgment. Consumption of alcohol will be subject to the commercial driver regulations, blood alcohol levels <0.04. In simple terms, this translates to no more than 2 drinks.

All passengers must wear seatbelts. The vehicle must be in safe mechanical condition. Make proper allowances for adverse weather and traffic conditions. Operate the vehicle in a manner consistent with reasonable practices that would avoid abuse, theft, neglect or disrespect to other drivers. Tool boxes must be locked and any equipment within the vehicle reasonably secured. Fines for parking, moving violations, towing, storage or impound are the personal responsibility of the assigned operator.

### Cellular phones

Cell phone distracted driving has become a serious public health threat. Driver distraction (cell phones) has joined alcohol and speeding as leading factors in fatal and serious injury crashes. Driver distraction is typically broken into three areas: Visual – eyes on the road, Mechanical – hands on the wheel, Cognitive

– mind on driving. When using a cell phone all three of these forms of distraction apply. Many people tend to focus on visual and mechanical distractions with respect to cell phones, which is why the hands free devices were mandated. With cell phones, cognitive distraction last much longer than the other two. When you are talking on the phone be proactive; slow down and increase the safe distance between your vehicle and others. The dangers involved with texting or reading emails while driving are well known. To text or read emails pull off the roadway and park in a safe place, once finished you can return to the roadway. In our line of work, you may need to repeat this process many times per day.

### Accidents

If your company vehicle is involved in an accident you must notify the Safety Director immediately and follow the procedures established and required by our insurance carrier. Accurate, comprehensive and timely reporting of all accidents, thefts or incidents involving the vehicle are required in order to maintain your driving privileges. If the accident is determined to be preventable, you will be required to reimburse the company the sum of the deductible currently \$500.00. After an at fault accident or traffic citation you will be required to complete a recognized Driver Training Course (i.e. "Traffic School") within 60 days, at your own expense. Completion of a driver's training course / traffic school is required to reinstate your driving privilege. The company does not assume any liability for bodily injuries or property damage. The employee is personally obligated to pay for costs arising out of an incident occurring in connection with operation of a company vehicle.

### Commuting

IRS regulations specifically prohibit the use of fuel compensation for an employee's commute. Management has adopted the following policy regarding personal use of company-owned vehicles: Due to the security risk at the yard and the potential need for employees to respond to emergencies (24 x 7), employees with company owned vehicles are asked to take the vehicle home. This benefits both the company and the employee.

The primary function and purpose of the vehicle is company business however due to the "take home" policy, the company recognizes that employees may have occasional needs to use the vehicle for personal, not company business. Infrequent use of the company vehicle for personal business is not considered a violation of the company vehicle policy.

Per the IRS commuting valuation rule, all employees in possession of a company vehicle will be charged \$3/day by way of a payroll deduction, for personal use of the company vehicle

### Motor Vehicle Violations

Drivers are required to report any motor vehicle violation, while driving a company vehicle, to the HR Director within 24 hours of the event.

### Performance Accountability

As an authorized driver of a company vehicle you have been given certain privileges. Driving privileges can be withdrawn from any driver without prior notice at any time. In addition, appropriate disciplinary action may be taken, up to and including termination for failure to comply with the requirements of the policy.