

CDL Fleet Safety Policy updated 08.24

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles. This policy shall also include rental vehicles, pool vehicles, leased vehicles and even personal vehicles if used while working for or conducting business on behalf of CDL Electric Company, Inc. "Company". Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate this vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Company endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The ATTITUDE you take when behind the wheel is the single most important factor in driving safely. Employees must refrain from adding stickers, signs and/or any other objects that do not pertain to CDL.

Driver Eligibility

- a. Company vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic. Spouses and other family members are not authorized to drive the company vehicle.
- b. Personal vehicles that are driven on behalf of CDL Electric will be required to have minimum limits of 100/300/50 personal coverage. Proof of Insurance will be required upon request by CDL.
- c. Any employee who has a driver's license revoked or suspended shall immediately notify their supervisor and the Company DOT Compliance Manager. Further the employee shall immediately discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including dismissal; this includes a DUI that requires an interlock device. Additionally, any employee that is suspected of use of any drugs and alcohol and/or paraphernalia found in the vehicle/trailer/equipment will have all operating privileges revoked and be subject to an immediate drug and alcohol screening.
- d. All accidents, regardless of severity, must be reported to the police and to Company DOT Compliance Manager within 4 hours of the accident, unless incapacitated. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- e. Drivers must immediately report all fines from parking violations, speeding tickets and other moving violations during the operation of company vehicle to their supervisor. All traffic and parking tickets must be reported to Risk Management within 48 hours and paid by the team member cited within the allotted time frame as designated on the violation.
- f. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion on medical, drug, and alcohol evaluations.
- g. A Motor Vehicle Records check will be conducted annually or at management's discretion to assess the team member's driving record. An unfavorable record may result in a loss of the privilege of driving a Company vehicle, driver training, class room training or counseling. The following system will be used to determine eligibility to operate a Company vehicle:
 - **ALL TYPE 'A' VIOLATIONS (as defined below) MAY RESULT IN TERMINATION OF DRIVING PRIVILEGES FOR TEAM MEMBERS AND MAY DISQUALIFY ANY POTENTIAL DRIVER EMPLOYEES.**
 - **ANY DRIVERS (TEAM MEMBERS OR APPLICANTS) SHOWING ONE OF THE FOLLOWING MAY BE RESTRICTED FROM DRIVING COMPANY VEHICLES:**
- h. One (1) or more type 'A' Violations in the last 3 years
- i. Three (3) or more accidents (regardless of fault) in the last 3 years
- j. Three (3) or more type 'B' violations in the last 3 years
- k. Any combination of accidents and type 'B' violations which equal three (3) or more in the last 3 years
 - i. **Type 'A' Violations**
 - a. Driving While Intoxicated

- b. Driving While Under the Influence of Drugs
 - c. Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
 - d. Operating During a period of Suspension or Revocation
 - e. Using a Motor Vehicle for the commission of a Felony
 - f. Aggravated Assault with a Motor Vehicle
 - g. Operating a Motor Vehicle Without the Owners Authority (grand theft)
 - h. Permitting an Unlicensed Person to Drive
 - i. Reckless Driving
 - j. Speed Contest (racing)
 - k. Hit and Run (Bodily Injury or Property Damage)
- ii. **Type 'B' Violations**
- a. All Moving Violations not listed as type 'A' Violations Initials:

Driver Safety Rules

- a. The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is enough cause for discipline, including dismissal.
- b. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury or prescription medication.
- c. All drivers are passengers operating or riding in company vehicles must wear seatbelts, even if air bags are available and must always remain awake when traveling.
- d. Transportation of hitchhikers is not permitted.
- e. Drivers are responsible for the security of Company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- f. Head lights shall be used ½ hour after sunset and ½ hour before sunrise, or during inclement weather or at any time when 500 feet ahead of the vehicle cannot be seen clearly.
- g. All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed.
- h. Company vehicles are to be used for business use only and limited personal use. Exceptions to this condition consist of commutes to and from work, as a result of being on call, when Team Member's report from their home directly to temporary work site; and errands done during the performance of the job with approval from Team Member's immediate manager.
- i. Personal trailers, including boats and recreational vehicles are not to be towed unless prior approval is obtained.
- j. Company vehicles are to be kept clean inside and out.
- k. The company prohibits the carrying, transporting or storage of weapons in or on the company vehicle or body of a Team Member/driver. This includes firearms, bow and arrow, explosive devices or knives with blades longer than 3".
- l. Texting while driving is prohibited. Hands free cell phone use is permitted. Pull to the side of the road if needed.
- m. Authorized drivers must always properly maintain their company vehicles, as instructed by the vehicle's driver's manual. Fuel/maintenance cards are to only be used for the purchase of fuel and/or maintenance for the company vehicle it's assigned to.
- n. CDL Electric reserves the right to search all CDL Electric vehicles and conduct driving record checks on all authorized drivers at any time, as well as mandating driving training as needed.
- o. NO Smoking/vaping allowing in company vehicles. No smoking/vaping allowed while transporting employees/clients, or customers in personal vehicle during the course of business.
- p. Avoid tailgating other drivers and **DO NOT participate in road rage.**
- q. Under no condition are family members or other civilians who are not employed by CDL are allowed to operate or travel in a CDL company vehicle under any circumstances. If its an emergency, then the employee is to call his supervisor to let him/her know the circumstances and obtain permission.

- r. Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful. G.O.A.L. – Get Out and Look.
- s. Under no circumstances are pets allowed in any CDL company vehicle.
- t. Employees will ensure all dirt and debris is cleaned off the trailer and equipment to the best of their ability before traveling to and from work site to mitigate any damage to other vehicles. Initials:

What to Do in Case of An Accident

To minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately. Safely prevent the accident from becoming larger, be aware of oncoming traffic.

- a. Call for medical aid if necessary. Provide first aid if possible.
- b. Secure accident scene – pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc. Only if these can be conducted in a safe manner.
- c. Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, the driver should write a note giving location to a reliable appearing motorist and ask them to notify the police.
- d. Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene. **TAKE PHOTOGRAPHS.**
- e. Complete the form located in the CDL Vehicle Accident Packet. Pertinent information to obtain includes:
 - i. License number and state of other drivers, names and addresses – any identifying information you can obtain.
 - ii. Insurance company names and policy numbers of other vehicles.
 - iii. Make, year, model of other vehicles including tag numbers.
 - iv. Date and time of accident
 - v. Overall road and weather conditions
 - vi. Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- f. Do not discuss the accident with anyone at the scene except the police. **DO NOT ADMIT FAULT OR ACCEPT ANY RESPONSIBILITY FOR THE ACCIDENT.** DO NOT argue with anyone.
- g. Provide the other party with your name, Company information. Limited personal information. Be aware of identity theft.
- h. Immediately report the accident to your supervisor and the Administrative Assistant in the Repair and Maintenance Division. Provide a copy of the accident record and/or your written description of the accident to the Administrative Assistant in the Repair and Maintenance Division **ASAP.**
- i. **Any employee involved in accidents and/or injuries will be required to take a breath, alcohol, and drug test on the day of the accident unless time of incident requires next day testing.** Initials:

Defensive Driving Guidelines in CDL Company Vehicles

- a. Drivers are required to maintain a safe following distance at all times. Drivers should keep an 8 second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least 10 seconds. DO NOT TAILGATE.
- b. Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- c. Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
- d. Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- e. When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.

- f. Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- g. When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.
- h. When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.

Initials:

Speeding Policy

Driving will be monitored by GPS tracking systems. If you are speeding, notifications will be sent via email from GPS system of record to the transportation department and each departments respective director for accountability. Please read the excess speeding guidelines below:

1. First offense within a six-month period: Written warning with coaching on driving expectations. Warning will be signed by the employee and manager and will be placed in the employee's file. Employee will complete HSI Defensive Driving Online class.
2. Second offense within a six-month period: Written warning with 3 days of unpaid leave, counseling on driving expectations and loss of vehicle privilege for time frame agreed upon by management. Warning will be signed by employee and manager and will be placed in the employee's file. Employee will complete HSI Defensive Driving Online class.
3. Third offense within a six-month period: Discipline will be determined by senior management and may result in immediate termination of employment. Employee will complete HSI Defensive Driving Online class.

If a driver has had no violations for six months, one offense may fall off their employment record. Safety is not a message we preach, but a culture we live by.

Note: If a ticket is issued, a copy of the ticket must be given to the CDL Compliance

Administrator within 24 hours of receipt. The employee is solely responsible for payment of any and all tickets and fines associated with their driving violations.

Initials:

Use of Global Positioning System (GPS)/Forward and Cab Facing Cameras

Company-issued cell phones and vehicles are equipped with GPS tracking technology and Cameras. When operating CDL Vehicles, for increased safety, to increase productivity and efficiency, and to easily locate service personnel and Company property, the Company reserves the right to utilize GPS and Camera technology to determine the location and monitor the activity of each employee.

Employees shall have no reasonable expectation of privacy regarding their whereabouts and operations of CDL Vehicles when performing Company business. The use of GPS and Camera technology is in the best interest of the Company and shall be utilized at the discretion of Company management. It shall be prohibited to disable the GPS/Camera within the cell phone or company provided vehicle and/or take any action to block or interfere with the GPS and Camera functionality. Use of a Company-provided cell phone and vehicle is conditioned upon the employees signed acknowledgment and acceptance of the terms of this policy. Any failure to adhere to the terms of this policy shall be grounds for disciplinary action up to and including termination of employment.

Initials:

a. Information Collection and Use

Information gathered using GPS and Camera technology will be only used for business-related purposes. Information gathered regarding an employee's whereabouts during non-business hours will not be released or divulged except the following situations:

We have your consent to share the information;

- i. We need to share the information to protect the interests of the Company;
- ii. We are under court order to respond to subpoenas, court orders, or legal process.

Initials:

Vehicle Maintenance

Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns. Use common sense.

- a. Registration and Inspection is the responsibility of the assigned driver unless provided.
- b. Drivers of D.O.T. regulated vehicles are required to inspect their vehicle prior to usage, documenting and notifying the Transportation department of deficiencies found.
- c. In addition to inspections required by law for passenger vehicles, routine inspections of critical items, such as brakes, lights, tires, wipers, etc., must also be completed by drivers of passenger vehicles.
- d. The vehicle should be cleaned (interior & exterior) regularly to help maintain its good appearance for you and the Company. A clean vehicle makes a good impression on customers. Keep your mirrors and windows clean for safe backing.
- e. Every employee is required to conduct and submit a pre-trip inspection for any vehicle, trailer, and piece of equipment utilizing the drivers app of the software currently being used. If a pre-trip is not conducted and the vehicle, trailer, or piece of equipment has a mechanical breakdown due to negligence on the part of the employee, disciplinary action will be taken, and employee held accountable.
- f. Every vehicle will be cleaned out of dirt, trash, and debris at the end of each week to ensure a professional and safe environment (to include the bed of a truck or back of cargo van)
- g. The vehicle manufacturer's maintenance schedule should be referenced and closely followed regarding recommended maintenance intervals. Take care of factory recalls ASAP. Stay current with oil changes, tire rotation and seasonal changes (winter). Initials:

CDL Fleet Negligence Policy:

Fleet Negligence: Vehicles, trailers, and equipment that are operated and owned by CDL and employees are a critical part of ensuring our customers receive quality and timely services. Vehicles, trailers, and equipment that are not clean and maintained properly hinders the company's ability to provide those services. Pre trip inspections and other maintenance services are a key component and will be followed without exception. Negligence on part of the employee, if found, will be dealt with under the disciplinary policy to ensure accountability.

Negligence: If a vehicle/trailer/equipment that is being operated by a CDL employee and breaks down causing any damage due to not following the guidelines in this policy an investigation will be conducted by the transportation department. Once an investigation is completed, results will be documented detailing what happened, the result of what happened, and recommendations for/against disciplinary action due to the findings. Results will then be sent to the Supervisor (Tier 1), Director (Tier 2), and Chief Operating Officer (Tier 3) for consideration of suspension and/or termination.

Depending on the severity and frequency will determine actions against the employee ranging from a written warning to termination. If the negligence being investigated is on a supervisor, then Tier 1 and 2 violations will go to the Director and Tier 3 will continue to go to the COO for review. The employee will be allowed to provide a rebuttal within 5 business days of the decision and will be sent to the next higher level based on severity and frequency for reviewed. If it's a Tier 3 violation the rebuttal will be sent to the COO for review; once the rebuttal is reviewed that decision is final. All violations will be filed with HR and the transportation department for record keeping.



(800) 392-4942
www.cdl-electric.com
1308 N. Walnut St.,
Pittsburg, KS 66762

Tier 1: Written Warning (First Offense)

- Lack of vehicle cleanliness and professional appearance
- Smoking/Vaping in Vehicle
- Failure to submit pre trip inspections
- Minor damage to vehicle/equipment/trailer (0-1000 dollars)
- Call ins from the public for unsafe driving practices
- Non-CDL employees / Pets riding in vehicle
- DOT and IFTA violations

Tier 2: Suspension (Second Offense of any Tier 1 violations)

- Moderate Damage to Vehicle/Trailer / Equipment (1001-5000 dollars)
- Accidents causing damage or injury to others due to negligence

Tier 3: Termination (Third Offense of any Tier 1 violations)

- Major Damage to Vehicle/Trailer / Equipment (<5000 dollars)
- Second offenses of Teir 2 violation
- Accidents causing loss of life, limb, or eyesight to others due to negligence

Initials:

I, _____, Acknowledge that the information contained in the CDL Fleet Safety Policy has been reviewed with me and a copy of the policy and driver rules are available to me. As a driver of a company vehicle. I understand that is my responsibility to operate the vehicle in a safe manner, drive defensively to prevent injuries and property damage. And above all, drive while being courteous and promoting a CDL team member image. These terms and conditions also apply to the use of rented, leased, and personal vehicles while driving to and from work.

Employee signature: _____ Date: _____