

IV. AUTHORIZATION OF DRIVING PRIVILEGES

"Designated Driving" employees will not be assigned or allowed to use or drive of a company "Motor Vehicle", if:

- A. The "Driver" does not have a valid operator's license issued by their state of residence; or if
- B. The "Driver" possesses licenses from more than one state, or if
- C. The "Driver's" license is suspended, revoked for any reason, or the employee has multiple moving violations.

V. AUTHORIZED VEHICLE USE

A. Personal Use of "Company Vehicle"

A "Company Vehicle", may not be driven for personal use.

It is considered a privilege to drive a "Company Vehicle" not a right.

B. Unauthorized Use of "Company Vehicles"

If a "Driver" allows an unauthorized individual to drive a "Company Vehicle", disciplinary action may be taken, up to and including suspension of driving privileges or dismissal of the "Driver"

If the unauthorized use results in an accident, or moving violation, in addition to whatever disciplinary action may be taken, the responsible employee may be required to make restitution for the physical damages to the "Company Vehicle".

C. "Non-Company Vehicles" Used For Business

Employees who drive "Non-Company Vehicles" while conducting business for the company are subject to all the provisions and standards of this program.

Additional responsibilities include:

1. Maintaining automobile liability insurance limits of at least \$50,000 per person, \$300,000 per accident, and \$25,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides;
2. Maintaining current state vehicle inspection if the state requires one; and
3. Maintaining their "Non-Company Vehicle" in safe operating condition.

VI. DRIVER MVR CHECKS

A. Initial MVR Checks

1. EMPLOYEE APPLICANTS:

If an employee applicant is to be a "Driver", the Human Resource Manager will obtain a completed *Driver History Form* (See Appendix B) from the applicant and forward it to the Safety Manager. The Safety Manager will use the form to obtain a MVR for evaluation.

In the event an employee-applicant is hired and must begin driving on company business prior to receipt of the MVR, the Safety Manager must, as a minimum, carefully review the applicant's *Driver History Form* before granting driving privileges.

Also, each employee-applicant should be informed in writing by the Safety Manager that employment is conditional upon receipt of a satisfactory MVR; that is, an MVR not meeting the definition of a "HIGH RISK DRIVER".

If the information on the MVR or *Driver History Form* indicates that the new employee is a "High Risk Driver", the Safety Manager may, after careful consideration, grant driving privileges, but only on a probationary basis.

EVERY ATTEMPT SHOULD BE MADE TO SECURE AND EVALUATE A MVR ON EACH NEW "DRIVER" BEFORE DRIVING PRIVILEGES ARE GRANTED.

2. EXISTING EMPLOYEES:

If an existing employee is changing from a non-driving position to a position requiring driving on company business, the employee must complete and sign a *Driver History Form*.

The Human Resource Manager will forward the form to the Safety Manager, so an MVR can be ordered and evaluated prior to granting a change in job status.

B. Periodic MVR Checks

The Fleet Manager will obtain MVRs every year for all existing "Drivers".

In addition, the Company maintains the right to conduct periodic and random review of MVRs at its discretion.

C. Distribution of MVRs

The Fleet Manager will distribute MVRs to the VP & Owner for his review. The Fleet Manager is responsible for filing the MVR in the employee's file.

VII. IDENTIFICATION OF HIGH RISK DRIVERS

A "Driver" will be classified as a "High Risk Driver" if the MVR check so indicates, or if it is otherwise determined, that the driver has one or more of the following violations:

1. Conviction for an alcohol and/or drug related driving offense;
2. Refusal to submit to a Blood Alcohol Content (BAC) test;
3. Conviction for reckless driving;
4. Any combination of three or more moving violations, "At Fault Accidents", or "Preventable Accidents" within the most recent three years;
5. Suspension, revocation or administrative restriction within the last three years;
6. Leaving the scene of an accident as defined by state laws