

## VEHICLE USE POLICY

This policy has been prepared as an orientation on what is expected of you in the operation and maintenance of your company vehicle. SAVER GROUP, INC., will provide you with safe, dependable transportation. In turn, you are entrusted to use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary to continue to drive a company-provided vehicle on company business.

Any driver of a company vehicle (or driving on company business in any manner) must meet the following requirements:

Possess a valid driver's license

Maintain an acceptable driving record per company policy with Saver Group, Inc.

Follow the guidelines stated in this policy at all times

## USE OF VEHICLE

You have been provided a company vehicle primarily to assist you in your job. Its use is strictly limited to business purposes. It may be used for personal reasons, up to 300 miles per month. **Personal miles shall only be used during a workday. Using the company vehicle to go on vacation or on a nonwork day is prohibited unless prior permission is granted by Keith DeFisher.** It is the responsibility of the employee to report to Saver Group, Inc., these miles for income tax purposes **at least once per quarter.**

It is limited solely to your use. No spouses, children or any person not an employee of the company may be in the vehicle.

Loaning the vehicle to friends, neighbors, relatives or anyone else is in violation of company policy.

From time to time, you may have a need to carry business associates; however, transporting strangers or hitchhikers is a violation of company policy.

## VEHICLE CARE

All company-provided vehicles are designated as "non-smoking" areas. You are expected to keep your vehicle in a clean, well-maintained condition.

## TIRE CARE AND REPLACEMENT

Tire mileage is directly proportional to driver techniques, alignment, tire pressure and wheel balance. All of these factors are under your control. Tire pressures must be checked regularly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately to avoid drastic tire wear.

## MAINTENANCE AND REPAIR

Neglecting to maintain a vehicle could result in the driver being charged for any resulting repairs. Unusual wear and tear above industry average or neglecting to maintain your company-provided vehicle may result in the loss of your vehicle and further disciplinary action.

It is the driver's responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:

Change oil according to manufacturer's suggested maintenance schedule

Keep tires inflated to the proper PSI rating

Have tires rotated every 10,000 miles

Frequently inspect belts and hoses for cracks, leaks or loose fittings

Driver safety checklists should be performed in writing at least once per month. Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

#### **FEDERAL MOTOR CARRIER SAFETY REGULATIONS**

Maintain records of all maintenance performed on vehicles in accordance with Federal Motor Carrier Safety Regulations, Part 396 (Inspection, Repair and Maintenance). A separate file for each vehicle should be maintained to document the repair and maintenance history of each vehicle.

Vehicles subject to Federal Motor Carrier Safety Regulations (DOT vehicles) should have written pre-trip and post-trip safety inspections by the driver according to Part 396.11.

#### **ACCIDENTS**

A valid insurance card and vehicle registration shall be carried in the vehicle at all times. In the event that you are involved in an accident, please follow these instructions:

1. When an accident involves another vehicle, obtain the following information:
  - Driver's name (and owner's name if different from the driver)
  - Address
  - Telephone number
  - Name of insurance company and policy number
  - Vehicle license plate number
2. If possible, obtain names, addresses and telephone numbers of any witnesses, including name, badge number, department name and addresses of any investigating law enforcement agency.
3. Identify yourself and show your driver's license and insurance identification card. Do not

discuss insurance policy. Do not assume the blame for the accident and above all, do not agree to any settlement.

4. Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer might ask if you want a citation issued to the operator. IF so, answer in the affirmative and explain that this is your company's preference.
5. Note if there are any injuries reported by anyone involved in the accident.
6. It is your responsibility to notify any state and/or local agency (police, etc.) of the accident and to file the appropriate written report as required by state law, in addition to notifying BRENDA PATTON @ SAVER GROUP INC., CORPORATE OFFICE.
7. If an adjuster or any other representative from the other driver's insurance company contact you for a statement (either written or recorded), refer that person to BRENDA PATTON @ SAVER GROUP, INC., CORPORATE OFFICE.
8. You must immediately take a drug test after all motor vehicle accidents, regardless of fault. You must contact Brandi Humphrey immediately to get the drug test set up. If you test positive for alcohol or drugs, regardless of whether you are found at fault or not, your employment will be terminated.

#### **TRAFFIC AND PARKING VIOLATIONS AFTER THE EFFECTIVE DATE OF THIS POLICY**

Minor violations include: Three minor violations within a 12 month period or five minor violations during a three year period will result in loss of company-provided vehicle and losing the privilege of driving on company business, in any manner. It may also subject you to further disciplinary action, including possible employment termination.

Speeding less than 25 mph over the limit

Failure to wear seat belt

Failure to stop at a stop sign or stop light

#### **MAJOR VIOLATIONS INCLUDE:**

If you receive a major driving violation conviction, it will result in loss of company-provided vehicle and you will lose the privilege of driving on company business in any manner. It may also subject you to further disciplinary action, including possible employment termination.

Driving under a suspended or revoked license

**Hit and run or leaving the scene of an accident**

**Vehicle theft due to negligence (including failure to park the vehicle in a secure, well lit area or parking garage, failure to lock doors, leaving keys in plain view, or leaving a vehicle running while unattended**

**Vehicular manslaughter, homicide or assault arising out of the operation of a motor vehicle**

**Use of false motor vehicle documents, such as license or registration**

**Failure to obey school crossing guard or any school bus violation**

**Passing on the wrong side, on a hill or where prohibited**

**Reckless, careless or negligent driving**

**Driving on the wrong side of a divided highway**

**Participating in racing or a speeding contest**

**Driving while under the influence of alcohol, even if under the legal limit; driving while intoxicated at the legal limit or above; and/or driving WHILE under the influence of drugs, whether prescription drugs or any controlled/legal substances**

**Implied consent or refusing the test**

**Speeding more than 24 mph over the limit**

**Eluding a police officer**

**Failure to keep an acceptable motor vehicle record**

**Company provided vehicle privilege or driving on company business in any manner may be reinstated after 12 months from the date of loss or privilege, provided a clean driving record (no moving violations or at-fault accidents) has been maintained, at the discretion or management.**

**Each driver is responsible for prompt payment of any fine incurred as a result of unlawful operation or illegal parking of the company vehicle. If an unpaid fine reaches judgment status, the fine plus a \$25.00 penalty will be deducted from your paycheck.**

## **SAFETY**

**It is company policy that seat belts be used at all times, not only by the driver but by all passengers as well. Drivers are prohibited from overloading and/or overcrowding a vehicle that may result in unsafe operation. It is the guideline to not carry more passengers than the number of occupant safety restraint systems in the vehicle. Drivers are responsible for wearing and enforcing the use of safety restraints by all occupants.**

**Driving is a full time job. Avoid all distraction. Concentrate on the other driver by assuming that person will not do what is expected.**

**Roads are crowded. Consider all vehicles as potential accidents looking for a place to happen.**

**Beware when entering intersections. Always count to two before entering an intersection from a stoplight or stop sign.**

**Signal entry onto freeways and stay in the center or inside lane for ease of emergency maneuvering. Do not insist on the right-of-way. Assume the other driver will.**

**During winter driving, use caution as bridges are slippery and freeze before roads because they lack the warmth of the ground under them.**

**Drivers must operate a vehicle only at a speed appropriate to the road, traffic and weather conditions.**

**Loose items that could be blown out of pickup boxes or off the flatbed should be secured before driving the vehicle.**

**Prior to backing a vehicle with trailer, a large truck or tractor/trailer, the driver should get out of the cab and assess the area into which the vehicle is to be backed. Look for obstructions, low hanging electrical wires, tree branches, parked cars, pedestrians or people in the area and any potential for traffic to pass behind while backing. Roll down the window and turn off the air conditioner and radio while backing so any warning sounds can be heard. Try to obtain a "spotter" to help back into the space.**

**Use turn signals for parking, lane changes, and all turns in shopping and office center parking lots. Always keep a full level of windshield washer solvent.**

**If you are wondering whether or not you should turn on your headlights, turn them on.**

### **CELL PHONE USAGE**

**Use only blue tooth for making or receiving calls while the vehicle is moving**

**If you need to place or receive a call and it is unsafe to use blue tooth, pull off the road to a safe location and stop the vehicle before using your phone**

**Ask a passenger to make or take the call**

**Inform regular callers of the best time to reach you based upon your driving schedule**

**Under no circumstances is texting while driving allowed**

**If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone, unless you have a hands free device**

Ask a passenger to make or take the call

Inform regular callers to the best time to reach you based upon your driving schedule

Under no circumstances is texting while driving allowed

### **OTHER COMPANY POLICIES**

Firearms or other weapons are not allowed on owned or leased company premises including company vehicles. Possession of weapons on company property by anyone other than a licensed law enforcement officer is grounds for termination.

Drivers are not to transport any hazardous material or waste in company vehicles or in any vehicle while on company business unless such hazardous materials are ordinarily handled by the company as part of normal business operations. Non hazardous materials transported in a company vehicle or in any vehicle while on company business that may potentially cause injury because of sudden impact must be properly secured.

Employees using personal vehicles on behalf of the business should provide a certificate of insurance from their personal auto carrier with minimum limits of \$100/300/100 or \$300,000 CSI.

Vehicles should be locked when parked on the premises, job sites, stopping temporarily such as at convenience stores or anytime that the vehicles are left unattended.

Under no circumstances should radar detectors, laser detectors or any other radar-detecting devices be used in a company vehicle.

Damage due to smoking will be charged back to the driver.

If you are negligent in the care of a company provided vehicle resulting in financial loss or excessive repair, will charge back to you the fair market value of that cost.

### **MOTOR VEHICLE RECORD CHECK**

Continued eligibility to drive a company provided vehicle, or driving on company business in any manner, requires each driver to maintain a safe and clean driving record. This means that the driver shall comply with traffic and parking violations stated herein.

### **SAFETY AND SECURITY OF COMPANY VEHICLE**

For the safety and security of the assigned company vehicle, you are directed to drive it to your residence and keep the same in a safe place.

### **PERMISSION FROM CHIEF OPERATING OFFICER**

From time to time, there may be a reason for you to transport a non-employee in a company provided vehicle. Prior to transporting the non-employee, you must get written permission from Keith DeFisher.

**ACKNOWLEDGEMENT FORM**

I have read and agree to abide by all the policies and procedures in this manual and I understand my responsibilities to drive safely and maintain a safe vehicle I give SAVER GROUP, INC. AUTHORITY TO CONDUCT ANY AND ALL RECORD CHECKS REGARDING MY OPERATION OF MOTOR VEHICLES.

\_\_\_\_\_  
NAME (Please Print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DRIVER LICENSE NUMBER

\_\_\_\_\_  
STATE ISSUING LICENSE

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
STORE LOCATION

11/1/2023 – EFFECTIVE DATE