



Driving/MVR/Distracted Driver and Vehicle Usage |

Revised: 02/06/2020 | Effective: 01/13/2020

The Company has made a commitment of safety, service, and quality to both our employees and customers. Andreas Plumbing, Heating, and Air Conditioning insists that both our employees and non-employees operate all vehicles owned by or used by Andreas Plumbing, Heating, and Air Conditioning in a safe and economical manner. The following summarizes policy guidelines:

- Vehicles are not to be operated unless in a safe operating condition.
- Drivers must be physically and mentally able to drive safely.
- Drivers must conform to all traffic laws and allowances made for adverse weather and traffic conditions.

Respect the rights of other drivers and pedestrians. **Courtesy is contagious.**

- Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle.

Accidents

All accidents are to be reported to management immediately after the accident occurs. All accidents will be reviewed and a determination made as either preventable or non-preventable which result from factors outside of a driver's control.

A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

MVR Standards

Motor Vehicle Records (MVRs) will be checked periodically on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal the following will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of Andreas Plumbing, Heating, and Air Conditioning:

1. Three (3) or more traffic violations and/or at fault accidents over a three year period for drivers age 25 and older, two (2) traffic violations and/or at fault accidents for drivers age 18 through 24, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or *(Continued)*



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2. One or more of the following type of serious traffic convictions within the past 3 years will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of Andreas Plumbing, Heating, and Air Conditioning:

- Driving while under the influence or while disabled by use of drugs
- Refusal to submit to test for alcohol (e.g., Failure to take a Chemical Test, Blood Test, or Breath Analyzer Test)
- Leaving the scene of an accident without reporting it
- Homicide, assault, or criminal negligence resulting from the operation of a vehicle
- Driving while license is suspended or revoked
- Reckless or dangerous driving, which results in injury to a person
- Racing
- Passing a stopped school bus

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

Distracted Driving and Mobile Devices

We deeply value the safety and well-being of all employees. Due to the increasing number of accidents resulting from distracted driving and the use of mobile devices, it is our company policy that you not engage in activities that cause you to become distracted when driving, including, but not limited to:

- Sending or reading text messages
- Using a hand held mobile device for either outgoing or incoming calls
- Using a hands free device for either outgoing or incoming calls
- Using cell phones and other devices for social media and other forms of entertainment
- Adjusting or programming controls of audio or navigation systems
- Searching for and/or reaching for items in the vehicle *(Continued)*



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- Eating or drinking beverages
- Reading maps or other printed material

The above restrictions apply anytime the vehicle is in motion. It is our company policy that, in all circumstances, you pull the vehicle over to a safe area prior to engaging in these activities. Employees are also expected to follow all state laws regarding mobile device usage.

Vehicle Usage

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. The Company has developed the following expectations for you as a driver to help ensure company-owned vehicles and/or those used by company employees will be operated in a safe and economical manner.

- Seat belts must be worn at all times when the vehicle is in motion.
- Defects and needed repairs of any company vehicle will be reported to management so necessary repairs can be made.
- Cargo must be secured and doors locked while en route and when company vehicles are parked.
- All accidents must be reported to the manager consistent with Andreas Plumbing, Heating, and Air Conditioning's Accident Reporting Policy. You, the employee, are responsible for reimbursing the Company for all damages to the vehicle(s) not covered by insurance, provided that the Company's accident review shows a preventable type accident.
- All traffic violations received will be paid by you, the employee.
- No permission may be given for any other person, including family members, to drive company vehicles. Specific permission must be obtained from company management for any personal use of a company vehicle.
- The use of radar detectors is forbidden in all vehicles owned or used by the company. Use of a radar detector will result in revoked driving privileges.
- Hitchhikers and passengers, other than company employees or authorized persons, are not permitted in company vehicles. *(Continued)*



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Company consequences for failing to follow company policy:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate this policy may be subject to disciplinary action.
- Employees who violate this policy may be subject to disciplinary action including termination.

All current drivers of Andreas Plumbing, Heating, and Air Conditioning must have a signed copy of Andreas Plumbing, Heating, and Air Conditioning's Driving Policy retained in a management file.

Your signature below certifies your agreement to comply with this policy, and you are willing to accept the consequences of failing to do so.

Employee Signature: _____

Date: _____

Employee Name (printed): _____