

## **Electric City, Inc. Fleet Safety Policy**

The company has a paramount obligation and responsibility to institute policies and procedures which direct and motivate employees to avoid unsafe and unhealthy activities. Additionally, we have an obligation and responsibility to protect community members from the effects of employee misconduct and protect the company's public image. Potentially, employee misconduct exposes the company to overwhelming civil liability and substantially threatens the company's financial resources. Because of those obligations, responsibilities and concerns, this vehicle and equipment operators' safety policy is established and implemented.

- \* An employee is prohibited from operating a company owned or controlled vehicle or equipment while under the influence of or affected by alcohol and/or another drug utilization, including prescribed or "over-the-counter" medication which adversely affect an employee's ability to safely operate a vehicle or equipment.
- \* Transportation or storage of alcohol and/or another drug in a company owned or controlled vehicle or equipment is prohibited.
- \* A company owned or controlled vehicle or equipment will not be utilized for personnel transportation to or from or parked in the vicinity of an alcohol and/or another drug distribution facility.
- \* The operator is responsible for the safe, legal and prudent operation of a company owned or controlled vehicle or equipment.
- \* Company owned or controlled vehicle assignment, to an employee, is at the exclusive discretion of executive management.
- \* A company owned or controlled vehicle or equipment are to be exclusively utilized to conduct company business. Personal utilization must be approved by executive management.
- \* Company owned or controlled vehicle or equipment operation by a person who is not employed by the company is prohibited.
- \* Operation of a company owned or controlled vehicle or equipment must be approved by supervisory or executive managerial personnel.
- \* A company owned or controlled vehicle operator must have been issued and have in his/her possession a valid driver's license, issued by the State of his/her residency.
- \* A commercial vehicle will be exclusively operated by personnel who have been issued and possess a valid Commercial Driver License (CDL).
- \* If the driver's license of an assigned vehicle operator is suspended or revoked, the company's business office must be immediately (within a twenty-four (24) hours time-period) notified.
- \* During a driver's license suspension or revocation time-period, a relevant employee is required to provide personal transportation to and from work assignment area(s).
- \* Public highway operation, by an unlicensed operator, of a company owned or controlled vehicle is prohibited.

- \* An annual review of each employee's Motor Vehicle Record (MVR) will be conducted, by executive management personnel. An evaluation of that record will be a consideration for continuation of the employee's vehicle assignment privilege.
- \* Unless a company responsibility is demonstrated, an employee is responsible for the payment of a parking violation assessment.
- \* Within a two (2) hours time frame, following involvement of a company owned vehicle or equipment in a collision, which results in damage to any property, the operator of the vehicle or equipment, or his/her supervisor, must provide a verbal report, concerning the collision, to executive management. The operator will submit a written report concerning the collision, to executive management, within a twenty-four (24) hour time period, following the incident.
- \* Supervisory personnel will conduct a property damage incident investigation and submit, to executive management, written documentation concerning that investigation, along with, if available, third party investigative report(s).
- \* An employee will reimburse the company for expenses incurred to repair damage to a company owned vehicle or equipment, if the damage was caused by the employee's willful negligence, carelessness or recklessness. Decisions concerning employee reimbursement requirements are at the discretion of executive management.
- \* Employees who are assigned a company owned vehicles are responsible for appropriate and timely equipment maintenance.
  - \* Vehicle and equipment operators should be familiar with the manufacturer's preventative maintenance schedule.
- \* Company owned vehicles will be maintained in a clean and presentable condition.
  - \* At timely intervals, debris will be removed from a vehicle.
- \* Vehicle operator and occupant seatbelt utilization is required.
- \* Company owned vehicles and equipment will be equipped with a first-aid kit and serviceable fire extinguisher.

As a Electric City, Inc. employee and company provided vehicle or equipment operator, I acknowledge and accept the terms, conditions and restrictions outlined in this policy. I understand that this policy is established in order to enhance my safety and welfare and that of the general public. Also, it is intended to insulate the company against potential civil liability.

I have reviewed and understand the provisions outlined in this policy. I agree to continuously comply with those provisions and realize that noncompliance may result in disciplinary action which may include termination of my employment with Electric City, Inc.

Employee name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Assigned vehicle/equipment number: \_\_\_\_\_

cc: Personnel file  
Insurance file