

Climate Engineers, Inc. (“Company”) proposes to permit you to operate and possess a vehicle owned or leased by Company (a “Company Vehicle”). There are certain responsibilities and procedures to follow concerning you, as the driver of a Company Vehicle in order to provide a safe work environment for yourself and others. Employees will keep all necessary records pertinent to the vehicles use. Further, since vehicles are part of the company’s image, they should be kept clean and presentable at all times. If you have a company vehicle it is your responsibility to make sure that the general mileage checks are done to maintain the vehicle in proper running order.

Please read the following policy closely, for it must be understood and signed prior to being allowed to operate a Company Vehicle. Please return the signed document to the office after you have acknowledged the Company Vehicle and Driving Policy.

### **SAFE DRIVING REQUIREMENTS**

As a Company Vehicle driver, you must comply with or insure compliance with all of the following requirements:

1. All drivers must have a valid driver’s license and comply with all laws of the jurisdiction in which they are operating the vehicle.
2. Employees allowed use of company vehicles must have acceptable driving records and must be fully insurable.
3. No alterations/defacing can be made to any Company Vehicle without the consent of management.
4. All Company Vehicles are also considered non-smoking areas therefore the use of smoking tobacco, chewing tobacco, and electronic smoking/vaping devices inside of the vehicle are prohibited.
5. Company Vehicles are to be used for Company business only unless a company officer authorizes personal use of a Company Vehicle. Unauthorized use may result in loss of the vehicle. Normal operation of the vehicle (unless otherwise authorized for personal use) includes:
  - Travel at the beginning of the work day directly from the employee’s residence to jobsite or company facilities
  - Travel during working hours, as reported on the employee’s time record sheet, to assigned jobs for that day
  - Travel directly from company facilities or jobsite to the employee’s residence at the end of the work day
6. The possession and/or use of any form of alcohol, drugs, or other controlled substances by employees at the jobsite, on company property, or in the company vehicle is strictly forbidden. Employees found guilty of an infraction of this rule will be subject to immediate dismissal. Furthermore, management reserves the right to seek drug and alcohol testing of its employees in those situations where it is believed usage may impair the employee’s ability to perform in a safe and effective manner.
7. 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 could result in re-assignment of the Company Vehicle and/or termination.
8. Prior to using a Company Vehicle, do a full inspection of vehicle to ensure proper operating capabilities. Vehicles should not be operated with any defect that would prevent safe operation. Report all vehicle defects; neglecting to maintain your company-provided vehicle may result in the loss of your vehicle and further disciplinary action.
9. The vehicle must not be used in conditions for which it was not designed (such as off-road).
10. 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

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systems in the vehicle. Drivers are responsible for wearing and enforcing the use of safety restraints by all occupants.

11. Do not allow passengers to ride in any unsafe area or manner.
12. Loose items that could be blown out of pickup boxes or off the flatbed should be secured before driving the vehicle.
13. Drivers must operate a vehicle only at a speed appropriate to the road, traffic and weather conditions.
14. Using a hand held operating device while the vehicle is in operation or while using a company issued cell phone while operating a personal vehicle is prohibited. This included but is not limited to: answering phone or making calls via handheld devices, reading or responding to emails, texting, or using any similar electronic communication. In order to use your handheld device, it is imperative that you safely pull the vehicle off to the side of the road or park in another safe location. If you are going to be driving and expecting phone calls from clients, associates, and business partners, inform them of why calls may not be returned immediately due to company policy.
15. Use mechanical and/or hand signals at all times to inform others of your intentions.
16. Drive defensively at all times.
17. When parking vehicle, verify you are not blocking entrances, exits, intersections, or fire doors when parked. When parked, ensure that the vehicle is secured when parked by:
  - Turning the ignition off and removing keys.
  - Making certain the vehicle is placed in "park" and that the parking brake is set. Confirm the vehicle is locked at all times when not in use. 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.
  - If a theft has occurred because of a vehicle or gang box not being locked due to negligence of the employee the employee will be responsible for replacing all personal tools, not the company. These circumstances may be investigated by company officers.
18. 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. Try to obtain a "spotter" to help back into the space.
19. Any injuries/illnesses, property damage, or near misses occurring while operating a Company Vehicle are required to be reported to your Supervisor or contact the Safety Manager promptly at 319-550-4164. See accident section for more information on this topic.

All citations issued to the driver of a Company Vehicle, and to the vehicle itself while under assignment to the driver, are the responsibility of the assigned driver. Failure to take care of such citations will result in a deduction from your pay to cover the cost of the ticket, and in re-assignment of the Company Vehicle. While the Company is responsible for licensing and insurance on all Company Vehicles, it is the operator's responsibility to report to the Company a loss, revocation, suspension, cancellation or expiration of driver's license, registration or insurance. If a citation is issued to the driver or the vehicle because of the failure to notify the Company, the driver will be responsible for the cost of the ticket.

All drivers are expected to conduct themselves in a courteous and professional manner while operating a Company Vehicle. Company Vehicles are clearly marked and represent the Company to the public. If there are two complaints verified by truck number or license plate number during a one year period, the driver of the vehicle will be required to appear before the Safety Committee for possible disciplinary actions.

### **MOTO VEHICLE RECORD**

The Motor Vehicle Record (MVR) is available from the state in which the candidate holds their driver's license. The MVR details the accident and traffic violation history of the candidate over the last three years. Company

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retains the right to request an employee MVR at any time as a condition of operating company vehicles. As consent to operating a Company Vehicle, you consent to Company obtaining your MVR.

Some trucks within our company have additional requirements that need to be satisfied prior to being able to legally drive them. Obtaining a “CDL Class A or B” license, while beneficial, is at the discretion of the employee. If you choose to complete the CDL course and obtain your CDL license, bring in the receipt and you will be reimbursed that expense.

If you are required to get a “medical DOT card”, Company will set up the appointment for you and there will be no cost incurred by the employee.

All vehicles will have an annual DOT inspection; the drivers of each vehicle are required to perform daily inspections to their assigned vehicle and inspection sheets turned in weekly to the shop supervisor.

Company Vehicles are to be kept reasonably clean and neat in appearance at all times.

### **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, you must do the following:

1. Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first and then the safety of others.
2. Contact the appropriate law enforcement agency immediately.
3. Take pictures of all vehicles involved in the accident, accident location, and other conditions such as weather while you are at the scene using your cell phone. These pictures should be forwarded to the office immediately if possible.
4. Obtain the names (including owner’s name of vehicle if different from the driver), addresses, telephone numbers, license plate numbers, make, model, and insurance companies of any and all drivers involved in the incident. Collect the names, addresses and telephone numbers of any witnesses. Additionally, record the name, badge number, and department name of the officer/law enforcement agency who takes the accident report. If an incident report is filled out by the police, ask for the incident number so that Company can follow up if needed.
5. Note if there are any injuries reported by anyone involved in the accident.
6. Report the accident to your Supervisor and Safety Manager as soon as possible but no later than 24 hours after the incident occurred.
7. Afterwards, the incident will be reviewed to develop a Liability Claim Accident. Information generated will help determine causes and future preventative measures.

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Failure to follow any of the above concerning an accident could result in loss of Company Vehicle driving privileges.

The Company retains the right to determine the severity of a violation or of employee driving behavior. The following is an illustrative list of serious driving violations that is included for example purposes only:

1. Hit and run or leaving the scene of an accident
2. Reckless, careless, or negligent driving
3. Speeding

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4. 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/illegal substances
5. Use of vehicle in soliciting or unlawful use or possession of weapon
6. Vehicular manslaughter, homicide or assault arising out of the operation of a motor vehicle
7. Driving under suspension or revocation, or without a license
8. Fleeing a police officer
9. Vehicle theft
10. Improper passing, improper lane change, following too closely, improper turn, failure to signal, failure to yield, or improper backing. This also includes failure to obey school crossing guard or any school bus violation
11. Operating a defective vehicle

**INDEMNIFICATION**

You agree to pay and indemnify Company, and its directors, officers and employees, and each of their successors and assigns, from, for and against, and hold them harmless from, against and in respect of any and all costs, losses, claims, liabilities, fines, penalties, damages and expenses (including interest which may be imposed in connection therewith) and court costs and reasonable attorneys fees and disbursements of counsel, incurred by any of them, resulting from, arising out of, or in connection with any or all of (i) your breach of any of the requirements of this Company Vehicle and Driving Policy; or (ii) your operation or possession of a Company Vehicle outside the scope of your duties with Company or other than on Company business. You agree to maintain automobile insurance that will provide coverage to you for any claims made under this provision.

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**ACKNOWLEDGMENT AND ACCEPTANCE**

By signing below, employee has acknowledged that they have received the Climate Engineers Company Vehicle Policy, that they have read and understand the terms of this Program, and that they agree to abide by such terms.

Without limiting the foregoing, employee expressly understands and agrees that:

1. They will obey all applicable federal, state and local laws governing the vehicle assigned to employee including those relating to the operation and maintenance of such vehicle.
2. Employee will operate such vehicle in a safe and respectful manner and adhere to published safe operating practices.
3. Employee will be responsible of tracking and reporting the mileage and maintenance of such vehicle.
4. If employee does not comply with the Company Vehicle Operating Policy, then employee is subject to disciplinary action, up to and including termination of employment.
5. Additionally, the undersigned employee agrees that a photocopy of this document shall be considered as effective and valid as the original document.

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Climate Engineers Company Vehicle Request for Personal Use

Upon Request, Climate Engineers (Company) will consider an employee to use a Company Vehicle for personal use. If the employee making a request is granted to utilize a company vehicle, that employee understands and agrees that:

- 1. All previous rules listed in the company vehicle policy must and will be followed.
2. Employees must maintain a current, valid driver's license for the state in which they are living.
3. A Climate Engineers Company Vehicle involved in an accident during personal use of the vehicle, the driver is considered at fault.
4. The employee assumes and shall bear the entire risk of loss, theft, destruction, or damage of or to any part of the vehicle and/or its contents from any cause.
5. Employees must know and abide by all driving laws in all areas where they operate the company vehicle.
6. The number of people transported in the vehicle must not exceed the recommended occupancy limit.
7. Employees are not permitted, under any circumstances, to operate a company vehicle when any physical or mental impairment causes the employee to be unable to drive safely.
8. Vehicle must be returned in the condition it was in at pick-up.
9. Vehicles should not be exchanged between persons or departments without proper approval.
10. The undersigned employee agrees that a photocopy of this document shall be considered as effective and valid as the original document.

ACKNOWLEDGEMENT FOR COMPANY VEHICLE FOR PERSONAL USE

By signing below, I acknowledge that I have read and understand the company vehicle policies and procedures and agree to keep the company vehicle clean, in good running condition, and adhere to all state and local driving safety regulations. Your vehicle privileges and/or continued employment could be affected by abuse of the company vehicle policies. You also acknowledge that smoking is not allowed in company vehicles.

Employee Name (print): \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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