



Vehicle Program/Vehicle Allowance/Company Vehicle Policy

Beneficiary: - MENDOZA LEZCANO;JOSE L

Job: - 0927

**I hereby certify that all information presented is accurate and that I have
read and understood the Vehicle Program/Vehicle Allowance/Company
Vehicle Policy**

Signature

Date: 9/6/2024 9:38:34 AM

Fleet Management Policy

1- OBJECTIVE:

To regulate the use of company vehicles and vehicles on the Vehicle Reimbursement Plan.

2- SCOPE:

This policy applies to all employees being considered for a company vehicle, employees who are currently assigned a company vehicle and those enrolled in the Vehicle Reimbursement Plan. All employees with a company vehicle or on the Vehicle Reimbursement Plan are required to follow the policies set forth.

3- SUMMARY:

OHL NA has a fleet of company vehicles that are assigned and used by its employees in carrying out the company business. In addition, certain employees are qualified to receive a vehicle reimbursement, per the Vehicle Reimbursement Plan, for use of their personal vehicle for carrying out the company business.

If the utilization of company vehicles and personal vehicles for company business use are not regulated, it poses a significant risk to OHL North America. This policy sets forth mandatory requirements to be strictly followed by all employees involved to ensure the efficient and safe usage of the company's assets.

4- EMPLOYEE ELIGIBILITY TO HAVE A COMPANY VEHICLE OR BE ENROLLED ON THE VEHICLE REIMBURSEMENT PLAN

OHL North America has established policies for the company assigned vehicle and Vehicle Reimbursement Plan. The eligibility for participation in either of these programs is governed by these policies. The employee eligibility determination for assignment of a company vehicle or participation in the Vehicle Reimbursement Plan is made by the Human Resources Department at the time of hiring or at the time of promotion or reassignment. In general, the determination of eligibility under either of these programs is based on the employees' job function, need for travel related to daily business activities as well as position or role in the organization.

Employee eligibility for a company vehicle or to be considered for the Vehicle Reimbursement Plan are as follows:



Fleet Management Policy

- Clear Motor Vehicle Record (MVR) as described in the in the Motor Vehicle Record (MVR) Evaluation process in the Fleet Management Process file. Criteria for judging driver history is as follows:

Very Serious Violations - 6 Points Each Violation

Violation	Points
A felony involving the use of a motor vehicle	
Driving under the influence of alcohol or drugs and refusal to be tested	
Leaving the scene of an accident	
Reckless driving resulting in an accident	
Driving too fast for conditions resulting in an accident	
Driving with a suspended license	
At-fault fatal accident	

Serious Violations - 4 Points Each Violation

Violation	Points
Speeding (15 mph or more above the posted speed limit)	
Reckless driving not resulting in an accident	
Failing to obey traffic control device	
Cell phone/handheld device usage resulting in an accident	
At-fault non-fatal accident	

Other Violations - 2 Points Each Violation

Violation	Points
Speeding (less than 15 mph above the posted speed limit)	
Driving too fast for condition not resulting in an accident	
Improper or erratic traffic lane changes	
Cell phone/handheld device usage not resulting in an accident	
Failure to yield right-of-way	
Operating an unregistered vehicle	

- Must have a current driver's license.
- MVR that does not disqualify employee from being insured on OHL North America's insurer.
- Must be 21 or over to operate a company vehicle or be part of the Vehicle Reimbursement Plan.

Employee may not qualify for a company vehicle or be considered to be part of the Vehicle Reimbursement Plan if:

Fleet Management Policy

- Been convicted of a felony.
- Been convicted of an alcohol or drug related offense while driving.
- Has driver's license suspended or revoked.
- Fails to report any changes to his/her driver's license and driving record such as suspensions and/or driving violations.
- Been convicted of multiple speeding violations.
- Been convicted of one or more serious moving violations.
- Been involved in accidents that could have been avoided or prevented.

5- EMPLOYEE RESPONSIBILITIES WITH AN ASSIGNED COMPANY VEHICLE

Having a company vehicle is a privilege which comes with deep responsibilities. As an authorized employee with an assigned company vehicle, employees are expected to abide by the following:

- Use the company vehicle strictly for business purposes only. Personal use of a company vehicle is prohibited.
- Personal trailers, boats, or other recreational items are not to be attached or towed with a company vehicle.
- Company vehicles shall be operated within the areas where the company is currently providing service or conducting business.
- Obey all local and state traffic laws. Refer to Article 9 of the Fleet Management Policy for speeding policy.
- Personally responsible for any and all parking, moving violations, towing, storage, and impoundment fines, and any other fees obtained for an employees' assigned vehicle.
- Report vehicular accidents to his/her supervisor and Fleet Department within 24 hours.
- Keep the following documents in good standing condition, up to date, and placed inside glove compartment of company vehicle: Vehicle registration, insurance card, fuel card, and maintenance card, if applicable.
- Use of handheld devices, personal or company issued, is strictly prohibited when operating a vehicle. Employees must connect his/her handheld device with Bluetooth or any other hands-free capability in order to use the device in a safe and legal manner. If you must make a work related call on a handheld device while driving, you must wait until you can pull over safely and stop car before placing your call. If you receive a work related call on a handheld device while driving, you must wait until you can pull over safely to return the call.
- The use of radar detector, laser detector, or similar devices is strictly prohibited.
- The use of DVD Players, TVs, and any other handheld devices to watch videos is strictly prohibited.
- Smoking and/or vaping is strictly prohibited in company vehicles.

Fleet Management Policy

- Tools and equipment shall be stored and secured safely inside cab of assigned company. Studies show this practice reduces the risk of theft, but above all, increases safety for the driver.
- Company vehicle shall not be altered or modified in any way without proper authorization from supervisor and the Fleet Department. Alterations include home country flags, political affiliations, window tinting, decals from favorite sports franchises, or any other decals. Refer to the Fleet Management Process file for vehicle modifications.
- Personally responsible for keeping the interior and exterior of vehicle clean.
- Responsible for following the maintenance schedule, including recalls, of assigned company vehicles provided by the Fleet Department, fleet management company, or car manufacturer.
- Drive the assigned company vehicle only. The utilization of a spare vehicle or assigned vehicle of another employee needs prior approval by the supervisor and the Fleet Department. Refer to the Vehicle Assignment Process in the Fleet Management Process file.
- Certify that when parking a company vehicle at home, location of vehicle is in a safe environment. Refer to section 8 of the Fleet Management Policy for policies on vehicle use during afterhours or when company vehicle is parked at home after a shift.
- The company vehicle cannot be parked at an unauthorized area such as tow-away zones, loading areas, in front of fire hydrants, and any other area deemed by city or state as a "No Parking" zone.
- Firearms and weapons are strictly prohibited from being stored inside company vehicles.
- Inform supervisor and the Fleet Department of any medical leave or vacation for potential temporary reallocation of assigned company vehicle by management.
- Consider the environment and reduce emissions by not idling no more than 5 minutes. Refer to section 8 of the Fleet Management Policy for idle time policy.
- Seek and wait for towing service in the event of a company vehicle breakdown. Employee cannot abandon the company vehicle at any time.
- Follow the same rules and standards explained in the Fleet Policy Agreement when utilizing a rental vehicle for OHL North America.

6- EMPLOYEE RESPONSIBILITIES WITH A COMMERCIAL DRIVER'S LICENSE (CDL)

Employees with a Commercial Driver's License (CDL) are required to honor all the rules and standards set forth in the Fleet Management Policy. Furthermore, employees with a CDL must comply with all DOT city and state regulations. Some DOT regulations are as follows:

- Keep a Medical Examiner Certificate or DOT card on person or in vehicle at all times.
- Pass a DOT physical examination every two years.

7- EMPLOYEE RESPONSIBILITIES WHEN ENROLLED ON THE VEHICLE REIMBURSEMENT PLAN

OHL North America's operations incorporate the use of non-owned vehicles, vehicles owned by employees and used for the furtherance of the business plan. If non-owned vehicles are used for company use, the employee authorized to use his/her personal vehicle for company use, will enroll in the Vehicle Reimbursement Plan. Employees enrolled in the Vehicle Reimbursement Plan need to refer to the Allocation of Vehicle Reimbursement / Mileage Reimbursement Cost process found in the Vehicle Policy 12.01.01 Section 5 regarding reimbursement of expenses.

When such vehicles are used for general business needs, and more importantly, used to transport clients or business partners, OHL North America:

- Has the burden of responsibility to reasonably ensure that these vehicles are safe and being operated safely.
- Manages the vehicles from a safety standpoint with the same care as OHL North America's vehicles.
- Remembers that the primary insurance on personal vehicles used for business is typically the insurance secured by the vehicle owner.

In an effort to consistently manage this exposure, the following policy is effective immediately. Additionally, the rules and stipulations must be acknowledged by any and all employees currently authorized to operate their personal vehicle or rental units for business purposes. Rules and stipulations are as follows:

- Good driving record, monitored by Motor Vehicle Record history annually or as needed.
- Employees must have proof of ownership/registration prior to vehicle being approved for business use.
- Current proof of insurance (e.g.: insurance card, policy declaration sheet, etc.) with required minimum state limits of liability, medical pay, and uninsured motorist coverage.
- Since OHL NA is reimbursing the employees for their fuel and tolls, employees shall not seek reimbursement for fuel and tolls on any vehicle program or policy for personal travel unrelated to the company business.
- Employee must immediately report to the supervisor and the Fleet Department any changes to his/her driver's license and/or driving record including but not limited to traffic citations and suspension of license.
- After an accident during business related driving, employee must complete a post-accident drug screen within 24 hours.

Fleet Management Policy

- Employees must obey all traffic laws. Traffic citations shall be paid by the employee. If a driver has their license suspended, for any reason, their participation in the Vehicle Reimbursement Plan shall be revoked.
- Use of handheld devices including but not limited to cell phones (including texting) while behind the wheel and on company business is strictly prohibited.
- The vehicle cannot be parked at unauthorized areas. If the vehicle is towed because it was parked in an unauthorized area, the employee will be responsible for all towing costs and any other applicable penalties.

8- FUEL CARD AND TOLL DEVICES

To support job functions and efficiency, company vehicles are issued fuel cards and toll transponders. Rules and standards listed below must be followed by all employees with an assigned company vehicle and/or toll transponder:

- Fuel cards are assigned to company vehicles. Hence, filling up another vehicle with a fuel card from another vehicle, spare or assigned to another employee, is prohibited. Furthermore, filling up a personal vehicle or recreational unit with fuel on any fuel card is strictly prohibited.
- Fuel PINs issued to an employee is to be used by the employee only. Sharing PINs with other employees is prohibited. In the event an employee shares his/her PIN with another employee, all parties involved will be responsible for any theft of fuel and other purchases and misuse of the fuel card. Employee to contact Fleet Department in the event fuel card is lost or declining.
- Fuel cards are for fuel purchases only. Car washes or any other purchases on the fuel card are prohibited.
- Employees will be personally responsible for any abuse for toll usage such as the use of express lanes where not needed, airport parking for personal travel, or any other non-business related events.
- Lost or stolen cards must be reported immediately to your supervisor and Fleet Department.
- Employees will be held liable for any fuel and/or toll abuse and will be expected to pay directly to OHL North America or through payroll deductions followed by termination.

9- COMPANY VEHICLE TRACKING DEVICES

Company vehicles are one of the company's major assets; movements must be monitored to ensure the integrity of its use. Employees operating company vehicles must adhere to guidelines set by the Fleet Management Department covering the use of the vehicle as well as all motor vehicle laws governing its safe operation. The GPS system provides the capability to locate a company vehicle 24 hours a day inclusive of history. This feature is

Fleet Management Policy

useful to assist with locating a vehicle for proximity to needed service call, sending assistance, verifying locations visited and routes of travel, tracking idle time of vehicle, and allowing for history reporting of vehicle movements. The GPS system also provides the capability to track vehicle speed. This feature is useful to assist with the following:

- Reducing the likelihood of a vehicle crash by monitoring driving behavior.
- Establishing repeated violations of set speeding parameters.
- Reducing fuel costs (higher speeds contribute to increased fuel costs).

Employees with assigned vehicles with or without a GPS tracking device will be expected to abide by the following:

- Not authorized to touch, inspect, or tamper with the GPS device for any reason.
- Install or carry any signal tampering devices to alter the tracking or history of company vehicles is prohibited.
- Follow local and state laws by not traveling above the posted speed limit on public roads.
- Refrain from use of company vehicle when parked after the completion of a shift.
- Refrain from utilizing the company vehicle during scheduled days off or medical leave