

# **AUTO-CHLOR SYSTEM FLEET SAFETY & OPERATIONS PROGRAM**

## **2023**

## TABLE OF CONTENTS

- I. Fleet Safety Policy Overview
- II. Safe Driving
- III. Drivers
- IV. Driver Training
- V. Vehicles
- VI. Incident Reporting, Investigations & Recordkeeping
- VII. DOT Regulations
- VIII. Parking & Moving Violation Infraction Policy
- IX. FSOP Acknowledgement

## **I - Fleet Safety Policy Overview**

### **1. Policy**

Auto-Chlor System (“ACS” or the “Company”) operates a wide range of motor vehicles for sales, operations, and management functions. Company employees and contractors operate company owned, leased, rental or personal vehicles as part of their jobs. The following policy outlines how the ACS defines and safely manages its drivers, vehicles, and the regulatory compliance of its fleet so it can safely provide high quality service to its customers.

### **2. Responsibility and Expectations**

Senior management is responsible and held accountable for the content of this policy, implementation, allocating adequate resources, and developing appropriate procedures. Regional and branch leadership are responsible for executing the Company’s procedures, the compliance of their teams, and leading by example. Every employee who drives as a part of their jobs is responsible for compliance to the Company policy, procedures, behaving safely, reducing risk to themselves, the Company, our customers, and the general public.

## **II - Safe Driving**

### **1. Safety Belts**

The driver and all occupants are required to wear safety belts when the vehicle is in operation. The driver is responsible for ensuring passengers wear their safety belts.

### **2. Impaired Driving**

The driver must not operate a vehicle at any time when their ability to do so is impaired, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, as well as illness, fatigue or injury.

### **3. Traffic Laws**

Drivers must abide by the federal, state and local motor vehicle regulations, laws and ordinances. Drivers are responsible for all citations or moving violations. These include radar technology speeding violations and red-light camera violations. Management may make an exception and pay parking violations under approved circumstance.

### **4. Cellular Telephones and Other Electronic Devices**

The ACS Distracted Driving Policy states that employees cannot use a mobile electronic device while driving. This includes handheld, hands free, or two-way radio, if the employee meets any of the following conditions:

- A. Driving a company owned, leased vehicle or rental vehicle
- B. Driving a personal vehicle on company business
- C. Driving on company property
- D. Using a company supplied cell phone
- E. Using a personal cell phone on company business

In addition, all employees, management, sales or otherwise, are prohibited from actively operating any electronic devices while the vehicle is in motion. GPS devices, iPod/MP3 players, iWatches or other electronics are to be set up only when the vehicle is safely parked. Electronic GPS devices are preferred over traditional paper maps or map books because they

can be programmed prior to driving. These devices should be mounted according to state/local regulations and adjusted for easy view and to easily hear voice commands while driving. If mid route adjustments need to be made, find a safe place to pull over and change coordinates. Some cities or states have specific laws regarding cell phone use in vehicles. At no time can the ACS Distracted Driving Policy be disregarded, regardless of local laws.

ACS has uploaded all company-owned mobile devices with TRUCE notification suppression software to enforce this policy and to ensure the driver is safe from distractions while driving. The Company will provide TRUCE software for personal mobile devices being carried in ACS vehicles, if the employee voluntarily elects to use this tool to help adhere to the policy.

#### **5. General Safety Rules**

Employees are not permitted to:

- A. Pick up hitchhikers
- B. Accept payment for carrying passengers or materials
- C. Use any radar detector, laser detector or similar devices
- D. Push or pull another vehicle or tow a trailer
- E. Smoke, chew, vape, or use electronic cigarettes in any ACS vehicle.
- F. Use burning flares
- G. Assist disabled motorists or accident victims beyond their level of medical expertise.
- H. Vehicles must be locked at all times unless actively loading or unloading within full sight of the vehicle
- I. Use company vehicles for any business unrelated to ACS including but not limited to: UBER or Lyft, employee-owned businesses, and any other companies business.
- J. Disable, deactivate or in any way bypass vehicle safety equipment (back-up alarm, collision avoidance system, TRUCE beacon, etc.)

#### **6. Unsafe vehicles**

Drivers are responsible for immediately reporting any vehicle that is in an unsafe condition to drive.

#### **7. Company and Personal Property**

Employees are responsible for Company property such as tools, phones, handhelds, printers, and work papers under their control. ACS will not reimburse the employee for stolen personal property.

### **III - Drivers**

#### **1. Authorized Drivers**

In order to be authorized to drive a company owned, leased, or rented vehicle or a personal vehicle for Company business an employee must be:

- A. Approved by management,
- B. Licensed to operate and perform any regulated functions in the vehicle they are driving,
- C. Meet and maintain approved ACS Driver Qualification status.

An authorized driver is permitted to operate any non-commercial vehicle including passenger cars, light duty trucks, rental cars, on-call vehicles, and personal vehicles for Company business. Company vehicles are to be used for ACS business only.

At any time an authorized driver loses authorization to drive an ACS vehicle, the Company has the right to suspend employment until the issue is settled, reassign the employee to job duties not requiring them to drive, or to terminate employment.

## **2. Commercial Vehicle Drivers**

Authorized drivers are permitted to drive small Commercial Motor Vehicles (“CMVs”) to perform regulated functions if they are permitted and properly licensed to do so. ACS operates and maintains Small CMVs to perform regulated functions governed by federal and state DOT regulations. These vehicles can be found in service for route, installation, and some on-call vehicles. Only drivers whose license carries appropriate endorsements and/or have proper certification will be allowed to perform the following regulated functions:

- A. Drive a vehicle (or vehicle combination) with a Gross Vehicle Weight Rating greater than 10,001lbs
- B. Drive any vehicle carrying more than 1000 pounds of DOT hazardous materials

Commercial Driver’s License (CDL) holders are personally responsible for maintaining an active driver’s license in good standing. This includes timely renewals, passing medical certifications and any associated costs.

## **3. Driver Qualifications**

The minimum qualifications to be an authorized driver for ACS are:

- A. Possess a valid and active driver’s license
- B. Have a current MVR on file with at least three years of driving history
- C. Have an acceptable Driver Risk Score
- D. Have not had a DWI/DUI or similar conviction in the last 5 years
- E. Pass the ACS Driver Skills Assessment

## **4. Driver’s Skill Assessments and High-Risk Drivers (HRD)**

One component of the ACS Driver Risk Assessment is completion of an in-vehicle Driver’s Skill Assessment (DSA). The DSA covers many aspects of safe driving and should be used as a tool to measure and challenge drivers on their safe driving ability.

Drivers that demonstrate unsafe or reckless operation of a vehicle, despite having a clean driving record, will be coached and challenged to improve. In addition their skills will be assessed regularly to look for signs of improvement.

## **5. Driver Risk Score**

- A. ACS will obtain a minimum 5-year Motor Vehicle Record (MVR) from the DMV to review and determine the degree of risk the driver may present.
- B. The High-Risk Driver (HRD) definition for current employees and employee candidates during recruiting is any combination of:
  - i. 3 at-fault accidents and/or vehicle infractions/moving violations within the previous 2 years, or
  - ii. 2 at-fault accidents and/or vehicle infractions/moving violations within the previous 1 year
  - iii. 2 at-fault accident within the previous 2 years

- C. A candidate with a recent (< 5 year) DUI or DWI or similar conviction, or who has been charged with a DUI, DWI or similar charge does not meet ACS's qualification guidelines and cannot be an authorized driver.
- D. A candidate must hold or be able to obtain a driver's license in their state of operation. Candidates applying for positions that require regulated functions must hold or must be eligible to obtain a CDL and any required endorsements.
- E. Once an offer of employment is made, an employee is sent for a pre-employment Drug Screen. Compliance with federal law also requires that employees may be subject to random Breath Alcohol and Drug Screens during their employment if they obtain their CDL.
- F. For all instances where additional information or clarification is needed to determine driver qualification status, HR will be contacted for the final status determination.

Infractions or Moving Violations – 2 years	At-Fault Vehicle Incidents – 2 years			
	0	1	2	3
0	Acceptable*	Acceptable*	Acceptable*	High-Risk
1			High-Risk	
2	High-Risk			
3		High-Risk		
4	High-Risk	High-Risk	High-Risk	

*\*2 at-fault vehicle incidents within 12-months is automatic disqualification*

## 6. Hiring Employees with Commercial Driver's Licenses

If a driver with a CDL is being considered for employment, a *Request for Information* must be signed off by that prospective employee or a reasonable attempt must be made to gather information from previous employer(s) and their standing as a commercial driver with that company.

## 7. Current Drivers/Employees:

Management reviews every driver's MVR annually or more frequently if reasons warrant, i.e., HRD status. Failure to report incidents, citations, or points of any kind will result in disciplinary action up to and including termination. Any incident during the year that appears on a driver's record will be documented and may be followed by a corrective action based on driving history, the severity of the incident, and discretion of management.

## 8. DUI, DWI, or Similar

A DUI, DWI or similar conviction in the last 5 years, does not meet ACS's qualification guidelines and cannot be an authorized driver. ACS is an at will employer, permitting us to terminate an employee for any reason, including for a DUI or DWI conviction, or charge.

## 9. Unauthorized Drivers

Employees who have been assigned a vehicle will not allow an unauthorized driver to operate a company vehicle. Violation will be grounds for disciplinary action up to and including termination of employment.

#### **10. License Suspension**

Drivers must notify management immediately if their license is suspended or revoked. In these cases, where an employee does not have a valid license, ACS has the right to suspend employment until the issue is settled, reassign the employee to job duties that do not require them to drive, or to terminate employment.

### **IV. Driver Training**

#### **1. New Hire Training**

New employees will complete new hire training prior to driving for ACS.

#### **2. Driver's Skill Assessment**

New employees will take the initial *Driver Skills Assessment* prior to driving an ACS vehicle.

- A. Manager will model "Narrative Driving" for new employee, including reviewing the assessment form in full and discussing all aspects of our safe driving policies with them.
- B. New employee will drive for 15-20 minutes following the "Narrative Driving" method.
- C. Manager will fill out the *Driver Skills Assessment*, noting any issues or concerns that require further training. Based on a successful completion of the assessment, it is then filed in the new employee's Training or Drivers Qualification File (DQF).

#### **3. Annual Renewals**

The *Driver Skills Assessment* must be renewed annually. The Branch Manager must complete the renewal assessment prior to the expiration of the past year's assessment. The assessment renewal will be filed in the employee's DQF.

### **V. Vehicles**

ACS purchases, leases, and rents many types of vehicles throughout its operations. The Company makes vehicle decisions while looking at Safety, Operations, Finance, Marketing, and HR. The vehicles are a company asset and need to be maintained and protected as such. This includes but is not limited to routine and required mechanical service and repair, internal and external cleanliness, and general physical condition.

1. Vehicles are assigned based on job type and the needs of the business;
2. Vehicle maintenance is governed by the vehicle's manufacturer and/or regulatory enforcement. In all cases, drivers are prohibited from operating a vehicle that is not current on its maintenance. Vehicle maintenance falls directly on the assigned driver. If a vehicle is driven by multiple employees, vehicle maintenance falls to the first level supervisor. The Regional Manager is responsible for all vehicles in the region are current on their maintenance;

3. Vehicle housekeeping falls directly on the assigned driver. If a vehicle is driven by multiple employees, vehicle housekeeping falls to the first level supervisor. Vehicle exteriors must be clean and free of excess dust/dirt/mud/salt. Vehicle interiors must be clean, orderly, and free of trash and excess dirt/grime. All vehicles assigned to a branch must be managed under a branch wide, periodic cleaning plan. The Regional Manager is responsible for the compliance of the cleaning plan;
4. Pets and animals are prohibited from all company vehicles;
5. Make & Model decisions are made to give ACS the best possible outcome for safety, functionality, overall cost of ownership, efficiency, and quality. Vehicle choices given the intended use will be consistent across the entire operation;
6. Vehicle Branding – Branded vehicles will strictly adhere to the corporate logo policies regarding coloring and aspect ratio. There is some latitude to the striping given the configuration;
7. Vehicle acquisitions are handled in accordance with current financial policy and approved for the field in the budgeting process or by the vehicle replacement policy. Strategy should be reviewed annually;
8. Build out and upfitting decisions are made companywide and can only be completed by approved vendors;
9. Fueling of all company owned/leased vehicles must be done using the fuel card issued to the vehicle and the driver's individual PIN. Sharing PIN numbers or using the incorrect fuel card is prohibited
10. Towing trailers behind an ACS owned/leased/rented vehicle for any reason is prohibited.
11. Vehicles will be replaced at certain age and/or mileage intervals, based on the particular vehicle, with the goal of minimizing the cost/mile to operate over the entire life of the vehicle.

## **VI. Incident Reporting and Recordkeeping**

Managing vehicle incidents quickly and efficiently helps reduce cost and business disruption. Obtaining an accurate incident report and conducting a thorough investigation allows ACS to identify opportunity for improvement and reduction of overall incidents. To meet these objectives, all accidents, incidents, violations, and citations will be reported to management, investigated, and documented. Every company vehicle must have an accident reporting kit in the glove box. This should include both Federal and Forensic drug test forms and an inexpensive or disposable camera. Cameras on phones are also permitted to be used during an incident.

Employees will take the following actions during an accident/incident:

1. Damage to Other Vehicles or Property:
  - A. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt. Once safe, notify your manager of the accident;
  - B. Fill out the Vehicle Damage Report immediately (in the vehicle accident packet). Completing this form will consist of recording the names and addresses of drivers and



occupants of any vehicles involved their driver's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. ***Do not discuss fault with, or sign anything for anyone*** except an authorized representative of ACS or a police officer. The form will be used to complete the vehicle incident investigation report;

- C. Take pictures of the scene. Include all vehicles involved and the locale of the accident. Close up photographs should be taken of all damage to all vehicles. Photos should be taken from multiple angles to fully document the damage;
  - D. Refer to your manager and the "Guide to Drug Test Forms" to determine if a drug test is needed and which form should be used;
  - F. Copies of all forms, photos, citations, etc. are to be sent immediately to [incident@autochlor.com](mailto:incident@autochlor.com) and accident report and drug test information is to be filed in the employee's DQF.
2. Theft of or Damage:
- A. You must notify the local police department immediately, even if you did not witness the damage to the vehicle;
  - B. Immediately notify your manager;
  - C. Take pictures of the scene. Include all involved vehicles and the location of the incident. Close up photographs should be taken of all damage to vehicles. Photos should be taken from multiple angles to fully document the damage;
  - D. For theft incidents include means of entry and items stolen;
  - E. Send a copy of the police report, the Other Incident Investigation Form, and a statement outlining any additional information to [incident@autochlor.com](mailto:incident@autochlor.com).

## **VII. DOT Regulations**

The United States Department of Transportation ("DOT") and some state agencies regulate the operation of Commercial Motor Vehicles ("CMV"). Drivers operating a CMV must carry appropriate license and endorsements for their operation and are responsible for understanding and operating within those regulations. All training, licenses, and applicable documentation for a driver is to be kept in a DQF, put together as outlined in the "DQF Overview and Instructions" found in the 'DOT' folder on the portal.

It is expected that drivers will always operate their vehicles in compliance with DOT regulations and company policies, including but not limited to; correctly loading, securing, segregating and accounting for deliveries of chemical inventory and obeying all traffic laws.

## **VIII. Motor Vehicle Parking & Moving Violation Infraction Policy**

Auto-Chlor System defines a **parking violation** as an act of parking a motor vehicle in a restricted place or parking in an unauthorized manner.

It is against the law to park a vehicle in an illegal fashion as identified by local government agencies. When restrictions apply to such parking and result in an offense being committed in a company issued vehicle, the offense must be reported immediately to branch management.

Such offenses are usually cited by a police officer or other government official in the form of a traffic ticket.

Examples of parking violations include, but are not limited to:

1. Parking in a prohibited space such as a bus stop, in front of a fire hydrant, a driveway, or a garage entrance;
2. Parking on a sidewalk (unless specifically allowed by signs);
3. Parking in, too close to or within an intersection, railroad crossing or crosswalk;
4. Double parking;
5. Parking at a parking meter without paying, or for longer than the paid time;
6. Parking in a handicapped zone without an appropriate permit;
7. Parking without a zone permit in places where parking is severely impacted (such as a residential zone permit, issued to help preserve parking availability for those who live in the permit zone);
8. Parking without special permit, where one is needed (like a parking for employees of a company);
9. Parking with the parking permit or payment receipt not visible in the prescribed way;
10. Parking at curb locations designated (usually through signage and/or curb or pavement painting) for special purposes such as passenger zones (for loading and discharge), commercial vehicle zones (for freight or service trucks and vans), police or government vehicle zones, etc;
11. Parking at locations during scheduled street sweeping;
12. Parking at locations during posted construction or maintenance operations;
13. Parking for longer than the maximum time;
14. Parking facing against the direction of traffic (considered confusing to moving drivers, especially at night);
15. Parking outside marked squares, for example angle parking where only parallel parking is allowed;
16. Parking in a red zone.

Fines or parking citations may result if any of the above violation criteria are met. These violations are deemed as acts of illegal parking. As such ACS will not pay for such violations resulting in a ticket during use of a company issued vehicle. The offending operator of the company issued vehicle is solely responsible for payment of the parking ticket. Proof of payment must be provided to branch management 7 days prior to the citation due date.

#### Stopping at Red Lights is the Law

State Vehicle Codes specify that all vehicles must come to a complete stop at a circular red light. Failing to do so can result in a red-light ticket if a police officer or red-light camera documents the violation.

ACS drivers are also required to come to a complete stop before proceeding:

1. Before turning right at a red light in states allowing right turns on red lights
2. At a flashing red-arrow light
3. Across an intersection with stopped traffic

Traffic tickets for running a red light come in two types: red light ticket camera violations and those in which a law enforcement officer pulls a driver over.

A red-light camera violation is considered an infraction, meaning the vehicle operator will be issued a citation based on the associated license plate of the vehicle captured on camera at the time of the violation. In most cases the citation will be received via the mail to ACS as the registered owner of the vehicle.

The violation and subsequent penalty fees will be the sole responsibility of the vehicle operator deemed to be behind the wheel at the time of the violation.

#### Citation Payments & Recordkeeping

1. Citation reviewed by the end of the day with Branch Manager to discuss the violation
2. Branch Manager and employee make arrangements for payment to be made no later than 7 days prior to citation due date. Branch Manager is to calendar citation date along with payment due date.
3. Proof of payment must be made available by the employee to Branch Manager no later than 7 days prior to citation due date
4. Proof of payment along with copy of citation are to be filed in "Citations File" for recordkeeping

All fines and fees incurred are the responsibility of the employee.

### **IX. Fleet Safety and Operations Program Acknowledgement**

I hereby acknowledge that as part of my duties with Auto-Chlor System, I will follow the guidelines of the Fleet Safety and Operations Program.

Furthermore, I've read and agree to the provisions of this Vehicle Agreement and the requirements of the Fleet Safety and Operations Program.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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