

Safe Driving

To provide the means to reduce injuries and fatal circumstances involving motor vehicles. This policy applies to all individuals operating non-commercial motor vehicles (non-CMV), whether they are driving a company vehicle, a rental vehicle for company business, or a personal vehicle for company business.

Key Behaviors

- Follow the rules and regulations of licensed drivers;
- Maintain driving eligibility based on job responsibilities;
- Cooperate and communicate in a clear and timely manner in the event of an emergency;
- Represent AlphaBEST with professionalism and consistency.

Driver Eligibility

- Possess a valid driver's license for the type of vehicle being operated;
- Keep the license with them at all times while driving;
- Submit to a Motor Vehicle Report (MVR) check periodically or as requested;
- Understand that an unsatisfactory MVR, defined as three (3) or more moving violations or two (2) or more preventable accidents within the last three years, may result in corrective action or termination.

Drug and Alcohol Testing

AlphaBEST may request drug and/or alcohol testing as part of a post-accident or injury investigation involving a motor vehicle. If there is reasonable suspicion that a team member was operating a motor vehicle for company business under the influence of drugs and/or alcohol, testing may be performed in accordance with local, state, and/or federal law.

Insurance Requirements

- Team members who use their personal vehicles for company business must carry liability insurance with adequate limits.
- AlphaBEST requires \$100,000 coverage per person, \$300,000 in bodily injury coverage per accident, and \$100,000 in property damage per accident.
- Team members may be required to provide a declaration page from their personal insurance policy annually to verify adequate coverage limits.
- When renting a vehicle for AlphaBEST business purposes, eligible team members must decline the optional rental car insurance offered by the rental company, unless their supervisor or Corporate Services instructs them otherwise in advance.
- AlphaBEST maintains insurance coverage for authorized rental vehicles used for company business. Acceptance of additional rental car insurance without prior approval may not be reimbursable.

Vehicle Operation Guidelines

For this policy, work-related driving means driving a vehicle for the purposes of conducting AlphaBEST business, including:

- Travel between two or more AlphaBEST program sites;
- Travel to pick up or deliver work-related materials or supplies;
- Travel from a program site to a meeting, training, or required work event;
- Travel required by job duties that occurs outside the employee's normal commute.

Work-related driving does **NOT** include commuting to or from your primary work location or personal travel unrelated to company business. Failure to follow this definition may affect insurance coverage and/or result in disciplinary action.

Role-Based Limitations on Work-Related Driving

Area Managers and above may engage in all forms of work-related driving listed above, provided they meet insurance and authorization requirements.

Site Directors and Group Leaders are permitted to engage in work-related driving solely for travel between AlphaBEST program sites to provide staff coverage and maintain required supervision ratios.

For Site Directors and Group Leaders:

- Travel to meetings, trainings, or required work events is not considered authorized work-related driving unless expressly approved in advance by an Area Manager or higher-level supervisor.
- Travel to pick up or deliver supplies or materials is not authorized.
- Travel from home to any program site at the start of a shift, or from a site to home at the end of a shift, is considered a normal commute and is not classified as work-related driving.

Any exception must be pre-approved and documented by a supervisor at the Area Manager level or above.

Passenger Restrictions

Only AlphaBEST employees engaged in authorized work-related activities are permitted to be passengers in a vehicle being driven for company business. Non-employees, including family members, are strictly prohibited from riding in any vehicle (company, rental, or personal) while it is being used for AlphaBEST business.

Inclement Weather

Inclement weather refers to environmental conditions that make driving unsafe, including, but not limited to:

- Heavy rain or flooding;
- Snow, ice, or sleet;
- Fog, smoke, or dust;
- High winds.

Drivers must exercise caution during inclement weather and delay or cancel trips if conditions are unsafe. Safety always takes priority over schedules or deadlines. If a driver is uncertain about the safety of driving conditions, they must consult with their supervisor before getting behind the wheel.

Pre-Trip Vehicle Safety Check

Prior to operating a vehicle for AlphaBEST business purposes, drivers are expected to conduct a brief visual safety check to ensure the vehicle is in a safe operating condition. This inspection is not intended to be a mechanical evaluation, but rather a reasonable assessment to identify obvious safety concerns.

At a minimum, drivers should check for:

- Adequate tire condition and pressure (no visibly low, bald, or damaged tires)
- Operational headlights, brake lights, and turn signals
- Properly adjusted mirror and unobstructed windows
- Windshield wipers are in working condition
- No visible fluid leaks
- Adequate fuel level for the intended trip

If a driver identifies a condition that could impact safe vehicle operation, the vehicle should not be used for company business until the issue is resolved. Drivers must notify their supervisor if a vehicle is deemed unsafe to operate.

Vehicle Operation Principles

Team members are required to adhere to the following basic vehicle operation principles:

- Always use seat belts.
- Drive defensively. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock your vehicle and apply the parking brake when getting out, even if it remains in sight.
- During long trips, take a break at least every four (4) hours.
- Follow safe refueling guidelines, including turning off the vehicle's engine when refueling.
- Avoid driving in hazardous conditions, including when you are drowsy or during inclement weather.

AlphaBEST is not responsible for any traffic violations or parking tickets incurred by team members who violate local, state, or federal laws through their driving habits and operation of their motor vehicle. Any ticket issued to a team member is their responsibility, even if it is issued while conducting business. Team members should notify their supervisor of any violations or accidents, whether in a company vehicle, a rented vehicle, or a personal vehicle.

Distracted Driving

AlphaBEST is committed to team member safety, and for this reason, we firmly prohibit any behavior that distracts team members while operating a vehicle to conduct company business. General guidelines are as follows:

- Use of hand-held cell phones without a hands-free option while driving is strictly prohibited. This applies to all functional uses of the cell phone, including, but not limited to, phone calls, text messaging, email, internet use, and camera use.
- The use of electronic devices, including laptops and cameras, while driving is strictly prohibited.
- Calls should be made or received only when the vehicle is stopped and pulled off the road.
- The only exception to cell phone use is if you are calling 911 or receiving a call from emergency services. The vehicle should be pulled over to the side of the road if possible.
- Team members must use GPS devices in a manner that does not distract their driving (voice narrated and not requiring the driver to look away from the road to follow instructions).
- Audio devices used while driving for company business should not interfere with the driver's ability to maintain focus on the road at all times. The use of headphones while driving is prohibited.

Accident Investigation Procedures

Drivers should secure the scene if it is safe to do so, seek medical attention (if necessary), and advise their supervisor immediately. Supervisors and drivers will be trained in post-accident procedures to secure the details and document the incident. All drivers should ensure they have access to paper, a pen, and a camera to document the specifics of the accident, including traffic flow, speed limits, stoplights/signs, weather conditions, citations issued, and other related information. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver must forward it to their supervisor immediately to facilitate the filing of proper insurance claims and prevent fraud.

Prohibited Behavior

- Behaviors that may result in suspension or termination include:
- Driving while under the influence of drugs or alcohol
- Operating a vehicle with a suspended license
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Reckless driving
- Hit and run
- Three (3) moving violations in the last 3 years found on the motor vehicle report
- More than two (2) preventable accidents involving personal injury or property damage within the last 3 years

Review and Revisions

Applicable team members are asked to review and acknowledge receipt of the information in this policy upon hire or at such time that driving responsibilities are required in the position held. This policy will be reviewed annually or as needed based on organizational changes, law or policy updates, or trends in performance/non-compliance.

Employee Acknowledgement

The purpose of AlphaBEST's Safe Driver Policy is to provide the means to impact factors that can lead to work-related motor vehicle injuries and fatalities. We value our team members not only for the work they do, but also as human beings who are crucial to the success of their families, the local community, and AlphaBEST.

AlphaBEST encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor.

A motor vehicle report (MVR) will be requested on a periodic basis (or as needed) for those who drive a vehicle for company business. Management reserves the right to use its discretion in determining an unsatisfactory MVR. Moving violations and/or preventable accidents in the past three years will be grounds for an unsatisfactory MVR and may be cause for corrective action and/or termination.

Driving for company business while under the influence of drugs and/or alcohol is strictly prohibited and will result in termination. Based on reasonable suspicion, drug and/or alcohol testing may be requested according to local, state, or federal law. Refusal to comply will be grounds for termination of employment.

Drivers are required to document the details of any accident or incident that occurs while driving for company business. Specifics include traffic flow, speed limits, stoplights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved. **Team members must report accidents to their supervisor immediately.**

The personal use of company vehicles is prohibited without prior management permission.

I acknowledge that I have read and understand AlphaBEST's Safe Driving Policy, the requirements, and the expectations of me as a team member of AlphaBEST.

Team Member Name (Print): _____

Team Member Signature: _____

Team Member Job Title: _____

Date: _____