

Fleet Safety



Purpose

Vector & Ink recognizes that our employees are our most valuable asset and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. Vector & Ink will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

Motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of Vector & Ink's Fleet Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control. We value our employees not only as employees but also as human beings crucial to the success of their families, the local community and Vector & Ink.

To further this goal, our Company has developed a Fleet Safety Policy effective June 1, 2019. This policy applies to all candidates for employment as well as all current employees.

Recruitment:

Vector & Ink focuses its initial efforts on driver selection through a variety of resources, beginning with the job application. The application will require a prospective employee to do the following:

- List past driving experience, employers, and types of vehicles driven.
- Notify Vector & Ink of any motor vehicle violations for at least the last three (3) years.
- List references.
- Consent for background check and motor vehicle record (MVR)

Driver selection will be made upon completion of a formal interview, background check, reference verification, review of the individual's MVR and a negative drug screen. Authorizations will be obtained to contact prior employers and personal references.

MVRs will be requested upon completion of a satisfactory interview and periodically thereafter at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. An excessive number of violations in the past three (3) years will be grounds for an unsatisfactory MVR prohibiting hiring of a prospective employee or possible termination and/or disciplinary actions of an active employee.

Drug/Alcohol Testing:

Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by Vector & Ink. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substances will be grounds for termination.

Job Requirements:

All positions requiring regular driving require a written job description to include main duties, functions and the necessary physical requirements required to perform all associated tasks:

- Driver's physical condition must be such to enable them to efficiently perform their duties
- Drivers must have a valid driver's license for the type of vehicle they are operating.
- A valid driver's license must be on the driver's person at all times when driving.

Prepared by Johnson Financial Group

This fleet safety policy is a guideline to reduce motor vehicle accidents. It may not prevent all accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial property and casualty representative at Johnson Financial Group or legal counsel to address possible compliance requirements. ©2007, 2010 Zywave, Inc. All rights reserved.

Traffic laws must be obeyed

- Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions. Posted speed limits must be obeyed.
- Never attempt to exercise the right-of-way; always let the other driver go first.
- Keep to the right except when overtaking a slow-moving vehicle, or when getting into a position to make a left turn.
- Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions. Observe Timed Interval and Following Distance guidelines.
- Turn signals must be used to show where you are heading: while going into traffic and before every turn or lane change. Remember, signaling intentions neither gives the driver the right-of-way, nor guarantees a safe lane change.
- Slow down and watch for children in school zones.
- Vector & Ink will reimburse the cost of parking meters or parking lot usage. Fines for violation of parking laws are the responsibility of the violator.
- Safe driving rules adopted by the company and/or prescribed by Law must be adhered to.

Policies:

- All drivers must have a valid driver's license for their state of residence or a valid international license while applying for a state license.
- Employee-owned vehicles used on company business will have liability insurance. Current certificates of insurance are required from all employees who may use their personal vehicles for company use.
 - o Mileage reimbursement will be made at the business rate posted by the IRS.
- Company management shall review Motor Vehicle Records (MVR's) of all employees who may drive company vehicles at time of employment and periodically thereafter, but at least annually.
- Termination of employment, suspension or reassignment of job duties with potential adjustment of pay will occur for the following at discretion of management:
 - o Any current cited DUI on MVR or known by management. This applies to any employee employed as a company driver regardless of whether or not the offense was committed during company time.
 - o Any current cited high speed offense, or other violation as described by Vector & Ink's insurance company a potential high risk on MVR or known by management. AS DESCRIBED BY VECTOR & INK'S INSURANCE COMPANY, whether the offense was committed on company time or not.
 - o More than three (3) moving violations in a twelve (12) month period.
 - o Leaving the scene or failure to report an accident
 - o Allowing an unauthorized person to ride in a company vehicle
 - o Three (3) at fault accidents in a two (2) year period
 - o Failure to provide required company maintenance records
 - o Management witness or credible report of reckless or unsafe driving
- Use or possession of alcohol or other drugs is prohibited while operating a company vehicle or operating a personal vehicle while on company business
- Smoking in a company vehicle is prohibited according to Wisconsin state statute 101.123, Wisconsin Act 12.
- Company vehicles will not be modified without approval (including tow packages)
- The company vehicle shall not be used for illegal purposes for hire
- Employees are required to report to management any change in status of driving license or any moving violations regardless if committed with a company vehicle or on company time.
- Drivers must report all accidents immediately as required by law and company rules.

Vector & Ink will monitor driver habits to identify potentially unsafe driving habits that require additional training and/or disciplinary actions. We will use ride-along training combined with statistical data focusing on accident types and frequency to identify areas of improvement. **ANY** accidents or moving violations in a one (1) calendar year period will require review with a supervisor to determine what, if any, disciplinary action is needed and to identify possible training opportunities. Employment may be jeopardized if accident frequency is above the required norm with no concentrated efforts being made for improvement.

Prohibited Behavior

Use of company vehicles is a privilege. Behaviors that result in suspension or permanent loss of driving privileges include the following:

- Giving rides to hitchhikers or strangers
- Driving while under the influence of drugs or alcohol
- Drinking alcoholic beverages while driving
- Negligent homicide
- Operating a vehicle with a suspended license

- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Reckless driving
- Hit and run
- **Any** convictions for moving violations
- Use of a company vehicle without authorization
- Three (3) or more major traffic violations
- More than two (2) preventable accidents involving personal injury or property damage in any three (3) year period

Basic Vehicle Operation Guidelines:

Employees are expected to treat company vehicles with an appropriate level of respect and care, demonstrating an attitude of loyalty and pride to the company. The following are basic vehicle operation principles to which employees are required to adhere:

- Always use seat belts, drivers and passengers.
- Drive defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
- During long trips, take breaks every four (4) hours.
- Avoid driving past midnight.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.
- Remove any trash or personal items before returning the vehicle to Vector & Ink.

Traffic Violations

Vector & Ink is NOT responsible for any traffic violations or parking tickets acquired by violation of city ordinance, state or federal laws regarding your driving habits and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for Vector & Ink.

Refueling Guidelines

Vehicles should be refueled when the meter reads $\frac{1}{4}$ full. Each vehicle has company gas cards for refueling. The gas cards are to be used for fuel or car washes for the vehicle. Retain receipts proving the purchase of gasoline and record mileage with each gasoline purchase. For your safety when refueling a vehicle, follow these guidelines:

- Turn off the vehicle's engine while refueling.
- Never smoke, light matches or use lighters while refueling.
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

Distracted Driving

Vector & Ink is committed to employee safety, and for this reason firmly prohibits all behavior that distracts employees while they are operating a company vehicle. General guidelines for behavior while driving are as follows:

- Use of cell phones while driving is strictly prohibited: This includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use and camera use.
- Use of electronic devices (including laptops, PDAs, cameras and pagers): While driving is strictly prohibited unless specifically outlined below.
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.
- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

Headset/Hands-free Use

The use of headsets or hands-free devices while driving is permissible under the following conditions:

- The device is pre-approved by Vector & Ink for use.
- Use of the device does not cause distraction (e.g., fiddling with the device or taking eyes off road to get it to function properly).
- Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
- Conversations do not interfere with the driver's ability to drive safely.
- Road conditions are generally good and do not threaten your safety.

Emergency Calls

The only exception to the cell phone use guideline is calls placed to 911. If placing or accepting an emergency call, it should be kept short with a hands-free option if available. The vehicle should be pulled over if possible.

GPS Systems

Vector & Ink understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way.
- GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions.
- Employees may not program the system while in motion.
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio, or other audio device may be just as dangerous as cell phone use. It takes eyes and concentration off the road, which is not permissible under Vector & Ink policy. Vector & Ink allows employee use of personal, portable audio devices, because we do not want to eliminate employees' ability to enjoy music while behind the wheel. However, employees must follow these guidelines:

- Employees may not take eyes off the road to adjust music settings.
- Programming music settings while stopped, pulled off the road or before departing is permissible behavior.
- Employees may not under any circumstances use handheld electronic audio devices with headphones. Not only is it illegal in most states, it also impedes the driver's ability to properly hear warning signs, signals or sirens.

Preventive Maintenance:

To maintain the safety and integrity of the vehicle, Vector & Ink will provide the necessary resources to ensure all vehicles are operating properly. All routine motor vehicle maintenance will be done according to the manufacturer's specifications. Critical components that must always be controlled, maintained and promptly repaired are: brakes, tires, suspension, steering, lights, mirrors, windows and windshield wipers.

Pre-trip Inspections

Employees are required to conduct pre-trip vehicle inspections daily before each trip. Any unsatisfactory result should be reported to the Facilities Manager.

Vehicle Inventory

Human Resources will be responsible for maintaining a database of each vehicle's make, model, department, VIN number and license plate number.

Accident Investigation Procedures:

Vector & Ink realizes some accidents are unpreventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third-party insurance schemes.

The driver of the Vector & Ink vehicle will first call the police and complete an accident report regardless of the nature of the accident. **STATE THE FACTS, BUT DO NOT ADMIT FAULT.** Give no statement to anyone other than the police. Contact Vector & Ink or the insurance carrier as listed on current vehicle insurance card, prior to speaking with any insurance company or adjuster. This procedure will be used for any of the following:

- Non-moving objects – utility poles, trees, bridges, etc.
- Pedestrians or bicycles
- Other vehicles
- Weather damage – storms, slippery roads, etc.

If another Party is involved, obtain the following information from all parties involved in the accident:

- Name
- Address
- Home and/or Cell Phone Number
- Work Phone Number
- Insurance Carrier's Name

Notify a supervisor or Vector & Ink Human Resources of an accident during working hours, (608) 854-8770 or 1 (800) 933-3557.

If the accident happens after normal office hours, attempt to notify Jon Brunt (608) 617-1121.

Give the other party in the accident the following information on Vector & Ink's insurance company:

CNA

Johnson Financial Group

Amber Krogman
Mary Jo Nowak
525 Junction Rd
Madison, WI 53717

Amber Office: (608) 203-3873
Mary Jo Office: (608) 203-3893

Vehicle Insurance Policy #6075722631

Vector & Ink address and phone number
211 Pioneer Dr
Wisconsin Dells, WI 53965
(608) 254-8770

Your Driver's License information

Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued and all other relevant information. Pictures should be taken to document the extent of damage to all vehicles involved.

If the vehicle is inoperable, arrangements need to be made for towing and delivery of cargo, if necessary. Hazmat operations, containment and cleanup will be coordinated by dispatcher, supervisor and/or driver.

Notice to Employees

Traffic-related motor vehicle accidents are the leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many of which are uncontrollable. The purpose of Vector & Ink's Fleet Safety program is to eliminate unnecessary injuries and fatal circumstances by reducing those factors that we can control. We value our employees not only as employees but also as human beings crucial to the success of their family, the local community and Vector & Ink.

All employees are expected and required to actively participate in this program for their own health and well-being. Vector & Ink encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisor. **The use of seatbelts and other safety devices is mandatory.**

MVRs will be requested periodically at a minimum of at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, three (3) violations in the past three (3) years will be grounds for an unsatisfactory MVR and cause for termination and/or disciplinary actions.

Vector & Ink conducts mandatory random drug and alcohol testing. Driving under the influence of alcohol or other illegal substances is grounds for termination.

New hire and periodic employee training will be offered. All employees are expected and required to actively participate identifying training needs as well as program development. Programs will consist of classroom and on the road modules. Training will focus on but not limited to defensive driving techniques and behavior modification.

We encourage all employees to report any and all maintenance and malfunction issues immediately to their supervisor. Vector & Ink realizes a proper working vehicle is the first step to ensuring everyone's safety.

All vehicles will be supplied with an accident claims kit, a pen, and a disposable camera. Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued and other relevant information. Pictures should be taken to document the extent of damage to all vehicles involved. **Report all accidents immediately to your supervisor or Human Resources.**

Personal use of company vehicles is prohibited without prior permission from management.

I have read and understand Vector & Ink's Fleet Safety Policy, and its requirements and expectations of me as an employee.

Employee signature

Date

Prepared by Johnson Financial Group

This fleet safety policy is a guideline to reduce motor vehicle accidents. It may not prevent all accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial property and casualty representative at Johnson Financial Group or legal counsel to address possible compliance requirements. ©2007, 2010 Zywave, Inc. All rights reserved.