

1.1 PURPOSE

- 1.1.1 The purpose of this policy is to protect the safety of individuals operating any motor vehicle on TERRY R PITT CONSTRUCTION business. Clear communication of and strict adherence to the program guidelines and procedures are essential.
- 1.1.2 The conditions and requirements of this safe driving program apply to all vehicles owned, leased, rented, or contracted to TERRY R PITT CONSTRUCTION where any worker is required to operate, service, and maintain a vehicle in accordance with the manufacturer’s specifications, the Highway Traffic Act, and the company’s conformance requirements.

1.2 EMPLOYEE RESPONSIBILITIES

- 1.2.1 Follow the requirements outlined in this program/section.
- 1.2.2 Report unsafe driving on company-operated locations and roads to supervisor.
- 1.2.3 Maintain overall driving record so it does not inhibit insurability.
- 1.2.4 Timely report all vehicle accidents and incidents to supervisor and submit Vehicle Incident Report Form.
- 1.2.5 Maintain vehicle in safe operating condition.

1.3 DRIVER SELECTION

- 1.3.1 Only company authorized and assigned employees are allowed to drive company vehicles. Prior to being authorized and assigned, the company will check the following items. Drivers must have:
 - 1.3.1.1 A valid unrestricted driver’s license.
 - 1.3.1.2 A current MVR driving record with no more than 2 points and no serious or major violations.
- 1.3.2 TERRY R PITT CONSTRUCTION will also check driving records of all employees authorized to drive on company business on an annual basis.
- 1.3.3 Employees who do not meet these requirements are not authorized or allowed to drive company vehicles or drive their own vehicle on company business.
- 1.3.4 All workers with care and custody of a motor vehicle meeting the aforementioned conditions will comply with the following safety requirements.
- 1.3.5 All drivers of company vehicles must possess a valid driver’s license with the endorsements for the type of motor vehicle they will operate.

1.4 SAFE DRIVING REQUIREMENTS

- 1.4.1 Personal and off duty use of a company vehicle is prohibited.
- 1.4.2 Only authorized company employees are permitted to operate company vehicles. No other family members may drive company vehicles.
- 1.4.3 Non-employee passengers are not permitted in company vehicles at any time, unless they are business related.
- 1.4.4 Operate vehicle in a manner that reflects credit upon you and the company.
 - 1.4.4.1 A pre-trip inspection is required for all vehicles and mobile equipment prior to operation. Walk around the vehicle to check for any defects to the vehicle and to ensure there are no barriers blocking the path of travel. Company owned vehicles and private vehicles used for company business will have a maintenance program in place meeting the minimum manufacturer's recommendation.
- 1.4.5 Have a valid driver's license for the class of vehicle being driven. The driver's license is to be carried by the driver when operating or driving a vehicle.
- 1.4.6 Seat belts will be worn when the vehicle is in motion or when the mobile equipment is in operation. Ensure all occupants of vehicles are seated and have their seat belts properly fastened before moving the vehicle.
- 1.4.7 Do not drive if weather or road conditions indicate that the trip should not be attempted.
- 1.4.8 Drivers of company vehicles will not pick up hitchhikers except in emergency situations.
- 1.4.9 Drive in accordance with posted speed limits unless road, traffic, or weather conditions demand driving at slower speeds. Drivers must obey the 20-mph limit on TERRY R PITT CONSTRUCTION lease roads and 5 mph limit on TERRY R PITT CONSTRUCTION well locations and facility sites.
- 1.4.10 Drive *defensively* at all times. Maintain a safe distance between other vehicles at all times, and a minimum distance of 2 seconds between vehicles at speeds of 30 mph or less and 4 seconds between vehicles at higher speeds.
- 1.4.11 Do not exceed the recommended occupant capacity of the vehicle.
- 1.4.12 Become familiar and comply with all traffic laws, rules of the road, and ordinances of the city or town in which the vehicle is being operated on company business.
- 1.4.13 All drivers must also be prepared to provide a driver's abstract (A driver's abstract contains information on the operator's license, conviction information, demerit points, and suspensions) if they are either drivers of company owned vehicles or if they drive their personal vehicles on company business (not including commuting).

- 1.4.14 Drivers may be asked to take a defensive driving course or undergo a driver evaluation.
- 1.4.15 Ensure all company conformance requirements are complied with (ex. no smoking program, substance abuse program).
- 1.4.16 The vehicle will only be used for its intended purpose.
- 1.4.17 The use of devices (such as radar detectors) to circumvent any federal or state law or company rule is prohibited.
- 1.4.18 Authorized drivers will follow safe driving practices.
- 1.4.19 Do not leave a vehicle motor running while refueling, installing tire chains, changing tires, or where it may create a hazardous condition for work related activities (ex. flaring a well).
- 1.4.20 When parked on an incline, turn the engine off, leave the vehicle in gear (*PARK* for automatics) and set the emergency brake so that the vehicle does not move while unattended. Always make sure to turn the wheels into the curb (if available) when parking downhill and turn the wheels away from the curb when parking uphill.
- 1.4.21 Ensure that the intended path of travel is clear before moving the vehicle.
- 1.4.22 Getting in or out of a vehicle while it is in motion is strictly forbidden, as is riding on the running boards, fenders, or anywhere on the vehicle not designed for passengers.
- 1.4.23 Ensure that all items stored in the cab or utility compartment are suitably stored and secured in order to prevent any unintentional movement of the items that could cause spillage, damage to the vehicle, or injury to the occupants.
- 1.4.24 Cell phone use is prohibited while driving. Establish a safe location to park the vehicle before checking text messages or returning calls.
- 1.4.25 Turn mobile radios and/or cellular telephones off when vehicles are being used near perforating or blasting operations. The same initiative must be considered when refueling vehicles or stopping in a potentially explosive or hazardous atmosphere.
- 1.4.26 Operate vehicles equipped with catalytic converters with caution in areas where hydrocarbon vapors may be present and/or in dry, grassy areas where the heat from the converter could be a source of ignition. Park your vehicle at least 25 feet away from any potential hydrocarbon source.
 - 1.4.26.1 In the event of a cargo incident, it will be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused the accident by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent unintended shifting, loss, movement, or damage. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.

- 1.4.27 Do not allow anyone to stand between the end of the bed and any platform or object being loaded.
- 1.4.28 Where a driver cannot see directly behind the vehicle, the vehicle must be equipped with an automatic audible warning device.
- 1.4.29 Employees driving company vehicles and personal vehicles on company business will be given a copy of the *Company Vehicle Use Program* and will be required to read and sign.
- 1.4.30 Vehicles will not be driven within 10 feet of the wellhead or any operational equipment on the well location or facility site (i.e. pumping unit, tanks, compressors, meter runs, etc.).
- 1.4.31 Avoid backing, when possible, and pull through on TERRY R PITT CONSTRUCTION locations as to not block the entrance.

1.5 IMPAIRED DRIVING

- 1.5.1 Employees are strictly prohibited from operating a motor vehicle while under the influence of drugs or alcohol. This includes blood alcohol levels at or above the local legal limit, illegal drugs, and prescription medications that cause drowsiness or other conditions that may cause impairment. Employees taking prescription medication that can impair their ability to safely operate a motor vehicle will be required to inform their supervisor. Any driver involved in a company vehicle accident will be required to take a drug and alcohol test in accordance with the testing guidelines outlined in the *Company Drug and Alcohol Policy*.
- 1.5.2 Do not drive if you believe your physical or mental condition is adversely impacted.
- 1.5.3 Workers who drive motor vehicles for extended hours must be aware of proper fatigue management.
 - 1.5.3.1 A worker may experience the effects of fatigue while awake. The effects of fatigue begin to take hold long before we are actually nodding off at the wheel of a vehicle or operating a piece of equipment while awake.
- 1.5.4 TERRY R PITT CONSTRUCTION will give workers at least eight hours of rest. Travel to and from jobsites is not to be included in the eight hours of rest.
- 1.5.5 If a worker experiences any of these symptoms while driving, the worker should take them as a warning that he or she could fall asleep unintentionally:
 - 1.5.5.1 Eyes closing or going out of focus by themselves
 - 1.5.5.2 Difficulty keeping one's head up
 - 1.5.5.3 Non-stop yawning
 - 1.5.5.4 Wandering, disconnected thoughts
 - 1.5.5.5 Cannot remember driving the last few miles

- 1.5.5.6 Drifting between lanes, tailgating, or missing traffic signs
- 1.5.5.7 Jerking the car back into the lane
- 1.5.5.8 Drifting off the road and narrowly missing crashing
- 1.5.6 Fatigue can be managed while driving with some of the following strategies:
 - 1.5.6.1 Provide training and information of shift work risks and on managing fatigue.
 - 1.5.6.2 Schedule tedious and boring tasks for times when alertness is high and leave the stimulating and motivating tasks for times of day when alertness is lower.
 - 1.5.6.3 Drink caffeinated drinks strategically, avoid them at times when you are alert, and use them as a countermeasure when alertness is low.
 - 1.5.6.4 Let your supervisor know if you have had insufficient sleep, feel tired, or are exhibiting any of the signs and symptoms of fatigue outlined above.
 - 1.5.6.5 Exercise, walk around, or do some physical activity during breaks.
 - 1.5.6.6 For many workers, a high-risk task they perform is driving home in the early morning or at the end of a shift. If possible, avoid driving home by using an alternate form of transport, arranging a ride, or driving a different route, if that helps to stimulate you. Ensure that you are properly rested before setting off.

1.6 VEHICLE INSPECTION AND PREVENTATIVE MAINTENANCE

- 1.6.1 All company vehicles must be inspected by the driver prior to each use. Mechanical defects will be repaired immediately. The Safety Department will periodically spot check company vehicles to determine their condition.
- 1.6.2 Maintain vehicles in good mechanical repair and ensure that they are properly equipped for expected road, weather, and work conditions.
- 1.6.3 Maintain windshields, door glass, rear windows, and rearview mirrors properly at all times. Keep glasses clean and free of stickers and other covering materials unless required by law. Windshields that have cracks or shattered spots that can obscure the driver’s vision must be replaced.
- 1.6.4 Vehicle inspections will include lights, turn signals, emergency flashers, tires, horn, brakes, fluids, windshield condition and wiper condition, and mirrors.
- 1.6.5 All vehicles will also be maintained in accordance with manufacturer recommendations. It is the responsibility of the employee assigned to the vehicle to ensure proper maintenance and repairs are performed. If the vehicle is not safe, do not drive.
- 1.6.6 All vehicles are equipped with a first aid kit.

1.7 MOTOR VEHICLE INCIDENT

- 1.7.1 Any motor vehicle incident or accident occurring on company business and any incident involving a company owned vehicle must be reported immediately to the immediate supervisor or Safety Department. In the event that emergency services are required, they should be contacted first and then the employee's supervisor.
- 1.7.2 All motor vehicle incidents will be investigated by the supervisor.
- 1.7.3 All traffic tickets must be reported to the driver's supervisor within 24 hours of receipt, and a copy of the ticket provided.
- 1.7.4 An incident report will be completed by the end of the driver's workday or shift. Any and all provincial police reporting requirements must also be met. Things to remember in the event that you are involved in a motor vehicle incident:
 - 1.7.4.1 Secure the scene
 - 1.7.4.2 Attend to any injured parties
 - 1.7.4.3 Notify local law enforcement and, if required, request medical assistance
 - 1.7.4.4 Do not accept responsibility or otherwise admit to liability
 - 1.7.4.5 Exchange applicable information with all involved parties
 - 1.7.4.6 Determine extent of damage to each vehicle
 - 1.7.4.7 Do not move vehicle(s) until advised by the attending police officer
 - 1.7.4.8 If a camera is available, take pictures of incident location, damage to vehicles or third-party property, skid marks, etc.
 - 1.7.4.9 If possible, obtain witness information
 - 1.7.4.10 Submit a report to the company of any incident involving a company or third-party vehicle. Any motor vehicle incident must be reported to your supervisor immediately.
 - 1.7.4.11 All incidents and accidents will result in completion of the *Incident Report Form*.
- 1.7.5 Employees with two or more preventable accidents in a three-year period or who obtain three points on their driving record will be subject to a loss of their driving privileges or have their driving privileges restricted.
- 1.7.6 All traffic fines, parking fines, and legal defense of criminal charges against drivers of company vehicles are the responsibility of the driver.

1.8 TRAINING

- 1.8.1 Employees who are required to drive company vehicles on a daily basis as part of their job responsibilities will complete driver training within the first 6 months of employment and attend refresher training course(s) if additional training is deemed necessary.
- 1.8.2 Safe driving will be periodically covered at TERRY R PITT CONSTRUCTION safety meetings.
- 1.8.3 In addition to training and certification requirements imposed by the Highway Traffic Act and competency requirements for driving a company vehicle, drivers must adhere to the following:
 - 1.8.3.1 Operators of a vehicle with a GVW rating greater than 15,000 kg (33,000 lb) will be certified in the Heavy Hauler course or other appropriate provincial training.
 - 1.8.3.2 Operators of a vehicle with a gross vehicle weight (GVW) rating greater than 5,500 kg (12,000 lb) will be certified in the General Oilfield Driver Improvement (GODI) course or other appropriate provincial training.
 - 1.8.3.3 Transporters of products designated under Transportation of Dangerous Goods Act and regulations will be trained accordingly.
 - 1.8.3.4 Operators of an ATV (including a snowmobile) will undergo training.

