

1.1 PURPOSE

- 1.1.1 The purpose of this policy is to reduce incidents, minimize damage to equipment involving vehicle operations, and to require planning of trips by all TERRY R PITT CONSTRUCTION employees operating owned, leased, or borrowed vehicles through careful management of all phases of the transportation process.

1.2 RESPONSIBILITIES

1.2.1 Supervisor

- 1.2.1.1 Demonstrate active, visible leadership and personal participation in all aspects of journey management
- 1.2.1.2 Comply with, enforce, and promote the TERRY R PITT CONSTRUCTION *Driving Safety* policy and local laws
- 1.2.1.3 Review all driver improvement information and monitor data on all drivers
- 1.2.1.4 Conduct informal commentary drives with employees on a frequent basis
- 1.2.1.5 Review the journey management procedure with road travelers before they perform any driving on company business
- 1.2.1.6 Ensure that company vehicles are suitable for the task, technically sound, adequately maintained, and equipped with adequate safety equipment

1.2.2 Safety department

- 1.2.2.1 Ensure that a risk assessment is conducted on all third party contractors, including vendors, who provide transport for company employees, equipment, and products
- 1.2.2.2 Emphasize driving risks at safety meetings
- 1.2.2.3 Ensure that each location has a written, site-specific journey management procedure in place and there is documented proof that each employee has training on the specifics of the procedure
- 1.2.2.4 Promote driving awareness and related company initiatives

1.2.3 Employee

- 1.2.3.1 Comply with TERRY R PITT CONSTRUCTION's *Driving Safety* policy and local driving laws

- 1.2.3.2 Ensure that the driver and all passengers in the vehicle are wearing seatbelts
- 1.2.3.3 Participate in pre-trip briefings and comply with pre-trip plans and other procedures
- 1.2.3.4 Notify a supervisor who is not traveling with them of travel plans. This includes where they are going, when they should arrive, and when they plan to return.
- 1.2.3.5 Carry a reliable method of communication in case of emergency
- 1.2.3.6 Practice defensive driving techniques at all times

1.3 RISK ASSESSMENT

1.3.1 The management team will ensure that safe travel is possible:

1.3.1.1 Prior to entering into a contractual agreement or

1.3.1.2 With increased measures, driver’s travel security and medical risks are made acceptable or

1.3.1.3 Be ready to delay work until the safety of personnel can be reasonably assured.

1.3.2 Risks will be determined and evaluated with the support of TERRY R PITT CONSTRUCTION managers, *in-country* personnel within the area to be traveled to, and third parties, such as International SOS, Center for Disease Control, National Weather Service, foreign ministries, embassies, security groups, etc. Risks are evaluated for travel, medical, and security.

1.3.3 TERRY R PITT CONSTRUCTION subscribes to organizations that provide up-to-date information regarding security, travel, and medical status globally and rates the level of risk for each area. TERRY R PITT CONSTRUCTION managers will use this information in the risk assessment process.

1.3.4 Risk level ratings are identified as follows:

1.3.4.1 Low (L) – Normal security/medical awareness needed. Approvals: local manager and traveling personnel. **L**

1.3.4.2 Medium (M) – Medium level security/medical precautions necessary. Approvals: local manager, regional manager, and traveling personnel. **M**

1.3.4.3 High (H) – High security/medical precautions required. Approvals: local manager and regional manager, Director/Vice President, and traveling personnel. **H**

1.3.4.4 Extremely High (E) – Extremely High security/medical risks. Approvals: all management levels including the Chief Operating Officer and traveling personnel. **E**

- 1.3.5 Once the security/medical assessment has been performed, there may be the need to develop action plans related to the safety and security of personnel. When seen as necessary for the related travel, these plans must be in place and the proper personnel notified prior to the journey beginning. Action plans must be detailed in the journey plan documentation.
- 1.3.6 All TERRY R PITT CONSTRUCTION employees who drive company or rented vehicles will review the journey management plan prior to performing any driving on behalf of the company. A copy of the plan will be readily available at the work site(s).

1.4 HEALTH AND MEDICAL

- 1.4.1 Health and medical information specific to the area being traveled to will be provided to traveling personnel and be used in the assessment process.
- 1.4.2 This information must include information on required/suggested immunizations and health tips related to water and food for travel to remote areas or less developed countries.

1.5 GENERAL PROCEDURES

- 1.5.1 The *Journey Management Procedure* is reviewed with affected employees. The *Journey Management Procedure* should be reviewed with road travelers before they perform any driving on company business. A copy of the procedure must be readily available at the workplace. Road travelers should carry a copy of the procedure.
- 1.5.2 The journey management process must be documented to ensure all steps were taken to ensure the safety of personnel. This documentation will include written security and health warnings from all sources used during the review, as well as any documents related to weather and/or road condition reports.
- 1.5.3 Driving directions will be obtained before traveling to an unfamiliar destination. Before taking a trip to an unfamiliar location, each employee will ensure they have printed driving directions available. Do not plan to read directions from a smartphone while driving. A GPS device may be used, but printed directions should be kept as a backup.
- 1.5.4 An estimate of the expected arrival time at the destination will be made. Persons at the destination must take necessary action to initiate a contingency plan that may be enacted in the event that the traveler does not arrive at the set time.
- 1.5.5 Determine travel route, including interim stops, and destination.
- 1.5.6 Use appropriate resources to gather information for security, medical, and travel status on interim stops along travel route, as well as the destination.

Journey Management

- 1.5.7 Review ratings for each. Use these ratings to determine the appropriate personnel to be involved in the evaluation process. The highest rating will be used to determine the evaluation team.
- 1.5.8 Forward a copy of information to appropriate team members for review.
- 1.5.9 Schedule a meeting with team members, which must involve the person traveling, to make the determination if travel is advised. The contact of local manager and customer personnel may be necessary to determine what, if any, current security measures may already be in use.
- 1.5.10 File all documentation for future reference.
- 1.5.11 TERRY R PITT CONSTRUCTION's local management personnel will monitor the security/medical situation during the journey, using the resources described in this procedure. Should the security/medical situation (rating) change during travel, all affected parties will be notified and appropriate control measures will be used to protect personnel. If reasonable control measures cannot be achieved, immediate evacuation of personnel will be initiated.
- 1.5.12 Potential journeys involving driving and/or road transport should be screened and assessed relative to hazards, risks, and costs with the following types of questions:
 - 1.5.12.1 Road travel should be limited whenever practicable. Road journeys should only be taken when necessary. Try to complete multiple tasks in single trips to reduce the amount of driving for improved safety and efficiency. If the trip is being taken to meet with someone, determine if the meeting can be done over the phone instead.
 - 1.5.12.2 Consider safer methods of travel (air, train, etc.) where practicable.
 - 1.5.12.3 Can the business requirement for a potential journey be delayed and possibly combined with a later trip?
 - 1.5.12.4 Driving during adverse weather conditions should be avoided, whenever practicable. Before leaving on a trip, ensure that weather conditions are safe for driving. Ensure the vehicle being used is adequate for the weather conditions. Make sure emergency supplies are in the vehicle and the driver has a cell phone in case of emergency. In particularly harsh conditions, consider canceling or rescheduling the trip.
 - 1.5.12.5 Can the journey be combined with other people to share a vehicle?
 - 1.5.12.6 Road travel should be completed during daylight hours, whenever practicable. Driving should be done during daylight hours rather than after dark whenever possible. Reduce speed when driving at night. Be aware of the potential for wildlife to be on the road, especially when driving at dusk or dawn.
 - 1.5.12.7 Is a fit-for-purpose vehicle for the expected route and conditions available (ex. a four-wheel drive vehicle, etc.)?

- 1.5.12.8 Rest breaks should be taken to reduce fatigue. When driving long distances, sufficient breaks should be taken to prevent fatigue. When driving alone and having trouble staying awake, pull off the road and get out of the vehicle for fresh air or take a power nap. If driving late at night, consider getting a hotel room and starting fresh the next day. If two licensed drivers are in the vehicle, take turns driving. Get plenty of rest before beginning your journey.
- 1.5.13 Managers will establish a communication plan for traveling employees, which will include the method(s) used to communicate, frequency of reporting in, necessary TERRY R PITT CONSTRUCTION contacts, a 24/7 emergency contact, customer contact, as well as local emergency facilities, embassies (if applicable), and police contact numbers. Company drivers will notify their supervisor or designated personnel, who is not traveling with them, of travel plans, routes, time of departure, estimated time of arrival, and estimated time of return.
- 1.5.14 Any relevant proposed changes in travel plans related to travel times, means of transportation, or route to be traveled must be communicated to all parties (local managers, direct supervisor, employee, etc.) to ensure another review is made and these changes do not increase the security and/or medical risks associated with travel.
- 1.5.15 Drivers should always carry a cell phone, especially when traveling in rural areas. Consider subscribing to an in-vehicle communication/remote diagnostic service (ex. On-Star) if vehicle is equipped with one.
- 1.5.16 Emergency action plans: emergency contact information, addresses, meeting locations, emergency meeting location, location of embassies, etc., must be available to traveling personnel prior to the journey beginning and a copy retained in the job file.
- 1.5.17 In the event that an emergency involving traveling TERRY R PITT CONSTRUCTION personnel develops, the employee's direct supervisor or TERRY R PITT CONSTRUCTION human resources personnel will be responsible for communicating with the appropriate family members.
- 1.5.18 Fleet vehicles must always be operated in accordance with applicable laws, bylaws, and regulations. Drivers must ensure that speed limits, weight limitations, and clearances are obeyed and transportation and hazmat regulations are followed. Drivers are personally responsible for moving violations and fines.

1.6 VEHICLE OPERATIONS REQUIREMENTS

- 1.6.1 Operators of TERRY R PITT CONSTRUCTION or client on or off road vehicles will be qualified by possession of a valid, current driver's license for the type of vehicle being driven.
- 1.6.2 Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company owned vehicle.

- 1.6.3 No passengers will be on trucks used to deliver goods.
- 1.6.4 Backing is prohibited whenever practicable. Where backing is required, drivers, when parking, should make every effort to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.
- 1.6.5 Drivers must have either a reversing alarm, use a spotter, or walk around the truck/trailer prior to backing.
- 1.6.6 All heavy vehicles and all trailers must be equipped with chock blocks. Chock blocks must be in place whenever units are parked and should be positioned at the passenger rear wheels, if at all possible, to encourage the driver to walk around the vehicle before and after operation.
- 1.6.7 Passenger compartments are to be free from loose objects that might endanger passengers in the event of an incident. Any vehicle with non-segregated storage will be equipped with a cargo net or equivalent to separate the storage area.
- 1.6.8 Signs, stickers, or labels are to be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.
- 1.6.9 Company vehicles should drive with their lights illuminated at all times. This includes headlights, side marker lights, and taillights to ensure that vehicles are visible from all directions.
- 1.6.10 Appropriate equipment and qualified personnel will be assigned for the journey. The selection is not only a function of technical specifications for the requested service but also takes into account any special considerations for the journey (terrain, weather, etc.).

1.7 SAFE DRIVING PRACTICES

- 1.7.1 Obey all federal and local driving laws or regulations as well as requirements of clients.
- 1.7.2 Immediately report any citation, warning, traffic violation, collision, vehicle damage, or near miss associated with company vehicle operation or while driving on company duties to the supervisor.
- 1.7.3 Immediately report any restriction or change to driving privileges to the supervisor.
- 1.7.4 Seat belts will always be worn by all occupants whenever the vehicle is in motion. Only seats fitted with three-point inertia-reel type seatbelts will be used. All vehicles capable of more than 10 mph will have seat belts installed.
- 1.7.5 Defensive drivers continually assess conditions and hazards and remain prepared for any challenge that may approach them.
- 1.7.6 When speaking with a passenger, always keep your eyes on the road.

- 1.7.7 Always keep both hands on the wheel.
- 1.7.8 No use of cell phones, radios, or other electronic devices while driving any vehicle - vehicle must be safely parked prior to using a mobile phone or 2-way radio.
- 1.7.9 Slow down around construction, large vehicles, wildlife, fog, rain, snow, or anything that adds a hazard to driving.
- 1.7.10 Drive for conditions, not just the speed limit.
- 1.7.11 Alcohol or illegal drugs are not allowed to be in a company, client, or leased vehicle at any time.
- 1.7.12 Drivers will not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the counter medications that might impair their driving skills.
- 1.7.13 Unauthorized passengers will not be carried in company vehicles, except in case of emergency or requisition by local authorities. At no time will drivers stop for a hitchhiker unless it is extremely evident that it is a genuine emergency.
- 1.7.14 Professional drivers always complete their work in a safe manner. A good defensive driver never takes chances and, as a result, should never have a preventable accident.

1.8 PRE-TRIP

- 1.8.1 Perform 360° walk around - report new damage.
- 1.8.2 Check windshield for cracks that could interfere with vision.
- 1.8.3 Inspect for vehicle damage and report any damage to the supervisor if not previously observed.
- 1.8.4 Make sure dirt or snow is removed from lights on all sides of the vehicle.
- 1.8.5 Brush or clean off snow or ice on all windows to ensure complete vision.
- 1.8.6 Check fuel level to be certain the destination can be reached.
- 1.8.7 Check to ensure the license plates and inspection tag on vehicle are current.
- 1.8.8 Ensure that there is a first aid kit and inspected fire extinguisher in the company vehicle.
- 1.8.9 Ensure the driver is rested and alert for driving.

1.8.10 Employees are not to perform repairs or maintenance other than routine fluid additions.

1.9 VEHICLE REQUIREMENTS

1.9.1 All vehicles will be fit for the purpose and will be maintained in safe working order.

1.9.2 Tire type and pattern is to be recommended by the vehicle or tire manufacturer for use on the vehicle in the area of operation. Vehicles are to be fitted with a spare wheel and changing equipment to safely change a wheel or a suitable alternative.

1.9.3 Loads will be secure and not exceed manufacturer's specifications and legal limits for the vehicle.

1.9.4 Vehicles are equipped with roadside emergency kits. Roadside emergency kits should be kept in all vehicles used for highway travel. These kits will include equipment to assist in a roadside emergency such as water, booster cables, first-aid supplies, warning triangles, flashlights, etc. If there is a potential for snow and ice, carry sandbags and a shovel. Drivers will have a reliable means of communication, such as a cell phone, radio, or other suitable means, when traveling, in the event of an emergency.

1.9.5 All vehicles are to be equipped with a multipurpose fire extinguisher with a capacity of at least 2 lb. The fire extinguisher will be securely mounted on a bracket and located so that it is easily accessible in an emergency without becoming a hazard in case of an incident.

1.9.6 All drivers of light vehicles will carry a high visibility jacket for use in case of emergency stops.

1.9.7 All light duty vehicles carry a minimum of one collapsible hazard-warning triangle.

1.10 AUDITS

1.10.1 This procedure will be reviewed on an annual basis to ensure it remains in alignment with TERRY R PITT CONSTRUCTION's goals and objectives.

1.10.2 All audits will be documented noting any deficiencies and corrective actions with assigned responsibilities and deadlines for completion.

1.10.3 Corrective actions will be tracked on a monthly basis until they are completed and documented.

1.11 TRAINING

1.11.1 Employees who are required to drive as a part of their job responsibilities, not including commuting to and from work, are required to take the following training:

1.11.1.1 Fatigue management

- 1.11.1.2 Scheduling and dispatching
- 1.11.1.3 Company driving policies
- 1.11.1.4 Transportation regulatory compliance
- 1.11.1.5 Permit requirements
- 1.11.1.6 Hours of Service

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