

SEH Driving Program

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Driving Program

1. MOTOR VEHICLE SAFETY

A. PROGRAM

Many employees are expected to drive company-owned, rentals or personal vehicles while conducting business for SEH. Employees must operate vehicles safely to prevent accidents that could result in injuries and property loss. SEH is committed to providing and maintaining a safe and healthy workplace for all employees and for protecting the citizens in the communities where we conduct business from injury and property loss. SEH's efforts and the commitment of its employees are intended to reduce the incidence of vehicle accidents as well as personal injury and property loss claims. This Driving Program requires the full commitment of each employee who drives a vehicle on Company business to operate the vehicle safely, to comply with the law and to abide by the Program guidelines and requirements.

B. RESPONSIBILITY

SEH Management is responsible for implementing the Driving Program and for its on-going execution and compliance. Supervisors and employees are responsible for reviewing the content and meeting the standards set forth in this Program, which is available on [Connect/Safety/Driving Program](#) and must be acknowledged in Embark Safety's driver monitoring system. SEH Management will periodically review and update the Driving Program, as necessary.

C. SCOPE

This Driving Program applies to "mandated drivers" (i.e., all employees and authorized subcontractors who drive a company vehicle or employees who drove their personal vehicle on Company business 1,000 miles or more in the previous fiscal year). Certain requirements of this Program also apply to non-mandated drivers who use a personal or rental vehicle on Company business. Company vehicles include those that SEH owns, leases, or otherwise provides to its employees to do work for SEH or as part of an employee's compensation.

2. VEHICLE USE

A. PERSONAL VEHICLES

Any employee who drives their personal vehicles on Company business is subject to the requirements of this Program, including, but not limited to the following:

- Maintaining auto liability insurance with limits that satisfy all legal requirements in the state where the vehicle is registered
- Providing a certificate of insurance to SEH, when requested
- Passing current state vehicle emissions inspections, where required
- Maintaining the vehicle in a safe operating condition

B. RENTAL VEHICLES

An employee who intends to rent a vehicle that will be used on Company business must meet the Driver Selection criteria. SEH maintains a contract with a rental company and employees should follow guidance on [Connect/Finance & Accounting/Car Rentals](#) related to renting vehicles for use on Company business.

C. COMPANY VEHICLES

SEH maintains a fleet of company-owned vehicles that employees can use on Company business. Before driving a company vehicle, employees must be included on the Mandated Drivers List found at [Connect/Safety/Driving Program](#), must have their Motor Vehicle Record (MVR) reviewed and monitored, and must have completed a Defensive Driving training. If an employee does not meet these three conditions, they must contact the Safety Director for guidance before driving any company-owned vehicle.

3. DRIVER SELECTION

Employees who drive company-owned, rentals or personal vehicles on Company business must have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process. Only SEH personnel who have met the minimum requirements listed below are allowed to drive on Company business.

A. DRIVER REQUIREMENTS

- Employees must be at least 18 years of age to drive a company vehicle or drive their personal vehicle on Company business
- Mandated drivers are required to have their MVR reviewed and monitored by and within the sole discretion of the Company, and must meet the Driver Eligibility Standards below
- Before driving on Company business, employees must review the Driving Program and sign the SEH Driving Program Acknowledgement

B. DRIVER'S LICENSE

All employees must provide their driver's license information in Embark Safety's driver monitoring system; however, only mandated drivers are subject to ongoing MVR monitoring. All employees who drive a vehicle on Company business must meet the following licensing requirements:

- Must hold a valid driver's license
- Must be permitted for the type of vehicle being driven or the use involved
- Must not be expired when employee drives a vehicle on Company business

In addition to these license requirements, the driver must comply with any specifications or restrictions stated on the license (e.g., eye glasses/contacts).

C. EMPLOYEE ELIGIBILITY STANDARDS

Employees with one or more "Serious Violations" on their MVR within the last three years are not permitted to drive a company or rental vehicle. Employees with not more than one Serious Violation may be allowed to drive a personal vehicle on Company business if they provide documentation of personal insurance with limits of \$250,000 per person / \$500,000 per accident on an auto insurance policy AND documentation of \$1,000,000 on an umbrella policy that includes coverage for their automobile.

"Serious Violations" include, but are not limited to, the following:

- Any vehicle-related alcohol or drug conviction including driving while intoxicated, driving under the influence, open bottle/container or implied consent refusal
- Driving in a way that is reckless/careless or negligent
- Committing homicide, negligent homicide or involuntary manslaughter with a vehicle
- Fleeing or attempting to elude police officers
- Driving a vehicle with a driver's license that is suspended or revoked
- Hit and run
- Evading responsibility for an accident

SEH reserves the right to deem other types of violations to be "Serious Violations".

Employees with two or more of the following convictions during the past three years may not be permitted to drive on Company business, within the sole discretion of SEH.

- Expired driver's license
- Unregistered motor vehicle
- Driving without insurance

Employees with three or more of the following moving violations including convictions during the past three years may not be permitted to drive on Company business, within the sole discretion of the SEH.

- Speeding
- Speed greater than reasonable or prudent for conditions
- Failure to yield
- Failure to obey traffic signal
- Tailgating
- Red light and/or stop sign violation
- Other moving violations that are intended to protect against personal injury or property damage
- At-fault accident

The above standards may be changed, modified or adjusted at any time at the sole discretion of SEH. SEH also reserves the right to review each violation or conviction on a case-by-case basis in determining progressive discipline or corrective actions. SEH reserves the right to prohibit any employee from driving on Company business, for any legal reason.

D. CANDIDATE ELIGIBILITY STANDARDS

Candidates for employment who will be mandated drivers upon hire must meet the following eligibility criteria:

- Must be at least 18 years of age
- Must hold a valid driver's license that is not expired, suspended, or revoked
- Cannot have a Serious Violation on their MVR within three years prior to their hire date
- Cannot have three or more moving violations including convictions within three years prior to their hire date

E. PROGRESSIVE DISCIPLINE

SEH employees who drive on Company business may be subject to progressive discipline related to their driving record, information they provide, or misrepresentations they make.

Probation

A driver may face a six-month probationary period during which they may not be permitted to drive on Company business for the following reasons:

- Involvement in two at-fault accidents within a rolling twelve-month period
- Accumulation of two moving violations (with convictions) within any rolling twelve-month period

Suspension

A driver may face a minimum one-year suspension during which they cannot drive on Company business for the following reasons:

- A routine MVR check shows employee is out of compliance with driver eligibility standards and the employee operated a vehicle on Company business while out of compliance
- Any driving violation occurs during the six-month probationary period

Termination of Employment

At the discretion of SEH management, an employee who is expected to drive on Company business may be terminated from employment for any violation SEH management determines to be a “Serious Violation”. Additional circumstances that may result in termination include, but are not limited to:

- A routine MVR check shows the employee is out of compliance with driver eligibility standards
- An employee’s driver’s license becomes suspended or revoked
- An employee provides inaccurate information or misrepresents their driving history to SEH at any time
- An employee drives a vehicle on Company business during the one-year suspension

Nothing in this Driving Program changes the at-will nature of any employee’s employment with SEH. Employees may be discharged, have their duties changed and/or their terms of employment changed with or without notice and with or without reason.

4. EMPLOYEE NOTIFICATIONS AND REPORTING

For the types of situations below, employees must notify their supervisor and Human Resources.

A. ACCIDENTS

If an employee is involved in an accident that includes injuries to persons and/or damage to vehicles or property while driving any vehicle on Company business, the employee shall take the following actions:

- If possible, move to a safe location out of the way of traffic
- Call for medical attention if the accident caused any injuries
- Call the police and obtain a police report, when available
- Collect the following information at the accident scene:
 - Names and addresses of drivers and occupants of any vehicles involved
 - Insurance company name(s) and policy numbers for any vehicles involved
 - Names and addresses of other injured persons
 - Names and contact information for any witnesses
- Do not discuss fault with anyone at the accident scene

An employee must make this notification as soon as reasonably possible, but not more than 24 hours after an accident.

B. SUSPENSION OR REVOCATION

Employees who have had their driver’s license suspended or revoked must make this notification immediately after being notified that their driver’s license has been suspended or revoked.

C. DRIVER INELIGIBILITY

Employees who do not meet the Driver Eligibility Standards in this Driving Program can make this notification at any time after they become ineligible, but not less than 48 hours before they need to drive on Company business.

5. DEFENSIVE DRIVING TRAINING

Employees who are considered mandated drivers are required to complete defensive driving training and refresher training. Defensive driving training is optional for non-mandated drivers and will be made available upon request of the Safety Director. All types of defensive driving training are available at no cost to employees.

A. INITIAL TRAINING

Mandated drivers are required to complete a 4-hour (minimum) Defensive Driving training. This can be SEH-provided training or an equivalent training. Mandated drivers who have completed an equivalent training must send documentation of such training to the Safety Director for review and approval. Employees who will be driving a company vehicle are required to complete 4-hours of Defensive Driving training prior to driving any company vehicle.

B. REFRESHER TRAINING

Refresher training will be required for mandated drivers after three years have passed since the last defensive driving training was completed.

6. DRIVER SAFETY REGULATIONS

A. IMPAIRED DRIVING

An employee who drives a vehicle on Company business must not operate the vehicle at any time when their ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury. An employee who operates a motor vehicle in these situations is subject to corrective action up to and including termination.

B. CELL PHONE USE

Drivers are prohibited from using any type of handheld mobile device while the vehicle is in motion unless the device can be operated completely hands-free.

C. TRAFFIC LAWS

Drivers must abide by all Federal, State and local motor vehicle regulations, laws and ordinances. In particular, SEH employees must be aware of and adhere to all laws regarding cell phone (or any wireless device) usage or bans of any state in which a vehicle is being used to conduct Company business.

D. VEHICLE CONDITION

When driving a company-owned vehicle or when driving their personal vehicle on Company business, employees are responsible for maintaining the vehicle in a safe driving condition. Employees who drive rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request a different vehicle if they are able to identify any defects.

E. MOTORCYCLES

Employees are prohibited from using motorcycles when traveling on Company business.

F. GENERAL SAFETY RULES

When driving a vehicle on Company business, employees are not permitted to:

- Pick up hitchhikers
- Accept payment for carrying passengers or materials
- Use any radar detector, laser detector or similar devices
- Use burning flares for hazard warning and instead should use reflective triangles

7. CORRECTIVE ACTIONS

Employees who do not meet driver eligibility standards or who fail to comply with the conditions of SEH's drug and alcohol-free work environment, may be subject to corrective action up to and including termination. When the employee is not terminated, SEH will pay for corrective action(s) that could include, but are not limited to, one or more of the following solely within discretion of SEH:

- **Ignition Interlock Device** – a device that measures the alcohol concentration in the driver's breath and, if alcohol is detected above a prescribed level, the vehicle will not start
- **Vehicle Dash Camera** – a video surveillance device typically mounted on the vehicle's dashboard cover to monitor the driver and/or the road ahead of the vehicle
- **Vehicle Telematics** – a system that uses global positioning or cellular triangulation to collect and send information showing how the company vehicle is being operated
- **Remedial Driver Training or Retraining** – includes in-class or online training covering topics related to an employee's specific non-compliance issue

SEH DRIVING PROGRAM ACKNOWLEDGEMENT

Re: Acknowledgement of SEH Driving Program

I acknowledge that I have received and reviewed the SEH Driving Program and that I fully understand the terms of this Program. I agree to abide by these terms and I am willing to accept the consequences of failing to follow the Program. I further acknowledge the at-will nature of my employment with SEH and agree that nothing in this Program alters that.

I understand that SEH has an interest in providing and maintaining a safe work environment that includes the safe use of company-owned, rental and personal vehicles on Company business. I acknowledge that interest and agree that SEH and/or third parties are entitled to receive/send proof of my driver's license(s). I further acknowledge that third parties may receive/send motor vehicle reports/records for any candidate for employment or employee who is considered a "mandated driver" according to the SEH Driving Program.

I acknowledge that failure to comply with the SEH Driving Program may subject me to disciplinary action up to and including termination.

Signature