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Motor Vehicle Operation Program

Purpose

This written Motor Vehicle Operation Program establishes company-wide guidelines to ensure that we hire capable operators, only allow eligible operators to drive a "covered motor vehicle," train and supervise operators, and maintain vehicles properly. A "covered motor vehicle" is a motor vehicle that is owned, leased, or rented by the company or is an employee-owned vehicle operated for Hurt & Proffitt, Inc.

Adherence to this written program can improve traffic safety performance, minimize the risk of motor vehicle incidents, and help to keep our employees safe and our costs as low as possible. Copies of the written program may be obtained from <http://my.handp.com> or externally from apps.handp.com.

Policy

This policy is communicated to employees who are authorized to operate motor vehicles through handouts to all new employees, handouts and discussions at safety meetings, and distributed by email. When on any construction site all vehicle and employee use will be in accordance with OSHA Regulatory guidelines as found within the U.S. OSHA Standard and Health Regulations for Construction, *Motor Vehicles, Mechanized Equipment and Marine Operations*: 29 CFR 1926.601; <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.601>.

Management Leadership


The Safety Manager is our Motor Vehicle Operation Program Administrator. The Program Administrator coordinates the Motor Vehicle Operation Program elements for our company. This person is responsible for setting up and managing the program so that managers, supervisors, and employees know what our company expects. The Safety Manager has the authority to carry out duties in a timely manner so that progress is made in meeting program goals. The Safety Manager is also provided with the following resources and information sufficient to meet those responsibilities: JJ Keller online materials, insurance agency resources, and external safety sources.

The Safety Manager has examined our existing policies and practices to ensure that they encourage and do not discourage reporting and participation in our program. In this way, early reporting of motor vehicle incidents and hazards and meaningful employee participation in the program are more likely to occur.

The Safety Manager and Project Managers communicate to employees about the Motor Vehicle Operation Program through verbal reminders, emails, and notices placed on <http://my.handp.com>. Managers also communicate their concerns about motor vehicle hazards and incidents so that employees have the information necessary to protect themselves and have effective input into the program's operation.

Employee Involvement

Our employees are expected to understand our motor vehicle incident reporting system so that reports of incidents and hazards are received in a timely and systematized manner. The Safety Manager will respond promptly to all reports.

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The Safety Manager provides employees with motor vehicle operation guidelines, changes in traffic laws, defensive driving techniques, and information on potential motor vehicle hazards. This information can also be obtained at <http://inside.handp.com/>. However, no confidential or private information of a personal nature, such as medical records, will be provided.

Our program allows for employees to be involved in developing, implementing, and evaluating each of the program elements by encouraging them to make suggestions to their supervisor or the Safety Committee.

Operators

Only authorized Hurt & Proffitt, Inc. employees are permitted to operate a covered motor vehicle.

Having good operators can go a long way toward preventing incidents and related costs.

Our job application requests information about licensing and education to help our supervisors select a candidate qualified to operate a motor vehicle. Completed job applications of those we hire are kept in our personnel files.

In order to screen out operators who have poor driving records, The Human Resources Manager/Director checks the motor vehicle records of all applicants and employees who will drive for work purposes or drive a company-owned, -leased, or -rented vehicle for personal use. The results of these checks are also kept in the person's personnel file.

The following qualifications must be met when selecting an applicant or current employee to operate a motor vehicle:

- Possess a valid driving license.
- Consent to a motor vehicle record check.
- Have no more than 3 driving violations over the past 3 years.
- Have no convictions of operating a motor vehicle while impaired by alcohol or controlled substance in the past 3 years.

Hurt & Proffitt, Inc. will follow all Americans with Disabilities Act requirements for considering and accommodating those with disabilities.


Drug/Alcohol Testing

Initial and periodic random drug and alcohol testing is mandatory. Testing will be conducted by a licensed medical facility designated by Hurt & Proffitt, Inc. Any positive results will be grounds for termination. Driving under the influence of alcohol or any illegal substance will be grounds for termination.

Vehicle Operation Guidelines

The following are basic vehicle operation principles to which employees are required to adhere:

- All occupants must wear seatbelts.

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Drive defensively. Always anticipate what other drivers might do wrong and plan your mode of escape.

Never move through traffic aggressively.

Obey speed limits, traffic signs, and traffic signals.

Do not smoke or use any vaping device while in a covered motor vehicle.

Vehicles shall only be used for their intended purpose.

Do not operate a motor vehicle while under the influence of alcohol, illegal drug, or controlled substance.

Parking

Park in a manner that avoids reversing. If reversing is required, back into the parking spot instead of backing out. When on any construction site, if one must reverse, he or she should use a spotter. The spotter must stay out of the vehicle and be in a position where he or she can see the driver's blind spot.

Distracted Driving

Hurt & Proffitt, Inc. is committed to employee safety, and for this reason, firmly prohibits all behavior that distracts employees while they are driving. General guidelines for behavior while driving are as follows:

Use of cell phones is strictly prohibited unless you are using a hands free device.

Use of other electronic devices such as laptops, cameras, PDAs are also prohibited.

Any GPS device shall not block the driver's view and must be voice narrated so that it does not require the driver to look away from the road. Any programming of the GPS device shall be done while the vehicle is pulled off the road.


Personal Use of Company Vehicles

Personal use of company vehicles is prohibited without prior permission from management. The employee assigned to the vehicle will be the only driver allowed to operate the vehicle.

Traffic Violations

The operator is responsible for all motor vehicle fines, penalties, and defense cost arising out of the use of a company vehicle.

Driving Incidents

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The Safety Manager shall keep a log of all vehicle accidents, near misses, and complaints about our drivers. The safety manager will contact the driver of each incident and also keep a record of the driver's response. If there are three incidents by the same driver in a 12 month window, a dash camera will be installed on their vehicle. This camera will remain in the vehicle until that driver has gone for 12 consecutive months without another incident. The camera recordings may be reviewed periodically or following the next driving incident. If there is a driving incident in this 12 month window the company may suspend the drivers driving privileges.

Vehicle Issues

Selecting, properly maintaining, and routinely inspecting company vehicles is an important part of preventing motor vehicle incidents and related losses.

Pooled Vehicles

Vehicles should be returned to the office pool with at least a half a tank of fuel and all trash and personal items cleaned out.

Incident Reporting and Investigation

A motor vehicle incident is a negative occurrence that involves a "covered" motor vehicle that caused or could have caused injury, illness, or property damage. Motor vehicle incidents include, but are not limited to: vehicle crashes, vehicle fires, loose cargo, an incident in which a traffic ticket is issued, and vehicle breakdowns.

Motor vehicle incident reporting procedures are kept in each vehicle. Our incident reporting procedure is as follows: any incident listed above shall be reported to your supervisor and Safety Manager within 24 hours. The police shall be called immediately if there is an injury or property damage involved in the incident.


The above incident reporting procedures will be enforced. Failure to meet incident reporting procedures may lead to disciplinary action.

All motor vehicle incidents will be investigated to determine their causes and whether or not the incidents were preventable. Understanding the root causes of incidents and why they are happening, regardless of fault, forms the basis for eliminating them in the future. Our motor vehicle incident investigation procedures are as follows: All motor vehicle accidents will be investigated. The level of investigation will be determined based on the significance of the accident. The investigation must include a copy of the report issued by local or state law.

Maintenance

Hurt & Proffitt, Inc. will strive to maintain each company vehicle per the manufacturers' recommendations. This will include oil/filter changes, lubrication, brake work, tire rotation, belt and hose replacement.

It is the driver's responsibility to inspect the vehicle regularly and take the vehicle to an approved garage when repairs and/or maintenance are needed.

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Cargo

Make sure all cargo must be adequately secured.

Program Evaluation

It is inherent that problems may occasionally arise in this Motor Vehicle Operation Program. The Safety Committee will thoroughly evaluate and, as necessary, promptly take action to correct any deficiencies in our program so that we can eliminate problems effectively. Note: The occurrence of a motor vehicle incident does not in itself mean that the program is ineffective.

The Motor Vehicle Operation policy will be reviewed by the Safety Committee at least every 2 years. This review involves the following:

- 1-Review of the policy
- 2-Review of reported accidents
- 3-Review of near misses
- 4-Review of employee adherence to the policy