		Effective:	9/1/2022
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2 Ch. 8		
Policy:	Company Vehicle Use		Page: Page 1 of 5

1. Purpose.....1

2. Scope 1

3. Responsibility 1

3.1 Asset Department 1

3.2 Job Site Manager..... 2

3.3 Employee 2

4. Guideline Statement..... 3

4.1 General Requirements..... 3

4.2 Driver Requirements.....3

4.3 Vehicle Use.....4

4.4 Vehicle Drug and Alcohol Policy.....4

4.5 Cell Phone.....4

4.6 Inspections.....5

5. Version History.....5


1 PURPOSE:
The purpose of this policy is to define safety guidelines and standards for the operation of company vehicles by Gravity (GVTY) personnel.

2 SCOPE:
This policy applies to GVTY personnel operating company owned, leased, or rented vehicles.

3 RESPONSIBILITY:

3.1 Asset Department

- 3.1.1 Asset Dept will be responsible for strategically sourcing and procuring light duty vehicles in accordance with business needs.
- 3.1.2 Asset Dept will order Company vehicles with specifications and options that meet determined business needs of intended location/asset as outlined below.
 - Asset Dept will conduct annual review of GVTY vehicle specifications, and determine appropriate vehicle configuration (i.e., make, model, and trim) for each job function.
 - Asset Dept will review major changes with the executive team prior to implementation.
 - Asset Dept will minimize number of vehicle configurations to greatest extent possible and maximize vehicle value to GVTY, including resale value impacts.

		Effective:	9/1/2022
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2 Ch. 8		
Policy:	Company Vehicle Use		Page: Page 2 of 5

- GVTY vehicles will not be ordered as diesel powered unless identified as a need by the head of the department ordering the vehicle.
- Asset Dept will manage pool vehicles and make available to all eligible employees needing vehicles for temporary business purposes.
- Asset Dept will assign fuel cards and pin numbers.
- Asset transfers must be done with an official transfer request form.
- Stacked units must go through unstacked process with the Asset Dept.

3.2 Job Site Manager


3.2.1 It is the responsibility of the Jobsite Manager (Authorized manager in charge of a particular job, shop, yards, trucks, or Office Manager) to ensure compliance with this policy. Jobsite Manager will keep the spare keys and monitor fuel card use. The manager will report any lost fuel cards immediately. Valid and current insurance is the responsibility of the manager.

3.3 Employee

3.3.1 It is the responsibility of employees who operate vehicles for GVTY to know and follow the Company Vehicle Use Policy. Employees assigned a vehicle will ensure vehicle is properly cared for as outlined below.

- Keeping vehicle clean and in good working order.
- Taking vehicle in for warranty work while vehicle is under warranty.
- Ensuring vehicle is taken to dealer for recall work, if applicable.
- Completing preventative maintenance on vehicle, at Company expense, including oil changes and tire replacement when needed.
- Vehicle maintenance is through ARI-Holman or a GVTY fleet management vendor.
- Taking vehicle into an authorized dealer or shop for any mechanical or performance issues that may arise.
- Ensuring items carried in a Company vehicle (e.g., laptops, fire extinguishers, and tools) are properly secured.

No modification shall be made without manager's approval (e.g., tint)

		Effective:	9/1/2022
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2 Ch. 8		
Policy:	Company Vehicle Use		Page: Page 3 of 5


4 GUIDELINE STATEMENT:

4.1 General Requirements

- Safety belts must be used by all occupants while company vehicles are in motion.
- All traffic laws shall be obeyed.
- Do not tamper with fleet vehicle GPS tracking devices.
- Smoking shall not be permitted in any commercial and non-commercial motor vehicle rented, owned, or leased by GVTY.

4.2 Driver Requirements

- 4.2.1 Employees operating vehicles for GVTY must have and maintain a valid driver's license with the proper rating or classifications to operate the company vehicle they are assigned. If a driver's license is revoked, suspended, or otherwise restricted, the driver shall immediately notify his/her supervisor and discontinue driving or operating any company vehicle.
- 4.2.2 Employees operating vehicles for GVTY with three (3) or more moving violations within the preceding three (3) year period or a DUI/DWI conviction within the preceding five (5) year period will have driving privileges suspended. Types of violations have a severity rating of A-D by our brokers and insurance provider. These severity ratings apply to all accounts where the auto line of business is quoted and/or written. Reference preferred guidelines for insured drivers.
- 4.2.3 Employees operating vehicles for GVTY shall ensure that the vehicle they are using is fit for purpose before driving and is maintained in safe working order.
- 4.2.4 Employees operating vehicles for GVTY shall not carry loads that exceed the manufacturer's specifications and legal limits for the vehicle, without proper permitting.
- 4.2.5 All unattended vehicles shall have the keys removed and doors locked.
- 4.2.1 Employees operating vehicles for GVTY will immediately report any vehicle incident whether at fault or not at fault to HSE.
- 4.2.2 Employees operating vehicles for GVTY shall follow all applicable Department of Transportation Guidelines (DOT) prior to operating any Commercial Motor Vehicle. This includes but is not limited to:
 - Driver Evaluation - Pre-Hire,
 - Hours of Service,
 - Pre and Post Trip Inspection,
 - Load Securement, and
 - DOT Log Requirements.

		Effective:	9/1/2022
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2 Ch. 8		
Policy:	Company Vehicle Use		Page: Page 4 of 5

4.3 Vehicle Use


- 4.3.1 Company vehicles are to primarily be used for business purposes.
- 4.3.2 Excessive coincidental personal use is not allowed without VP approval.
- 4.3.3 Only employees, management approved individuals and authorized client representatives are permitted to ride in a company vehicle.
- 4.3.4 Authorized employees will be allowed to take a company vehicle to their home or temporary residence. All other company vehicles must be parked at the appropriate jobsite or company facility at the end of each workday.
- 4.3.5 GVTY reserves the right to revoke any employee's driving privileges.
- 4.3.6 'De minimis' (minimal) personal usage of a company vehicle is allowed.
- 4.3.7 Exception beyond 'de minimis' personal usage will require VP approval.
- 4.3.8 Towing for non-work purposes is strictly prohibited.
- 4.3.9 Radar detectors are strictly prohibited in GVTY owned and leased assets. Radar detectors found in company-owned and leased vehicles will follow the GVTY progressive discipline policy. Verbal warning, documented conversation, suspension, and leading up to and including termination.
- 4.3.10 Tolls and toll tags outside of business travel are the responsibility of the employee.

4.4 Vehicle Drug and Alcohol Policy

- 4.4.1 Transportation, use, possession, or sale of illegal drugs while in a company vehicle is prohibited.
- 4.4.2 Transportation or possession of intoxicating beverages, firearms, or any other weapons while in a company vehicle is prohibited unless authorized by management. Reference GVTY Drug and Alcohol Policies for additional information.
- 4.4.3 Employees who operate a company vehicle shall be subject to a random pool drug test as well as reasonable suspicion drug tests where applicable.

4.5 Cell Phones

- 4.5.1 The use of handheld cellular telephones (personal or Company-owned) is prohibited while driving a company-owned or operated vehicle, including rental vehicles used for company business unless utilizing a hands-free device (speakerphone, Bluetooth device, headset, or earpiece). This policy also prohibits text messaging, reading, or responding to email messages, and internet use while driving.
- 4.5.2 Safe Driving must always be a priority when operating a motor vehicle. When using hands-free devices, always observe the following rules:
 - Calls shall only be made using Voice Dialing while driving. No manual phone dialing is permitted unless the vehicle is stopped,
 - No cell phone use during extreme weather or driving conditions, and

		Effective:	9/1/2022
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2 Ch. 8		
Policy:	Company Vehicle Use	Page:	Page 5 of 5

- Distracting or lengthy telephone calls shall be suspended until the vehicle is safely brought to a complete stop. These types of conversations may distract attention from the driving task and increase the potential for an incident.

4.5.3 Any federal or state laws/regulations or customer requirements concerning cellular telephone use that are more stringent shall take precedent over GVTY policy.

4.5.4 Cellular phones must be stowed away when fueling a vehicle.

4.6 Inspections

4.6.1 All Non-DOT drivers should perform a pre and post trip examination of the vehicle they operate.

4.6.2 All DOT Drivers shall conduct a Pre-Trip inspection and document the findings.

4.6.3 All DOT Drivers shall also perform a Post-Trip Inspection of their vehicle prior to leaving their vehicle at the assigned jobsite.

4.6.4 Annual vehicle inspection for registration renewal is the responsibility of the manager.

Employee signature below represent signature on file, and indicate signatories have read, fully understand, and endorse this document and its contents.



Employee Signature *Date*

Employee Printed Name



5. VERSION HISTORY

Documents in draft form are versioned A, B, C, etc.; after publication, documents are versioned 1, 2, 3, etc.

Version	Date	Writer	Comments
1	9/1/2022	S. Bedell	Initial publication of approved document.

Table 1: Version History