



Fleet / Vehicle Standards

Technician Driver Expectations

On Trac employees/technicians assigned to a vehicle are held to high standards regarding safe/defensive driving as well as vehicle care and maintenance. Vehicle assignments are treated in a serious contractual agreement and great trust is placed in the hands of the operator to treat vehicles in a responsible manner. Therefore, operating and maintaining a fleet vehicle in an irresponsible, abusive, casual and careless manner is grounds for termination.

Asset management

Vehicle Issue Agreement forms include an estimated combined value of vehicle and equipment. On Trac extends trust and responsibility to all persons assigned a fleet vehicle, so the estimated value information is an important reminder of the financial weight of this responsibility.

Vehicle assignment and restrictions

Vehicles are assigned by the Project Manager upon completion of technician certification. The particular unit/model assigned is at the discretion of the PM in consultation with the corporate Fleet Manager. In most cases, the technician is not allowed to “chose” a vehicle. At times, a technician may be issued a temporary vehicle if their original vehicle is under repair or maintenance.

In assigning a vehicle, the Project Manager will take the technician through a standard safety inspection and review of the condition of the vehicle. Both will note any existing problems or damage, or missing items needing to be replaced. It is very important that the condition of the vehicle is verified before signing an Issue Agreement.

OTI production/staff vehicles are to be parked and locked nightly on OTI property. Under no circumstances are vehicles to be used for personal errands or used back and forth from home to work. The assigned vehicle is for WORK DAY PRODUCTION ONLY. ***OTI vehicles MAY NOT carry any passengers other than the assigned driver and/or another technician or supervisor. ONLY authorized OTI personnel or project partner subcontractors may travel as passengers in OTI vehicles.***

Issue agreement

The On Trac Vehicle Issue Agreement serves as an accountability document to confirm that the technician fully understands the company expectations and standards of vehicle operation and care. Technicians MUST read this Issue Agreement carefully before signing. Copies are prepared for the technician after signing and ONE full key set is issued.

Care and maintenance

Cleanliness and neatness of vehicles and equipment is a hallmark of On Trac and is a welcomed change to the way the public (and OTI customers) view contract labor. All vehicles whether in production or management are to be KEPT clean - both exterior and interior. Both truck cabs and beds are to be neatly organized and at NO time are these areas to be cluttered or used to store trash. Interior spaces must be cleaned DAILY. At NO time are employees allowed to use the dash board area to store papers or materials- this is both unsightly and a safety hazard. Exterior body panels, windows/glass, trim and tires should be washed WEEKLY. Unwashed and/or cluttered, trashy vehicles will be pulled from production/routes until properly cared for and cleaned.

All OTI vehicles must maintain proper decaling/logos. Corporate and customer decals are the only alterations and “decorations” allowed on vehicles operating in local systems. At NO time should employees glue or attach items inside the cab, the bed, or the exterior of the vehicle. NO bumper or window stickers can be applied without written permission from the Project Manager. No HOLES are to be DRILLED anywhere on the vehicle or on the vehicle equipment.

Project Managers work with all employees to notify of scheduled maintenance and service dates for OTI vehicles. Drivers should assist the PM in keeping up with due dates for routine service/maintenance.

Proper operation/driving

On Trac employees are expected to operate assigned vehicles in a consistently SAFE and DEFENSIVE and PROFESSIONAL manner. This includes diligence and attentiveness in obeying all traffic laws and local regulations, as well as avoidance of common driver distractions. All drivers are expected to use seat belts at all times and to be consistent in signaling other drivers. Traffic violations and accidents subject the employee/driver to a series of Staged Consequences with heavy penalties and costs.

Staged Consequences to Traffic Violations

Corrective measures and discipline for traffic violations which occur while operating an On Trac vehicle are addressed directly by the Project Manager. Payment for violations/tickets/fines are the responsibility of the employee/driver. Consequences are as follows (over a rolling 12 month evaluation period):

1. **First Offense:** Reprimand and notice to employee records. Fine/fees related to the company are charged to employee over several pay periods. PureSafety Course (*Distracted Driver*)- cost bore by employee.
2. **Second Offense:** Documented Written Counseling and reprimand. Fine/fees related to the company are charged to next paycheck in full. Loss of vehicle/production for three days. PureSafety Course – cost bore by employee.
3. **Third Offense:** Documented Written Counseling and documented correction. Fine/fees related to the company are charged to next paycheck in full. One week suspension.
4. **Fourth Offense:** Termination

Staged Consequences to Accidents and Occurrences

On Trac defines a “Vehicle **Accident**” as any event involving a company vehicle that results in personal injury or property damages and expenses exceeding \$500, or where On Trac driver error is determined to have contributed to or caused the accident. A “Vehicle **Occurrence**” defines an event that results in property damages and expenses under \$500. An example of an Occurrence would be running over a curb and damaging a wheel/tire or backing into a pole.

When a driver of an On Trac vehicle is involved in **Vehicle Accident** he/she must contact a member of management immediately (preferably Project Manager) to notify them of the incident- regardless of severity. The driver is **NOT** to leave the scene of any event/accident without the approval of management. All true Vehicle Accident events **MUST** be investigated **immediately** by the Project Manager, including on-scene visit, digital photos of all involved vehicles/property, full exchange of information for police report (as needed), and a fully completed On Trac **Vehicle Accident Report Form**. However, the response to **Vehicle Occurrence** events by management is determined on a case-by-case basis.

Driver accident and/or occurrence records are tracked on a rolling 12-month period. The chart below is used by the Project Managers as a guide to both track and to determining consequences for both Vehicle Accidents and Vehicle Occurrences:

<i>Preventable ACCIDENTS w/in 12 Months</i>	<i>Preventable OCCURRENCES w/in 12 Months</i>	<i>Resulting Actions (minimum)</i>
	1 st Occurrence	Documented Counseling
	2 nd Occurrence	Documented Counseling + 2 PureSafety Courses (\$)
	3 rd Occurrence	Warning letter + 2 day suspension + damages
	4 th Occurrence	Damages + no driving + likely termination
1 st Accident	na	Documented Counseling + 2 Pure Safety Courses (\$)
2 nd Accident	na	Warning letter + 3 day suspension
3 rd Accident	na	Removal of Driving Duties + likely termination
1 Accident +	1 Occurrence	Documented Counseling + 2 PureSafety Courses (\$)
1 Accident +	2 Occurrences	Warning letter + 3 day suspension + damages
1 Accident +	3 Occurrences	Removal of Driving Duties + likely termination
2 Accidents +	1 Occurrence	Termination
2 Accidents +	2 Occurrences	Termination

Equipment and inventory

On Trac employees are directly responsible for the tools and equipment issued as part of vehicle/unit supplies and also as part of company issue agreements. Of equal importance, are the customer materials and inventory items required to conduct work. OTI expects drivers to take great care with tools, equipment, materials and all inventory-related parts/supplies.

Issued equipment must be used properly and cared for just as if such tools/gear belonged to the driver personally. For these reasons, all vehicles are to be locked and secured at all times to prevent theft or vandalism. External equipment (i.e. ladders) are also to remain secured and locked. Drivers will be held accountable for theft or damage of equipment or inventory when failing to secure/lock their vehicle.

Drivers are also responsible to protect vehicle keys/fobs and to never loan company keys to anyone or to have duplicate keys made without permission.

Regular inspections

Employee drivers are expected to fully cooperate with the Project Manager for vehicle/fleet inspection each month. These regular inspections are designed for preventive maintenance and safety checks- which in the end greatly benefits the driver directly as well as the company. The PM will work with each employee driver in scheduling the inspection which usually takes no more than 30 minutes. Drivers must sign off with the Project Manager on the inspection form and make any/all appropriate notes as to the condition of the vehicle and any necessary corrective actions or repairs. It is vitally important to accurately complete the monthly inspection forms.

Reporting

On Trac employees MUST contact the Project Manager immediately concerning any known or suspected mechanical defects or missing parts/equipment related to their assigned vehicle. Ongoing reporting allows On Trac to quickly and efficiently make repairs and/or upgrades to keep the fleet in optimal operating condition. Drivers should always check gauges and warning/notice lights on dashboards and report ANY service lights.

Reporting also includes working with the PM to schedule such repairs in such a way as to minimize loss of production time/routes for that vehicle.

Of even greater importance, drivers MUST contact the Project Manager IMMEDIATELY in the event of ANY accident or vehicle/road conflict. This notification includes time of incident and exact location. At NO TIME are On Trac drivers authorized to leave an accident until cleared by the Project Manager. In MOST cases, the PM is required to be at the accident/damage scene to aid in completing the OTI Vehicle Accident Reporting Form and securing photos/information of all involved vehicles.

Fuel Efficiency

On Trac drivers should always route work/breaks in such a way as to minimize distance between stops. Vehicles should ALWAYS be turned off when parked to avoid excessive idling. Warm ups in cold weather should be minimized, as well as avoiding running engines while on jobs during summer to sustain cabin air conditioning. Overnight windshield cover use is required in systems subject to cold weather. Drivers are responsible for efficient fuel use in their assigned vehicle.

Drivers are also responsible for careful attention to fuel gauge and fill ups. Running out of gas will result in lost route/work. Project Managers keep all fuel/fleet cards and should be contacted immediately when fuel gauge gets low to schedule fill up. Drivers are responsible to secure the fuel card, fill up quickly, secure receipt(s), and return the card to the PM in an efficient manner. At no time may fuel cards be kept with the driver or carried home after work.



VEHICLE ISSUE AGREEMENT

VEHICLE/UNIT # _____ MAKE/MODEL _____ SYSTEM _____

I, _____, agree to all the following related to this vehicle:
(Print Name)

1. I have inspected the vehicle assigned to me and I am in agreement with the Project Manager as to the pre-assigned **condition** of the vehicle and all related equipment.
2. I will fully cooperate with the Project Manager or assigned person for regular vehicle **inspections**.
3. I will **immediately** notify the Project Manager of any **damage** to the vehicle.
4. I will **immediately** repair, or have repaired, any defects or damage, which might occur. (light bulbs, mirrors, etc.)
5. I will **immediately** report to the Project Manager any **mechanical defects** as soon as they occur.
6. I will keep the outside of the vehicle **clean** along with the interior of the cab and cargo areas and I agree to keep the dash and all windows clear of paperwork and/or other obstructions. I will attend to a clean vehicle DAILY. I will not **smoke** in the vehicle at any time.
7. I agree to **promptly service** my vehicle according to the maintenance schedule set forth by On Trac.
8. I understand that I am not to make any alterations to the vehicle or equipment without the permission of the Project Manager, for example:
 - a. No glued-on or attached items either inside the cab, in the bed, or on the exterior
 - b. No holes drilled ANYWHERE on the vehicle or on vehicle equipment
 - c. No decals or bumper/window stickers affixed without written request and written permission from the Project Manager.
9. I agree to **obey all traffic laws** and to display **professional** driving behavior at all times, including the use of seat belts.
10. I understand and **agree** to the corporate policy and practice of the Staged Consequences to Traffic Violations and the Staged Consequences to Vehicle Accidents.
11. I agree to keep all bins, toolboxes, toppers, and doors properly **locked and secured** to protect all tools and equipment and to discourage theft.
12. I agree that I am **responsible** and **liable** for ALL vehicle equipment AND tools AND customer inventory related to this assigned vehicle. I understand the current estimated **value** of this combined vehicle, equipment/tools and inventory is \$_____.

Employee _____

Project Manager _____

Date _____

Date _____