

Vehicle Use Policy

PURPOSE

Advanced Excavating Specialists and Five Rivers Construction provide vehicles for business use to allow employees to drive on company-designated business. The purpose of this policy is to highlight the expectations of employees using company provided vehicles, for in-depth vehicle and equipment safety standards, a copy of the "Fleet Safety Program" is available to employees upon request or in the Kelso Office. The company retains the right to amend or terminate this policy at any time. (The term "vehicle," as used in these guidelines, includes, but is not limited to, cars, trucks, backhoes, front-end loaders, graders, excavators, and trailers.)

POLICY

1. Employees may not drive any business vehicles without prior approval of their supervisor. Prior to approving a driver and periodically thereafter, HR must check the employee's driving record. Employees approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
3. If possible, company vehicles will be permanently assigned to departments that have demonstrated a continued need for them. Additional vehicles are maintained in a motor pool for use by individual employees, as needed.
4. Employees who need transportation in the course of their normal work may be assigned a company vehicle for their use and may be granted permission to use the vehicle as means of transportation from home to work sites by Mike LaFave and or Chad Rorabaugh. Company owned vehicles are for business use only. Use of Company vehicles for personal use is prohibited. All other employees needing transportation for company business may use vehicles assigned to their department or those drawn from the motor pool.
5. Employees who drive a vehicle on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones or any other devices while behind the wheel of a moving vehicle being used on company business is strictly prohibited.
6. Nonemployees and non-business passengers (i.e., family and friends) are prohibited from riding in company vehicles.

Vehicle Use Policy

7. Employees must report any accident, theft, or malicious damage involving a company vehicle to their supervisor and the Safety Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
8. Employees are fully responsible for any damage incurred to company vehicles when stored on personal property, used in violation of this policy, used for activities not directly related to work duties and will be held liable for repair costs associated with such damage, including any applicable deductibles, unless otherwise authorized by the company in writing.
9. Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.
10. Smoking is prohibited in all vehicles and other equipment.

ADVANCED EXCAVATING SPECIALISTS, LLC (AES)
FIVE RIVERS CONSTRUCTION (FRC)

Vehicle Use Policy

By signing this Vehicle Use Policy, I, _____, verify that I have read this complete document, and I understand and agree to Advanced Excavating Specialists / Five Rivers Construction vehicle use policies.

Sign _____

Date _____