



Ghilotti Construction Company Vehicle Use Policy

Purpose

Company owned vehicles are used daily in our operations. In order to protect our employees, clients and the public, established safe operations procedures must be followed by all drivers. All employees driving on behalf of Ghilotti Construction Company are required to operate their vehicles safely and legally at all times.

The following rules are to be adhered to whenever operating a vehicle for business purposes – regardless of vehicle ownership.

All personnel, authorized to drive as part of their duties, must acknowledge receipt of this directive, and agree to adhere to safe use of equipment and training thereof, prior to operating a vehicle on behalf of Ghilotti Construction Company.

All drivers are to receive this directive immediately with signature acknowledgement filed with the Equipment Manager.

General Rules:

1. Vehicles owned or leased by Ghilotti Construction Company are to be used only for company business.
2. Any employee who drives a company vehicle must have a valid California Driver's License in their possession at all times and must maintain an acceptable driving record. (Refer to the DMV Employer Pull Notice Program for additional information).
3. ONLY company employees who have been pre-authorized to operate vehicles for the company are permitted to drive (herein referred to as "Drivers"). The ONLY exception to this is when injury and/or death are imminent and the vehicle must be operated by others in an emergency.

Assignment of company vehicles can only be made by Management. An exception of this policy, even on a temporary basis, must be with the knowledge and permission of the Equipment Manager, per episode.

4. Personal use of company vehicles is limited to travel to and from work (direct path of travel). This applies to all hourly employees. For salaried employees, this policy is only slightly relaxed and other use must be within reason. Any other personal use of company vehicles and equipment must be with the knowledge and expressed permission of the Equipment Manager and/or an officer of Ghilotti Construction Company. If in doubt about what constitutes reasonable personal use, contact the Equipment Manager.
5. Drivers assigned vehicles are responsible for timely and routine maintenance in accordance with the company maintenance procedures.
6. All drivers are required to abide by all federal, state, and local motor vehicle regulations, laws, and ordinances.
7. All fines, defense costs and other legal penalties arising out of ticketed offenses are the responsibility of the driver.

Pre-Trip:

8. Prior to starting a vehicle, drivers are required to inspect the vehicle exterior and the area around the vehicle, checking tires, leaks, body condition, and clearances to other vehicles and objects. Any defects or concerns must be reported immediately. Unsafe vehicles must be tagged "DO NOT USE."
9. Drivers are responsible to ensure that all required documents are in the vehicle (Registration, Insurance Card and Accident Reporting Kit/Camera).
10. A driver may not operate a vehicle at any time when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, prescribed drugs, medication, illnesses, fatigue, or injury.

Pre-Trip (Continued):

11. No driver may have, or permit possession of, alcohol or illegal drugs in a vehicle being used for business purposes.
12. The driver and all occupants are required to wear safety belts when operating or riding in a vehicle. The driver is responsible to ensure all passengers are wearing their safety belts at all times.
13. Passengers must be properly seated at all times and wearing their seatbelt. Riders are not permitted in rear, or on running boards, of truck.
14. Drivers are responsible for ensuring that all doors are locked while the vehicle is in motion.
15. Drivers are required to drive with their headlights on at all times.
16. Only authorized/approved passengers (i.e.: those with a defined business relationship) are permitted in the vehicles during the course of business use.
17. Drivers shall not pick-up hitchhikers.
18. Drivers shall not use any radar detector, laser detector, or similar devices.
19. Drivers shall not transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary.
20. Drivers shall not transport or use ignitable or burning flares, unless authorized by the Equipment Manager. The preferred method is the use of reflective triangles.
21. Drivers shall not assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.

Post-Trip:

22. All accidents must be reported immediately to your Supervisor, Damon Calegari, or Julie Thornton. Reporting requirements include completion of any forms utilized by the company for the purpose of documentation and recordkeeping.
23. All vehicle problems, or defects, must be reported immediately to your supervisor or the shop. Reporting requirements include completion of any forms utilized by the company for the purpose of documentation and recordkeeping.
24. Drivers are required to notify their supervisor of any tickets, accidents, or other violations they have received while driving. Notification must be as soon as reasonably possible but in no way later than the next scheduled driving duty to be performed. Note: Speeding includes driving too fast for the conditions, e.g. rain, fog and heavy traffic.
25. **Traffic Violations are not considered reimbursable costs.** All violations, including parking tickets and speeding tickets, will be the responsibility of drivers. Violations will be subject to disciplinary action, up to and including termination, in accordance with the severity of the violation.

Violations of any of the above provisions may result in disciplinary action ranging from a written reprimand to a temporary or permanent loss of company driving privileges, suspension or dismissal.