SAFE DRIVING AND VEHICLE LOSS CONTROL POLICY

I. Purpose

A. To ensure the safety of Team Members and the public while Team Members are operating motor vehicles;
B. To ensure the proper maintenance and operation of Company-owned vehicles and other vehicles operated for Company business purposes in a manner that will reduce the possibility of loss; and
C. To comply with all federal, state, and local traffic laws and regulations.

II. Definitions

A. **Allowed Operators**: Team Members and members of their immediate families[1] who are 21 years of age or older and have been authorized to operate a Company-owned vehicle under the terms of this Policy.
B. **Business Operators**: Team Members operating any motor vehicle while engaging in Business Activities. Business Operators can include Allowed Operators on Company business or time.
C. **Company**: McWane, LLC and its divisions and subsidiaries.
D. **Business Activities**: Any activity by a Team Member undertaken for a Company business purpose, while on Company time, or otherwise within the line and scope of the Team Member's **employment**.
E. **Drivers:** All Allowed Operators and Business Operators**.**
F. **MVR:** A Driver's motor vehicle record report.
G. **Team Member**: Full-time and part-time employees of the Company.

III. Scope

This Policy applies to all Drivers while operating a motor vehicle owned by the Company or any other vehicle while engaged in Business Activities, whether such vehicle is leased, rented, or personally owned.

IV. Policy Statement

All Drivers must operate vehicles in a safe manner and in compliance with all federal, state, and local laws, traffic rules and regulations, and this Policy.

V. Responsibilities

The Team Members listed below have the responsibilities and obligations set forth under this Policy.

A. McWane, LLC

The Corporate Risk Management Department is responsible for maintaining insurance coverage and distribution of Proof of Insurance cards to Company Controllers. All "at fault" automobile accidents

[1] Immediate Family Member means a child, stepchild, grandchild, parent, stepparent, grandparent, spouse, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, including adoptive relationships, of a natural person referred to herein.

involving third party damage (person or property) will be reported to ESIS for adjustment by the Corporate Risk Management department.

B. General Manager/Senior Manager on Site

The most Senior Manager at each Company location, division or subsidiary has the responsibility for ensuring this Policy/program is implemented and administered properly at his/her division/subsidiary.

C. Controller

The Controller is responsible for maintaining current Driver information for Drivers of Company vehicles, Drivers who rent vehicles on company business and Drivers who use their personal vehicles on company business.

The Controller is also responsible for maintaining company automobile information (including licensing and registration records), entering all driver information and vehicle information in the RMIS system (currently STARS/Clearsight), and distributing Proof of Insurance cards to Drivers of Company vehicles and Drivers who frequently rent vehicles for business use.

Controller's will also maintain copies of registration documents on all Company owned vehicles.

Unless the general manager expressly designates otherwise, the Controller is also responsible for reporting all third-party damage and personal injury claims to the (1) Corporate Risk Management Department, (2) the HR Department, and (3) ESIS.

D. Human Resources Manager/ HR Generalist

The Human Resources Manager/HR Generalist is responsible for:

- Verifying that all Drivers have a valid driver's license.
- Obtaining from Drivers all information and authorizations required for requesting the Driver's MVR: full name, date of birth, driver's license number and state where licensed.
- Requesting a copy of the Driver's MVR as specified in the Motor Vehicle Records section below.
- Issuing copies of this policy to each Driver and placing the signed Acknowledgement Form (attached – Exhibit C) in the Team Member's personnel file.

E. Safety Manager

Annually, the Safety Manager will distribute copies of the Safe Driving and Vehicle Loss Control Policy to all Drivers. Safety Managers are also responsible for arranging and conducting any training associated with this Policy and the coordination of accident investigations with ESIS. At sites without a safety manager, these functions will be performed by the group safety director assigned to that site.

F. Drivers

Requirements applicable to all Drivers

All Drivers must:

1. Operate all vehicles in a safe manner, using defensive driving techniques at all times.
2. Ensure that seat belts are always worn by all occupants while the vehicle is in operation.
3. Have a current, valid driver's license;
4. Maintain a driving record that complies with Company standards and is insurable under the Company's insurance policies.
5. Never operate a Company- owned vehicle, or other vehicle engaged in Business Activities, while under the influence of alcohol or other controlled substances;
6. Comply with Section VIII of this Policy, "Distracted Driving";
7. Be responsible for the payment of fines or "tickets" resulting from his or her own traffic violations;
8. Comply with all federal, state, and local laws and traffic rules and regulations, and this Policy;
9. **Report to the division/subsidiary Safety Manager as soon as possible all automobile accidents involving a Company -owned vehicle, or any other vehicle while engaged in Business Activities, that results in third party damage or injury to person or property;**
10. Read this policy thoroughly upon initial authorization and then annually, understand their responsibilities, and sign the Acknowledgment Form indicating they have reviewed and agree to follow this Policy (attached Exhibit C).
11. Never utilize motorcycles or scooters while engaged in Business Activities; and
12. If involved in an automobile accident while conducting Business Activities, follow the following Accident Procedure:
    a. Call the police first, regardless of how minor the damage. If on private property, call and ask for an officer to be sent for a "report" only.
    b. Remain at the incident site until police arrive.
    c. Take pictures if possible.
    d. Do not admit fault. Let the authorities decide responsibility.
    e. Obtain the police report.
    f. Notify your Supervisor/Manager, the Controller, and the Safety Manager of the accident as soon as possible.
    g. Complete the Company Accident Report form (attached) and send it to the Controller, the Safety Manager, and the Corporate Risk Management Dept. along with a copy of the police report. **Immediately report all Company automobile claims to:**

McGriff, Seibels & Williams, LLC – Claims Department
Attn: Brad Tucker (or one of his associates)
Brad.Tucker@MarshMMA.com
2000 International Park Drive, Suite 600, Birmingham, AL 35243 704-604-2572 – to Report and for further instructions

h. **In addition, all Company automobile claims involving bodily injury should be reported immediately to the following:**

Risk Management Department
McWane, LLC
2900 Highway 280, Suite 300
Birmingham, AL 35223
(205) 414-3100

i. For Company-owned vehicles, obtain estimates and arrange for the needed repairs. Handle the payment on expense account or arrange an alternate method with the Controller. Approval for needed repairs should be coordinated with the Controller, our insurance company and any other parties involved.

j. Arrange for temporary transportation while the Company-owned vehicle is repaired and/or replaced. A rental car should be obtained for use while repairs to the Company- owned automobile are being performed. The Company, Subsidiary or Division will pay reasonable rental expenses.

Requirements applicable to Company owned vehicles

1. Only Allowed Operators may operate Company-owned vehicles unless permission is obtained in advance from the Team Member's supervisor or in the event of an emergency. "Allowed Operators" may include members of the immediate family of a Team Member with use of a Company-Owned vehicle ONLY if such family members are 21 years of age or older and have fully complied with the requirements of this policy, including but not limited to those set forth in this Section F.
2. Team members who are provided a Company-owned vehicle must follow the manufacturer-recommended maintenance schedules.
3. When major repairs are necessary on company vehicles, Team Members should utilize the warranty first. Out-of-warranty repairs should be included on an expense report or arranged under an alternate method with the Controller.
4. Team members assigned a Company vehicle should retain a copy of all repair and warranty documents and may be asked to produce copies of such documents pursuant to an EHS desktop audit.
5. Each Team Member provided with a Company-owned vehicle is responsible to for ensuring his or her vehicle is currently registered.
6. Proof of Insurance must be kept in the Company-owned vehicle at all times.

Drivers of Team Member- Owned vehicles (Driving Allowance)

The decision to provide Team Members with a monthly car allowance (and the amount of that monthly car allowance) is discretionary and determined by the General Manager of that division/subsidiary. All Team Members who receive a monthly car allowance for Business Activities must at all times maintain an insurance policy in force with the following minimum coverage for liability (below).

Bodily Injury:	$100,000 each person $300,000 each occurrence
Property Damage:	$100,000 each occurrence
Uninsured/Underinsured motorist: where the vehicle is registered.	The minimum, or its equivalent, as required by the state

All Team Members who operate a personal vehicle for Business Activities must at all times maintain an insurance policy in force with the minimum coverage for liability, or its equivalent, as required by the state in which the vehicle is registered. The Company is not responsible for physical damage to a Team Member-owned vehicle. Therefore, a Team Member should carry collision coverage at his/her own expense as appropriate.

Drivers of rental vehicles

When authorized to rent a car for Company business, for domestic (U.S) rentals the Team Member should reject coverage offered by rental car company because insurance is provided through the Corporate insurance program. For international rentals the Team member should accept all coverage.

Only the Team Member shown as the named lessee and other Team Members included as additional operators in the rental contract may operate the rental vehicle. All Team Members designated as additional operators must comply with this Policy.

G. Safe Driving and Vehicle Loss Control Policy Committee (Comprised of Team members from Corporate Risk Management, Corporate Safety, Corporate Human Resources and Corporate Legal Departments)

- Provide oversight of Safe Driving and Vehicle Loss Control Policy
- Assist McWane, LLC, its divisions and subsidiaries in the successful execution of the policy, including determining the appropriate disciplinary action and training to be taken when Drivers fail to meet the requirements of the policy as outlined in VI. below.

VI. Motor Vehicle Records (MVRs)

McWane has retained Samba, an independent contractor, to obtain and review MVRs. To facilitate that process, all Drivers must fill out an MVR Authorization and Disclosure Form attached to this Policy at Exhibit B-1 (Team Members) and Exhibit B-2 (spouse/family member) and submit the Form to the HR department.

- Existing Drivers -
    - Human Resources Department will obtain MVR's at least every six (6) months, or more frequently as needed, on every Driver subject to this Policy, including any family members who might be considered an Allowed Operator except as noted below:

- Monitoring should be turned "on" in the Samba system for (1) all team members assigned a company owned vehicle, and (2) all team members who drive another vehicle regularly while engaged in Business Activities. It is not necessary to order MVRs every 6 months on these drivers, as all activity except license expiration will be detected by continuous monitoring MVRs should be ordered soon after driver's license expiration to ensure driver's license was renewed.

- New Hires –
  - MVRs should be requested before hiring anyone who will be driving a Company-owned vehicle or regularly driving a personal vehicle while engaged in Business Activities. (See Exhibit B-3 for Authorization Form)
  - Without the prior authorization of Safe Driving and Vehicle Loss Control Policy Committee, new employees may not operate a Company-owned vehicle or any other vehicle while engaged in Business Activities if the MVR reveals a score of greater than 10.
  - If prospective team member is hired, monitoring should be turned "on" in the Samba system for (1) all team members assigned a company owned vehicle, and (2) all team members who drive another vehicle regularly while engaged in Business Activities. For all other team members, MVRs should be run at least semi-annually thereafter or as needed (same as Existing Drivers" above).

Only Drivers with driving records that meet parameters set by the Company may operate a motor vehicle or any other vehicle while in the line and scope of his/her employment with the Company.

Incidents involving motor vehicles, including accidents and traffic violations, will be scored by Samba based on their system. Management will use a Team Member's total score to help determine driving privileges as well as the need for discipline and/or remedial training.

The following driving scorecard will apply to all Drivers:

- 5 or more points –
  - Review with HR and member of Safe Driving and Vehicle Loss Control Policy Committee.
  - A written warning will be issued and signed by Driver, HR & Member of Vehicle Loss Control Policy Committee (See Exhibit D)
- 10 or more points -
  - Review with HR, member of Safe Driving and Vehicle Loss Control Policy Committee and Driver's immediate supervisor/manager.
  - Drivers must undergo remedial training as determined by Safe Driving and Vehicle Loss Control Policy Committee.
  - A written warning will be issued and signed by Driver, HR, Member of Vehicle Loss Control Policy Committee, Driver's immediate supervisor/manager and Vice President General Manager.
- 15 or more points –
  - Driving privileges will be suspended until reinstatement authorized by Safe Driving and Vehicle Loss Control Policy Committee.
  - Reinstatement will only be authorized after the completion of remedial activities, including but not limited to suspension and training, that Safe Driving and Vehicle Loss Control Policy Committee deems appropriate.
  - Review with HR, member of Safe Driving and Vehicle Loss Control Committee, Driver's immediate supervisor/manager, Vice President General Manager and

respective Executive Vice President for further action, including discipline up to and including termination of employment.

- If Driver is allowed to continue driving in the course and scope of business, a written warning will be issued and signed by Driver, HR, Member of Vehicle Loss Control Policy Committee, Driver's immediate supervisor/manager, Vice President General Manager and respective Executive Vice President.

The points assigned to various incidents by Samba might change from time to time, but any of the following circumstances can produce a score of 15 points, which will result in a suspension of privileges:

- A currently invalid license status
- Any drug or alcohol related offense
- Three (3) or more traffic violations of any type
- Two (2) or more accidents

While not exhaustive, the following table illustrates examples of how various activities are currently scored:

Points	Incident
4	Violation resulting in an accident Expired or absence of required document Failed field examination Registration/title withdrawn Failed to provide proof of financial responsibility Expired/absence of vehicle safety inspection Safety belt not used properly Failure to obey traffic sign Improper Lane or location Failure to yield right of way at intersection Speeding 1-15 over speed limit
6	Improper or erratic lane change Failure to leave proper distance/following too closely Passing school bus displaying warning Passing where prohibited Driving on wrong side of road Speed in excess of 100MPH Speeding 16-45 over speed limit
8	Accident - fatality, personal injury or property damage Reckless driving Careless driving Inattentive driving 2 serious violations (scored at 4 points) within 2 years Negligent driving reduced from DUI
12	Violation resulting in accident with fatality, injury or property damage 3 serious violations (scored at 4 to 8 points) within 3 years Failure to stop and render aid
15	Hit and Run Driving Under Influence Alcohol/Drug possession/sale Driving While Impaired Driving while license barred/cancelled/denied/disqualified/revoked/suspended Vehicular Assault/Homicide/Manslaughter

VII. **Ride Share Services (Taxi's, Uber/Lyft)**

Team Members are encouraged to use taxis, Uber/Lyft, or other public transportation or ride share services as appropriate when attending events at which alcoholic beverages might be consumed. Team members who consume alcohol at Company sponsored events or while engaged in Business Activities shall use taxis, Uber/Lyft, or other public transportation or ride share services.

Divisions may set up corporate accounts with Uber, Lyft or other ride share services for use by Team Members while Team Members are conducting Business Activities and need to use one of these services.

VIII. Use of Mobile Devices

Team Members shall not operate motor vehicles while distracted, either by using mobile devices contrary to this policy or otherwise. Distracted driving can take many forms and can occur in many different circumstances or instances (e.g., when typing or sending messages on handheld communication devices while driving and/or while talking on the phone while driving in challenging conditions, such as in congested areas or during severe weather).

Definitions:

1. "Mobile Communications Devices" include cell phones, pagers, Blackberries, portable or laptop computers, iPhones, iPods, iPads and all similar portable or handheld devices used to conduct phone conversations and/or send or receive email or text messages.

2. "Operating a motor vehicle" includes all vehicular operations (including while stopped at red lights or stop signs) other than when the vehicle is off a public roadway with the transmission completely disengaged (in "park").

Use of Handheld Devices:

Team Members shall not use any Mobile Communication Device at any time while operating a Company-provided motor vehicle, or while operating any other vehicle while engaged in Business Activities, except when using a hands fee feature in the manner set forth below (See "Use of Hands-Free Devices"). Team Members who otherwise wish to conduct phone conversations and/or send, receive or view such messages must leave any public roadway by pulling safely to the roadway shoulder or entering a parking lot or other off-road area out of the stream of traffic. The vehicle's transmission must be completely disengaged (in "park"). Only then may Mobile Communications Devices be used for non-hands-free communications. All such use must cease before the vehicle's transmission is reengaged.

Use of Hands-Free Devices: Only when "Do Not Disturb While Driving" feature is enabled

Cell Phones may be used while operating a motor vehicle: (1) ONLY for the purpose of conducting phone conversations, not for other forms of messaging, and (2) ONLY when the device is completely hands-free, meaning that (a) the only hand action(s) required are to touch an "on" or "off" button, the answer/send button, or a preprogrammed telephone number; and (b) the vehicle is not being operated in an area or under conditions that pose unreasonable risks of accident, such as areas with dense traffic, frequent stops, severe weather or vulnerable pedestrians. To dial a non-programmed telephone number, follow the instructions for "Use of Handheld Devices" (above) in this Policy: leave the roadway and

disengage the transmission.

In addition, **the "Do Not Disturb While Driving" feature must be enabled at all times on all cell phones** issued by the Company**,** and on any other phones while a Driver is operating a Company-owned vehicle or any other vehicle while engaged in Business Activities.

These specific conditions are not an exhaustive list of the conditions that may make it dangerous to use a hands-free device. Therefore, this Policy requires constant application of good judgment and common sense.

IX. Failure to Comply

Any Team Member who violates this Policy will be subject to discipline up to and including immediate discharge from employment and shall be responsible for any damage or liability arising from such violation.

X. Training

All Drivers must review this Policy and sign the Acknowledgement Form attached as Exhibit C. All Team Member Drivers must also complete training on a periodic basis, as specified by Safe Driving and Vehicle Loss Control Policy Committee. Additional training may be required for Drivers under Section VI above or as is determined necessary by the Safe Driving and Vehicle Loss Control Policy Committee.

XI. Questions

Questions regarding this Policy should be directed to your local Human Resources representative, the Corporate Human resources Department, the Corporate Risk Management Department, and/or the Corporate Legal Department.

McWane reserves the right to modify, amend, supplement, or replace this Policy at any time with or without prior notice.

EXHIBIT A

McWane, LLC, its' Subsidiaries and Divisions Vehicle Accident Report

This form will assist you in describing the vehicle accident and immediately sent to the Safety Manager along with a copy of the police report. Use the reverse side for any additional comments.

Driver's Name: _____ Today's Date: _____

Date of Accident: _____ Time of Accident: _____

Location of Accident (City & State): _____

Location of Accident (Street/Address): _____

Other individuals and/or vehicles involved (including your passengers' names; names, address, insurance, tag and license of other vehicle driver, and names of his passengers, etc.)

_____

_____

_____

_____

Extent of damages and/or injuries: _____

_____

Describe weather and road conditions: _____

_____

Name(s), address(es) and telephone #'s of witnesses: _____

_____

_____

Narrative of Accident: _____

_____

_____

_____

_____

_____

Diagram of Accident Scene:

Attach Police or Other Official
Accident Report to This Form

_____
Driver's Signature

EXHIBIT B-1

McWane, LLC, its' Subsidiaries and Divisions, Motor Vehicle Record (MVR) Authorization and Disclosure Form – McWane Team Members

I give my permission to McWane, LLC, its' Subsidiaries and Divisions (the "Company"), to have a Motor Vehicle Record check performed on me and to make inquiries concerning my driving record as may be deemed necessary. An unacceptable driving record (both on and off the job), as well as my eligibility to be insured by the Company's fleet insurance carrier, may force reassignment to non-driving duties or even termination of employment.

I understand that operating a company, personal or rental vehicle on company business while under the influence of alcohol or controlled substances is prohibited and is subject to disciplinary action and potential loss of Company driving privileges.

Name of driver: _____

DL # and state: _____

Date of Birth: _____

City and State of residence: _____

Division/Subsidiary: _____

Signature: _____

EXHIBIT B-2

McWane, LLC, its' Subsidiaries and Divisions, Motor Vehicle Record (MVR) Authorization and Disclosure Form – Spouse/Family Member

I give my permission to McWane, LLC, its' Subsidiaries and Divisions (the "Company"), to have a Motor Vehicle Record check performed on me and to make inquiries concerning my driving record as may be deemed necessary. An unacceptable driving record, as well as my eligibility to be insured by the Company's fleet insurance carrier, may result in me losing driving privileges of a Company car.

I understand that operating a company, personal or rental vehicle while under the influence of alcohol or controlled substances is prohibited and is subject to and potential loss of Company driving privileges.
.

Name of Team Member/Primary Driver: _____

Name of spouse/family member of Primary Driver: _____

DL # and state (spouse/family member): _____

Date of Birth (spouse/family member): _____

City and State of residence: _____

Division/Subsidiary of Team Member: _____

Signature: _____

EXHIBIT B-3

McWane, LLC, its' Subsidiaries and Divisions, Motor Vehicle Record (MVR) Authorization and Disclosure Form – Prospective Employees

I give my permission to McWane, LLC, its' Subsidiaries and Divisions (the "Company"), to have a Motor Vehicle Record check performed on me and to make inquiries concerning my driving record as may be deemed necessary. An unacceptable driving record, as well as my eligibility to be insured by the Company's fleet insurance carrier, may preclude me from being allowed to drive a motor vehicle on company business (Company car or any other vehicle) at hire date or may result in a rescinded employment offer.

I understand that operating a company, personal or rental vehicle while under the influence of alcohol or controlled substances is prohibited and is subject to and potential loss of Company driving privileges.

Name of Prospective Team Member/ Driver: _____

DL # and state (Prospective Team Member): _____

Date of Birth (Prospective Team Member): _____

City and State of residence: _____

Division/Subsidiary of Prospective Team Member: _____

Signature: _____

EXHIBIT C

McWane, LLC, its' Subsidiaries and Divisions, Acknowledgement Form

I have received and read a copy of the Safe Driving and Vehicle Loss Control Policy and agree to abide by these safety rules, policies, and regulations.

I understand that Company driving privileges (including Allowed Drivers) under this Policy are contingent upon acknowledgement and agreement to abide by the terms of this Policy. I also understand that violation by me of the prohibition against operating a company vehicle, personal or rental vehicle on company business or as an Allowed Driver while under the influence of alcohol or controlled substances is subject to disciplinary action and potential loss of Company driving privileges, up to and including termination of employment.

Signature of Driver: _____

Date: _____

Company Representative: _____

Date: _____

EXHIBIT D

Team Member Warning & Acknowledgement Form

Date: _____
Employee Name: _____

The Human Resources Department obtains Motor Vehicle Record's (MVR) at least every six (6) months, or more frequently as needed, on every Driver subject to the Safe Driving and Vehicle Loss Control Policy. Only Drivers with driving records that meet parameters set by the Company may operate a motor vehicle or any other vehicle while in the line and scope of his/her employment with the Company. McWane has retained Samba, an independent contractor, to obtain and review the MVRs.
You are receiving this notice because your Motor Vehicle Record has been reported to have violation(s) that result in an MVR Point Total in excess of 5:

MVR Points – (Check the range and enter the point total in blanks below)

5 or more: _____
10 or more: _____
15 or more: _____

Violation(s) and Detail: _____
_____
_____
_____
_____

Please accept this notice as a written warning and notice that you will be receiving an assignment of required remedial courses through SambaSafety. These remedial courses will be sent to you via email, and you will be given 2 weeks from the date of assignment to complete the assigned training(s).
You may also be subject to potential suspension, or termination, based on the frequency at which you drive and the type of violation(s) that contributed to your MVR point total.
Below and on subsequent pages is an excerpt from the Safe Driving and Vehicle Loss Control Policy you previously reviewed and acknowledged:

The following driving scorecard will apply to all Drivers:

- *5 or more points –*
  - *Review with HR and member of Safe Driving and Vehicle Loss Control Policy Committee.*
  - *A written warning will be issued and signed by Driver, HR & Member of Vehicle Loss Control Policy Committee*
- *10 or more points -*
  - *Review with HR, member of Safe Driving and Vehicle Loss Control Policy Committee and Driver's immediate supervisor/manager.*
  - *Drivers must undergo remedial training as determined by Safe Driving and Vehicle Loss Control Policy Committee.*
  - *A written warning will be issued and signed by Driver, HR, Member of Vehicle Loss Control Policy Committee, Driver's immediate supervisor/manager and Vice President General Manager.*
- *15 or more points –*

- *Driving privileges will be suspended until reinstatement authorized by Safe Driving and Vehicle Loss Control Policy Committee.*
- *Reinstatement will only be authorized after the completion of remedial activities, including but not limited to suspension and training, that Safe Driving and Vehicle Loss Control Policy Committee deems appropriate.*
- *Review with HR, member of Safe Driving and Vehicle Loss Control Committee, Driver's immediate supervisor/manager, Vice President General Manager and respective Executive Vice President for further action, including discipline up to and including termination of employment.*
- *If Driver is allowed to continue driving in the course and scope of business, a written warning will be issued and signed by Driver, HR, Member of Vehicle Loss Control Policy Committee, Driver's immediate supervisor/manager, Vice President General Manager and respective Executive Vice President.*

The points assigned to various incidents by Samba might change from time to time, but any of the following circumstances can produce a score of 15 points, which will result in a suspension of privileges:

- *A currently invalid license status*
- *Any drug or alcohol related offense*
- *Three (3) or more traffic violations of any type*
- *Two (2) or more accidents*

While not exhaustive, the following table illustrates examples of how various activities are currently scored:

Points	Incident
4	Violation resulting in an accident Expired or absence of required document Failed field examination Registration/title withdrawn Failed to provide proof of financial responsibility Expired/absence of vehicle safety inspection Safety belt not used properly Failure to obey traffic sign Improper Lane or location Failure to yield right of way at intersection Speeding 1-15 over speed limit
6	Improper or erratic lane change Failure to leave proper distance/following too closely Passing schoolbus displaying warning Passing where prohibited Driving on wrong side of road Speed in excess of 100MPH Speeding 16-45 over speed limit
8	Accident - fatality, personal injury or property damage Reckless driving Careless driving Inattentive driving 2 serious violations (scored at 4 points) within 2 years Negligent driving reduced from DUI
12	Violation resulting in accident with fatality, injury or property damage 3 serious violations (scored at 4 to 8 points) within 3 years Failure to stop and render aid
15	Hit and Run Driving Under Influence Alcohol/Drug possession/sale Driving While Impaired Driving while license barred/cancelled/denied/disqualified/revoked/suspende Vehicular Assault/Homicide/Manslaughter

By signing this notice, you agree that you will adhere to the policy.

Team Member

_____
Signature

_____
Name (typed or printed)

_____
Date

Supervisor (10 or more points)

_____
Signature

_____
Name (typed or printed)

_____
Date

General Manager (10 or more points)

_____
Signature

_____
Name (typed or printed)

_____
Date

Executive Vice President (15 or more points)

_____
Signature

_____
Name (typed or printed)

_____
Date

Human Resources

_____
Signature

_____
Name (typed or printed)

_____
Date

Safe Driving & Vehicle Loss Control Policy Committee Member

_____
Signature

_____
Name (typed or printed)

_____
Date