1.0 Policy

This portion of the manual sets forth the Sunbelt Controls policy on the maintenance and operation of your company vehicle.

2.0 Purpose

It replaces and supersedes all previous instructions regarding company vehicles. This manual is intended to answer questions which may arise in the day-to-day operation of Sunbelt Controls company vehicles. It is important that any employee assigned a vehicle read the owner's manual for their company vehicle and follow its recommendations for maintenance. With the many new innovations and engine specifications, each make and model has its own maintenance requirements which should be followed.

3.0 Scope

Sunbelt Controls company vehicle(s) represents a substantial investment, and it is the responsibility of Sunbelt Controls employees to take care of and maintain their assigned company vehicle as though it were their own property.

1) Make sure your vehicle is in a safe driving condition at all times.
2) Observe all traffic and driver laws and regulations.
3) Be a defensive driver by being on guard against the other driver and practice true "courtesy of the road."

The appearance of the vehicle, both inside and out should be maintained so as to proudly reflect the company's image, as well as your own. Sunbelt Controls' vehicles, with their markings, are one of the best advertisements we have in the territory and on the streets.

4.0 Definitions

None

5.0 Requirements

5.1 Company Vehicle Policy

Company vehicles are furnished for the pursuit of Sunbelt Controls company business. The operation of the company vehicle is restricted to the individual to whom the vehicle is assigned. Another authorized company employee may use the vehicle with the assigned driver's permission.

Sunbelt Controls company vehicles are NOT to be used for personal or family use during, after, or before normal working hours, except in case of an emergency or special situation with authorization granted by the department head. Enforcement of this policy or disciplinary action will be by the Department Head. Sunbelt Controls reserves the right to terminate anyone violating the above policy.

5.2 General Policy Information

5.2.1 Driver's License

All employees who drive a company vehicle must have in their possession at all times a valid driver's license for the state in which they reside. Any suspension of your driver's license must be reported immediately to your supervisor. Driving a company vehicle without a valid driver's license is grounds for termination.

5.2.2 Insurance

Drivers of company vehicles are covered by insurance for bodily injury and property damage with an independent insurance company. This insurance coverage provides liability protection for the company, the company driver, and any authorized licensed driver operating the vehicle in accordance with the company vehicle policy. Sunbelt Controls insurance does not cover any damage done to the company leased or owned vehicle.

5.2.3 Accident Reporting

All accidents, however small and regardless of the party at fault, must be reported immediately (within one hour).

1) Fill out the enclosed accident report – located in the glove compartment (see Appendix 30-B for a sample report) – notify your immediate supervisor and Sunbelt Controls Safety Department immediately by phone.

2) Under **no** circumstances are Sunbelt Controls employees to make a detailed statement of any kind to anyone other than your employer, a law enforcement officer or a representative of your insurance company, except as may be required by law at the scene of the accident.

3) As soon as possible after an accident, obtain one estimate of repair from a reputable repair shop and forwarded to the Fleet Manager.

4) If the company vehicle is disabled, call your immediate supervisor for instructions.

5) Ensure the company vehicle is equipped with a disposable camera at all times. Prior to leaving the scene of the accident, take pictures of the following:

- **a.** Company vehicle (damaged areas and entire vehicle)

b. Other vehicles involved in the accident (damaged areas, entire vehicle and license plate).
c. Occupants of the other vehicles
d. The area where the accident occurred.
e. Damaged property.

5.2.4 Hitchhikers

Employees are prohibited from picking up hitchhikers at any time. This policy must be observed for the protection of Sunbelt Controls employees as well as for the company's protection.

5.2.5 Smoking

No smoking is allowed in company owned vehicles.

5.2.6 Traffic Violations

Sunbelt Controls is not responsible for fines incurred by drivers of company vehicles. Moving violations and parking citations are the driver's responsibility. Please take care of these citations upon receipt, as delays in payment cause the fine to be increased and will prevent registration renewal on the vehicle as well as your driver's license.

5.2.7 Parking and Protection

Every driver should take reasonable precautions in providing a safe, protected parking area for the vehicle at all times. The vehicle should be parked off the street when at an employee's home. When parking at customer facilities', park only in the designated areas. Many vehicles are damaged on construction projects or in process areas. Practice "defensive parking" to avoid damage to your company vehicle.

5.2.8 Theft Protection

Whenever the company vehicle is to be left unattended, close the windows and lock the doors. Remove all valuables from visual sight. When parking on the street, particularly in an unfamiliar city, drivers must try to leave the vehicle on a street reasonably near other vehicles in a well lighted area. When parking in a lot where attendants park the vehicle, leave only the ignition key. All utility body trucks must have an alarm set when leaving it unattended. Sunbelt Controls will not be responsible for stolen tools from the truck that did not have the alarm activated.

5.2.9 Fuel Credit Cards

Sunbelt Controls at present supplies each vehicle with a universal electronic fuel card. This gives each driver an extensive choice of electronic vendors from whom they can purchase fuel. These gas cards are to be used for gasoline, oil, miscellaneous small parts such

as; lights, fan belts, wiper blades, fuses, radiator caps, coolant and minor tire repairs. Do not charge tires, batteries or mechanical repairs except in an emergency and not without clearing it through the Fleet Manager. Fuel credit cards are numbered to identify with the vehicle assigned to them. Do not use these cards on any other vehicle except loaner vehicles or rental vehicles, and please note on the slip the loaner vehicle number or state "Rental Vehicle." Oil levels and coolant levels should be checked at every gas fill-up.

5.2.10 National Account Card

Sunbelt Controls supplies a National Account Card through our leasing company. This card is for tires, batteries, glass and emergency mechanical service. The card is honored at Goodyear, Firestone, B.F. Goodrich, General and Uniroyal, Sears, K-Mart Service Centers, and some dealerships. Drivers must call the Fleet Manager prior to using the card unless it is an emergency.

5.2.11 Maintenance and Repair

It is each driver's responsibility to see that their vehicle receives preventative maintenance at regular intervals. All vehicles should have oil changes and lube jobs every 6 months or 6,000 miles, whichever occurs first. Should the company vehicle travel in excess of 6,000 in less than 6 months, an oil change should be done at a service station. Please send a copy of all repairs orders to the Fleet Manager. Should the company vehicle have a breakdown, call your Department Head for instructions. In addition to oil changes, the following maintenance is required.

1) Transmission fluid should be serviced once a year.
2) The Fuel filter should be replaced once a year or every 20,000 miles.
3) Tune-ups are to be done every 100,000 miles.

5.2.12 Batteries

If the company vehicle does not have a maintenance free battery, the water level in your battery should be checked at least once a month. Battery cable should be checked at the same time and cleaned if dirty. Battery replacements should not exceed a 5-year warranty.

5.2.13 Tire Care

Tire inflation should be checked monthly. See the company vehicle's owner's manual for the tire pressure recommendations. A good rule of thumb for trucks -ton and under with 8 ply tires is 45-60 psi. Check the sidewall of the tire for maximum inflation pressures. Rotate the

tires every 6,000 miles or at oil change intervals, as this effects gas mileage.

5.2.14 Tire Replacement

Replacement tires should be the same type and size as the original equipment tires. Tires should be replaced when the low read "wear bar" appears on the tire or when the tread depth reaches 2/32nd's of an inch. When tires are first replaced, the spare should be used. Normally, one replacement tire plus the spare will take care of the first replacement needs. Visually look at the tires for abnormal wear; this is a warning that alignment or balancing is needed.

5.2.14.1 Replacement Tire Standards

Trucks: 1-ton and ¾-ton
Goodyear 8-ply Wrangler or Workhorse
Firestone 8-ply D or E rating
B.F. Goodrich 8-ply D or E rating
General 8 ply D or E rating

5.2.15 Brakes

Brakes need to be checked every 12,000 miles, or every other oil change interval. Drives must have the brakes check as soon as possible if the brake performance is poor or unusual. Over loading vehicles also increases stopping time and wears the brakes out quicker.

5.2.16 Vehicle Safety

1) Seat belts are to be worn at all times by the driver and the vehicle occupants while the vehicle is operating.
2) Drivers should practice "defensive driving" and "courteous driving" at all times.
3) Drivers are **not** to drive under the influence of alcohol, narcotics or when tired.
4) Backing accidents are preventable. Check behind the vehicle before entering the vehicle. Back slowly, check both sides and the rear, and try and back the vehicle into area whenever possible.
5) Drivers are to ensure that the following are in good working order at all times:

a. Lights
b. Back up alarm (if equipped)
c. Directional signals
d. Back up radar (if equipped)
e. Brakes
f. Mirrors
g. Stoplights
h. Back up lights
i. Windshield wipers
j. Windshield
k. Heat/defroster
l. Tires

6) Do not park over combustible material, as the catalytic converter can ignite dry vegetation.
7) Drivers must wear a high visibility safety vest must be worn when exiting the vehicle to investigate a collision.

5.2.17 Driving Distractions

Automobile accidents are the number one cause of workplace fatalities. A contributing cause to over 50% of all crashes is inattention of the driver. These distractions include the following:

1) Use of a cellular phone
2) Reading a map or newspaper
3) Consuming food, beverages or smoking
4) Writing notes
5) Adjusting the radio
6) Putting on makeup, shaving or fixing hair
7) Texting
8) Any electronic device
9) Navigation

Sunbelt Controls cellular phones are not intended to be used while driving. The hands-free device issued with all Sunbelt Controls phones is to be used when operating a vehicle. Drivers must not use the phone with or without the hands-free device if there is heavy traffic, poor weather or any other situation(s) where 100% attention to the road is a necessity. (Reference sub-section 5.3 of Section Thirty [30] for more information on cellular phone use)

Failure to comply with this policy or any other addressed with this manual may result in disciplinary action, including revocation of the company vehicle and/or termination.

Driver Evaluations

Prior to being assigned a vehicle, the driver will have to agree to allow Sunbelt Controls to evaluate their driving record. Sunbelt Controls uses the online system provided by ADR to receive Motor Vehicle Reports (MVR) on drivers that are authorized to drive company vehicles. At least annually a MVR will be requested and reviewed for every driver. If a driver accumulates four (4) or more points within a 36-month span, the driver will not be authorized to drive company owned vehicles.

Drivers may be required to submit to an Sunbelt Controls approved driver-training course in order to regain their authorization to use company vehicles.

Please Note: citations earned while driving your personal vehicles will be included in this evaluation (Reference Appendix 30-A for full point(s) information and restrictions).

Point System	
1 Point	Moving Violation
1 Point	First At-Fault Accident
1 Point	Second At-Fault Accident
2 Point	Third At-Fault Accident
2 Point	Driving in excess of 25mph over the speed limit
3 Point	Reckless Driving

In the event a driver has a drug or alcohol related offense on their driving record, they will be unauthorized to drive a company vehicle for a minimum of 60-months (Reference Appendix 30-A for full points information and restrictions).

Please Note: The point system employed by Sunbelt Controls is for internal use and is separate and distinct from individual state points systems.

5.3 Company Cell Phone Policy

5.3.1 Purpose

Sunbelt Controls cellular phone use policy is; your safety and the safety of others come first.

- Ensure Sunbelt Controls employees drive in a safe manner, free from distractions.
- Comply with the new California cellular phone laws (Vehicle Code 23123), Washington State Hands Free Law (ESSB 5037) and other state laws.

5.3.2 Summary

All Sunbelt Controls drivers are prohibited from using cellular phones while operating a vehicle, at all times and in all areas, unless a hands-free device is used.

5.3.2.1 Exceptions

The California Vehicle Code permits making an emergency call to law enforcement, a healthcare provider, the fire department, or other emergency service.

5.3.3 Use of Cellular Phones in Vehicles

1) Phone shall be positioned in the vehicle so that the phone does not have to be handled while operating.

2) Use of a hands-free device such as a wired ear piece or a wireless ear piece

3) The speakerphone is allowed as long as the phone is not held.

4) Vehicle installed hands-free phone features are allowed to be used to receive phone calls.

5) Dialing the cellular phone while the vehicle is in motion is prohibited.

6) Text-messaging while the vehicle is in motion is prohibited.

7) Use of "Push-to-Talk" features are prohibited.

8) If an emergency call is necessary

5.3.4 Failure to Comply

- Failure to comply with Sunbelt Controls Cellular Phone Policy will be reviewed and subject to appropriate measures.

- Sunbelt Controls will **not** reimburse employees that receive a ticket for illegal use of the phone.

6.0 References

California State Vehicle Code 23123
Washington State Driving Law (ESSB 5037)
California Highway Patrol Wireless Telephone Laws Frequently Asked Questions
DMV Frequently Asked Questions – New Cellular Phone Laws