

Scope and Application

This policy ensures that all drivers of motor vehicles used on official business are qualified and drive safely. This policy applies to both United Marble & Granite Inc. owned and privately owned motor vehicles. Its purpose is to ensure that drivers have sufficient knowledge about vehicle handling, as portrayed through a safe driving record, in order to protect employees, United Marble & Granite Inc. customers and the general public from unsafe vehicle operations. This policy does not apply to commercial motor vehicle drivers as specified in CFR Chapter 49.

This policy applies to all locations or projects where vehicles are used by United Marble & Granite Inc., employees while on the job. Jobs will be evaluated to decide whether driving is a condition of employment. When driving is a condition of employment, an employment offer will be made contingent upon obtaining satisfactory proof of an acceptable driving history report. The United Marble & Granite Inc. office administration manager will review these documents. Recruitment announcements for these positions will include a statement informing applicants of this requirement. Applicants who do not provide required documents will not be considered for employment or promotion for positions that involve driving.

The following positions will be included in the Driving Safety Policy (DSP): All qualified employees working for United Marble & Granite Inc.

No vehicle, while on United Marble & Granite Inc. business, shall be operated by an improperly licensed driver or by a driver with an unacceptable driving record as defined within this policy.

Implementation

The United Marble & Granite Inc office administration manager is responsible for managing and directing the policies for driver authorization and qualification.

It is the responsibility of United Marble & Granite Inc. Office Administration Manager to administer this policy. It is the responsibility of all employees and managers involved to adhere fully to this policy. Individual responsibilities for implementing this plan are indicated below.

- 1.0 Management:** Office Administration Manager and Tile and Slab division managers.
- A. Ensure compliance with this program.
 - B. Conduct immediate corrective action for deficiencies found in the program.
 - C. Maintain an effective driving safety policy.

- D. Ensure the availability of the policy and written documents associated with this program for employees or their designated representative.

2.0 Tile Division or Slab Division managers and Office Administration

Manager:

- A. Maintain a list of jobs that requires the operation of non-commercial vehicles for United Marble & Granite Inc. business and a list of the individual employees that are holding those jobs and/or authorized to operate the vehicles.
- B. Ensure that each driver has met the requirements of the Driving Safety Policy. This information may be maintained electronically as long as it is available at all times.
- C. Monitor the effectiveness of the program.
- D. Conduct an annual audit of the program.
- E. Monitor employee training to ensure it is effective.
- F. Keep management informed of necessary changes.
- G. Monitor records to ensure that insurance coverage on employee-owned vehicles is current.
- H. Ensure that Motor Vehicle Records (MVRs) are up-to-date for driver-employees.
- I. Provide information to supervisors proactively, and as requested, regarding items of concern in MVRs that make employees non-compliant with the Driving Safety Policy.
- J. Provide specific driving safety training for assigned employees.
- K. Verify driving records for all newly hired employees who are required to drive on United Marble & Granite Inc. business.
- L. Obtain a release from new employees prior to a MVR check and ensure that it complies with applicable state and federal laws, and/or oversee a contract with a reputable external agency to gather and report this information.
- M. At the time of annual renewal of Company auto insurance policy, ensure that insurance company verifies the current status and validity of the employee's driver's license.
- N. Ensure that employee-conducted vehicle inspections and records are maintained.

3.0 Employees

- A. Comply with the requirements of this program.
- B. Immediately report to their supervisor any suspensions, restrictions, limitations, revocations or restrictions of the driver's license or any other changes in their driving status, regardless of the actions that brought about the changes.
- C. Immediately report to their supervisory any change to the insurance coverage on personal vehicles used for company business.
- D. Immediately report vehicle incidents and accidents to their supervisor.
- E. Use only those vehicles or types of vehicles for which they have been trained and that they are authorized to operate.

- F. Within 30 days of employment and annually thereafter, provide copies of their driver's licenses and other needed information, to enable United Marble & Granite Inc to obtain their motor vehicle records.
- G. Within 30 days of employment and annually thereafter, provide proof of insurance allowing for the operation of their personal motor vehicles for company business.
- H. Visually inspect vehicles being used on a daily basis, and complete and provide weekly inspection reports to their immediate supervisors.

Procedures

1.0 General Program Information

- A. The written Driving Safety Policy (DSP) consists of:
 - 1. The DSP.
 - 2. An inventory of jobs that require driving as a critical element.
 - 3. Employee training.
 - 4. A list of authorized drivers.
 - 5. Incident and violation reporting procedures.
 - 6. Procedures for inspecting and maintaining vehicles.
 - 7. Procedures for tracking COIs
 - 8. Driver motor vehicle records.

2.0 Employee Training

- A. Initial orientation training
 - 1. All new employees shall receive driver safety orientation training by hiring department, covering the elements of the DSP.
 - 2. This general training will cover:
 - a) Driving preparation
 - b) Defensive driving
 - c) Driver readiness
 - d) Sharing the road
 - e) Emergencies and adverse conditions
- B. Job-specific training
 - 1. Employees will receive on-the-job training from their immediate supervisors or office administrator
 - 2. Training will include:
 - a) Hazards unique to their driving situations or assigned vehicles.
 - b) Defensive driving techniques to reduce the hazards.
 - c) Proper use of vehicle-specific equipment.
 - d) Emergency procedures, including actions to take in the event of an accident.

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- e) Accident reporting procedures.
- C. Annual refresher training
 - 1. Annual refresher training will be conducted as part of continuing safety training by manager or consultant.
- D. Immediate on-the-spot training
 - 1. This training will be conducted by supervisors, the Location Safety Representative and/or safety consultant when:
 - a) A new vehicle type is assigned to the driver.
 - b) Any employee requests additional information or exhibits a lack of understanding of safe driving requirements.

3.0 Standards for Operating Vehicles

- A. All persons operating a motor vehicle on behalf of United Marble & Granite Inc. must have a valid driver's license.
- B. No authorized driver shall relinquish to another individual the operation of a United Marble & Granite Inc. vehicle unless approved by the immediate supervisor.
- C. Drivers will receive proper instruction regarding United Marble & Granite Inc. vehicles and equipment before being authorized to operate them. This includes the review of this policy, specific driving responsibilities of the driver, a driving performance evaluation conducted by the immediate supervisor and attending the driving safety program.
- D. When private vehicles are used for United Marble & Granite Inc. business, owners of the private vehicles will provide to their supervisor:
 - 1. Documentation that the vehicle is operable and in sound mechanical condition by completing the vehicle inspection checklist with their supervisor. There must not be any discrepancies noted on the checklist.
 - 2. Documentation that the vehicle is insured as required under local law and as specified by United Marble & Granite Inc. Evidence of insurance must be provided to the office administration prior to using the vehicle for conducting business and at least annually thereafter.
- E. A clean driving record for the preceding 12-month period must be provided. An unacceptable driving record is defined as either of the following:
 - 1. Being convicted of a major traffic offense, including driving while under the influence of intoxicants, hit-and-run, reckless driving, fleeing or trying to elude a police officer or driving with a suspended or revoked license.
 - 2. Three moving violations.

4.0 Driver Safety

- A. All authorized drivers of vehicles on United Marble & Granite Inc. business will exercise reasonable care while operating a vehicle. Drivers are expected to

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- obey all traffic laws and registration and licensing requirements applicable to the vehicle being operated.
- B. All drivers and passengers of vehicles equipped with safety belts are required to wear safety belts. It is the responsibility of the driver to ensure that all occupants use seat belts while riding in the vehicle.
 - C. Possession, use or being under the influence of alcohol, any narcotic, hallucinogen, stimulant, sedative or other controlled substance while operating a United Marble & Granite Inc. vehicle, or a private vehicle while on United Marble & Granite Inc. business, is prohibited.
 - 1. A driver will be deemed to be 'under the influence' for purposes of this policy if they operate a vehicle within four hours of having consumed alcoholic beverages, when mental faculties are impaired to any perceptible degree or when the driver's blood alcohol content exceeds .02 percent.
 - 2. If the use of legally prescribed controlled substances (or withdrawal symptoms from them) adversely affect a driver's physical or mental faculties to any perceptible degree or if the driver tests positive for controlled substances by screening and confirmation tests, the driver will be deemed to be 'under the influence' for the purpose of this policy.
 - 3. Employees using any prescription medication which limits or affects their ability to operate a motor vehicle while on United Marble & Granite Inc. business must report the use of the medication to their supervisor prior to the operation of a vehicle. The supervisor, in collaboration with the Office administrator or division managers, will determine whether the driver can safely operate the vehicle based upon a written recommendation of the driver's physician.
 - D. United Marble & Granite Inc. vehicles are not to be used to transport controlled substances or alcoholic beverages, including open containers of alcoholic beverages, under any circumstances.
 - E. Eating while operating United Marble & Granite Inc. vehicles is prohibited. Non-alcoholic beverages may be consumed while driving; however, drivers must exercise caution in these situations.
 - F. The following applies to cell phone use by an employee operating a vehicle as part of their job duties or while operating a personal vehicle United Marble & Granite Inc. business:
 - 1. United Marble & Granite Inc. employees may not use a hand-held cell phone while operating a vehicle, whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations and reading or responding to emails, instant messages or text messages.
 - 2. If United Marble & Granite Inc. employees need to use their phones, they must pull over safely to the side of the road or another safe location.
 - 3. Additionally, employees are required to:
 - a) Turn cell phones off or put them in silent mode before starting the vehicle.

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- b) Modify voicemail greetings to indicate that they are unavailable to answer calls or return messages while driving.
- c) Inform customers, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

5.0 Traffic Violations or Accidents

- A. Notify your immediate supervisor and the office administrator as soon as possible if you have obtained a traffic violation in the course of your duties or are involved in any vehicular accident.
- B. Follow State laws pertaining to filing an accident report should an accident occur while operating a United Marble & Granite Inc. vehicle.
- C. All vehicle accidents will be reviewed to determine whether they are chargeable or non-chargeable. A chargeable accident is defined as:
 - 1. An accident which results from the driver's negligence, in which the driver failed to do everything he or she reasonably could have done to prevent it.
 - 2. An accident that is cited as the driver's fault by a law enforcement officer.
- D. If the accident is non-chargeable and it is the first involvement while on United Marble & Granite Inc. business, a record will be made in the employee's personnel file and the employee will receive a copy.
- E. If the accident is non-chargeable, but the employee had been involved in another United Marble & Granite Inc. vehicle accident within the past 12 months, the supervisor will review the circumstances of the accidents and take appropriate corrective action.
- F. If the accident is chargeable, the supervisor in collaboration with the manager and office administrator will determine appropriate corrective action. Documentation of the action taken will be provided to the employee and also be placed in the employee's personnel file.

6.0 Corrective Action

- A. The Tile division or Slab division managers will be consulted prior to any disciplinary or corrective action.
- B. The office administrator may obtain a driving history from the Department of Motor Vehicles on each operator involved in a chargeable accident. This information will be reviewed and considered in making recommendations regarding the continuation of driving privileges while on United Marble & Granite Inc. business.
- C. The following are violation types with suggested corrective actions. Nothing in this policy precludes termination on the first offense where the circumstances warrant it.
 - 1. Citations: Any driver conducting United Marble & Granite Inc. business who is convicted of a moving violation may be disciplined. Any driver who receives three moving violations in any one-year period will be reviewed by the United Marble & Granite Inc. who may recommend appropriate action including a suspension of driving privileges for United Marble & Granite Inc.

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business. In cases where driving is a job requirement, this may result in an inability to do assigned work and, therefore, termination.

2. Accidents: Any operator involved in a chargeable accident while on United Marble & Granite Inc. business should be appropriately disciplined.
3. Driving under the influence: Any driver convicted of driving under the influence of an intoxicating substance shall not operate a vehicle on behalf of United Marble & Granite Inc. until the individual is in possession of a valid license of the appropriate class, the case has been reviewed and driving duties are approved and authorized by United Marble & Granite Inc.

7.0 Accident Reporting and Emergencies

- A. In case of an emergency, follow the driver emergency actions covered in the training.
- B. If involved in a vehicular accident, drivers are to follow the procedures outlined below and those contained in the accident report kit stored in the vehicle glove compartment.
 1. Render aid or assistance to the injured.
 2. Do not admit fault and do not discuss the accident with anyone except United Marble & Granite Inc. managers and supervisors, office administrator or law enforcement authorities.
 3. Notify the nearest law enforcement agency immediately if an accident involves a fatality, injury or property damage.
 4. If the accident involves another party, please use the information contained in the accident report kit.
 5. During normal working hours, immediately notify your supervisor.
 6. Complete the California Accident Report.
 7. If the accident results in injury or death of any person, or if the total property damages equal or surpass the apparent amount of \$1000.00, the accident report required by California must be filed within 10 working days of the accident. These forms (SR 1 form) are available from California DMV website or United Marble & Granite Inc. office administrator.
The law requires the driver to file this SR 1 form with **DMV** regardless of fault.

8.0 Defensive Driving

Drivers should drive in a defensive manner, including the following:

- Maintain a safe speed, adjusting for traffic, road and weather conditions.
- Maintain a cushion of safety around your vehicle with an emphasis on proper following distance.
 - A minimum of three seconds is required for light vehicles with additional distance needed for larger vehicles, when pulling trailers, or in poor traffic/road/weather/visibility conditions.
 - Allow tailgaters to pass you.

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- Stay out of the blind spots of other vehicles.
- Scan ahead to identify hazardous conditions or actions of others and be prepared to stop.
- Yield to the right-of-way of others. This includes stopping at intersections and not pulling out in front of others.
- Anticipate unsafe actions of others, such as: not stopping where required, pulling out in front of you, or driving distracted. Cover your brake and be prepared to slow or stop. Distance your vehicle from distracted drivers.
- Be extremely cautious when driving around pedestrians and bicyclists. Pedestrian-related auto accidents are on the rise, partially attributed to pedestrians being distracted on their smartphones.
- Limit lane changes and passing.

9.0 Roadway Emergency Stops

Stopping along a roadway is dangerous and should only be done in an emergency, such as a breakdown.

- When possible, get off the roadway as soon as possible using your four-way flashers to warn other vehicles of your reduced vehicle speed.
- If you must stop:
 - Move as far off the roadway as safely possible, being aware of soft or sloped shoulders.
 - Try not to stop on a curve or other areas where it will be difficult to be seen by other motorists.
- Turn on your emergency flashers and put out reflective safety triangles as depicted below.
- Contact maintenance for direction on what to do.
- Do not work on your vehicle. Have the vehicle towed to a safer location to complete the repairs.

10.0 Vehicle Inspections

- A. Each vehicle type will have a specific inspection form that will be completed weekly at a minimum.
- B. Completed inspection reports will be provided to the immediate supervisor.
- C. Visual inspections will occur on a daily basis. These will follow the format outlined in the daily inspection checklist stored in each vehicle.

11.0 Motor Vehicle Records (MVR)

- A. MVRs are supplied by individual states where employees reside or by private firms that provide such records as a service. An MVR provides details on the following items: driver's license status or license suspension; license points and

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violation codes; traffic tickets, violations and fines; auto accidents; license classification and endorsements (if applicable).

- B. Once obtained, MVRs will be kept on file by office administrator.
 - 1. Prior to beginning work, and annually thereafter, the MVR must be obtained and accepted by the office administrator.
 - 2. Supervisors must ensure that an MVR is obtained and then discussed with employees during the personnel evaluation process.

12.0 Accident Reporting and Emergencies

- A. In case of an emergency, follow the driver emergency actions covered in the training.
 - B. If involved in a vehicular accident, drivers are to follow the procedures outlined below and those contained in the accident report kit stored in the vehicle glove compartment.
 - 1. Render aid or assistance to the injured.
 - 2. Do not admit fault and do not discuss the accident with anyone except United Marble & Granite Inc. managers and supervisors, office administrator or law enforcement authorities.
 - 3. Notify the nearest law enforcement agency immediately if an accident involves a fatality, injury or property damage.
 - 4. If the accident involves another party, please use the information contained in the accident report kit.
 - 5. During normal working hours, immediately notify your supervisor.
 - 6. Complete the California Accident Report.
 - 7. If the accident results in injury or death of any person, or if the total property damages equal or surpass the apparent amount of \$1000.00, the accident report required by California must be filed within 10 working days of the accident. These forms (SR 1 form) are available from California DMV website or United Marble & Granite Inc. office administrator.
- The law requires the driver to file this SR 1 form with **DMV** regardless of fault.

13.0 Insurance Coverage for Employee-Owned Vehicles

- A. Tile division or Slab division will maintain records to ensure that insurance coverage on employee-owned vehicles is current.
- B. Employees will provide proof of insurance annually to allow for the operation of their personal motor vehicle for organization business.

Employee Name: _____

Date: _____

Employee signature: _____

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