

## Expectations of Drivers

Policy Number: VF007	Effective Date: 03.01.17	Review/Revision Date: 04.17.20	Business Unit Responsible: Vehicle Fleet Services	Page 1 of 5
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**1.0 PURPOSE:** Vehicles are tools for employees to perform their job. The Vehicles being furnished will be safe and economical in meeting the needs of the business. These are assets of Agiliti with specific expectations of employees. This policy addresses:

- Expectation of Drivers
- Cell Phone/Electronic Devices
- Protecting and Securing Company Assets
- Tools to do the Job
- Maintenance and Fuel Card from leasing company
- Driving Image
- Consent to Monitor
- Consequences

**2.0 SCOPE:** All Agiliti employees who operate a Vehicle are subject to this policy.

### **3.0 TERMS & DEFINITIONS:**

District: Refers to all business units of Agiliti and may mean the nearest District office of the Driver.

Driver: Refers to any employee who drives a Vehicle. All Drivers must have a current, valid and unrestricted (excludes corrective lens) driver's license and must have a Motor Vehicle Record on file with Agiliti (see Policy No. VF001 – *Motor Vehicle Record/Violations*).

Vehicle: Any company-insured motor vehicle of Agiliti, whether leased or owned. Also, includes any substitute vehicles provided by the leasing company while the company-insured vehicle is in for maintenance or accident repairs.

**4.0 POLICY:** Drivers having access to Vehicles are expected to adhere to the Agiliti vehicle fleet policies and to operate Vehicles under safe, legal, and cost-effective conditions and to secure Vehicles and equipment/content when unattended.

### **Expectations of Drivers**

Below are general expectations of Drivers. This list is not intended to be all inclusive:

- Read and understand all Vehicle Fleet Policies found in Policy Corner

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- Utilize the leasing company programs, i.e., maintenance, fuel card, etc.
- Maintain the vehicle in the best possible condition and keep costs at a minimum
- Maintain the vehicle in accordance with the manufacturer's recommendations
- Seatbelts must be worn at all time by Drivers and their passengers—the Driver is responsible for enforcing use of safety restraints by all occupants
- Comply with all applicable traffic and governmental laws and regulations while driving a Vehicle, unless Agiliti has a more restrictive policy in place, i.e., a maximum speed limit of 70 mph for all cargo vehicles
- Promptly pay for all traffic, moving, and parking violations and related fees--these items will not be reimbursed by Agiliti (exceptions to this policy require written approval of either the Chief Human Resources Officer or Chief Financial Officer)
- Never use a Vehicle for personal towing or moving personal items
- Never drive a Vehicle into Mexico or Canada
- For the Driver's safety, never pick up hitchhikers or strangers
- Non-Agiliti personnel are not allowed to operate any Vehicle
- Vehicles are not allowed to be used as a car/taxi services, i.e., Uber or Lift

### Keep Your Vehicle Clean—Reduce the Spread of Pathogens

Vehicles are critical to ensure we keep customer equipment clean and to prevent the spread of pathogens.

- Wipe down with a sanitizer and/or disinfectant frequently touched vehicle surfaces, such as the steering wheel, gear shifter, radio, armrest, power window buttons, and door handles. However, beware that alcohol- or ammonia-based cleaners may damage the interior dashboard and seats. Ammonia-based cleaners may damage in-cab touch screen terminal displays.
  - Even when fueling, wipe down the fuel pump handle and keypad prior to inputting the odometer and driver PIN. If you don't have wipes, consider using a paper towel to grab the fuel dispenser handle. Wipe down the fuel card when the Vehicle is shared by multiple Drivers.
- Interior cleaning is the responsibility of the Driver (**no animals** are allowed in the Vehicles)—any required detailing will be at the expense of the Driver.
- Exterior car washes are paid by Agiliti for Vehicles and should not exceed two washes per month (most washes can be done at the fueling stations and paid with the fuel card).
- Replace the cabin filter annually.

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### **Cell Phone/Electronic Devices**

Driving is a full-time job. Avoid all distractions, including the use of cell phones or other electronic devices.

- DO NOT write or send text (SMS) messages while driving
- Drivers are encouraged to use their cell phones and other electronic devices only when the vehicle is legally parked—use of cell phones while driving is strongly discouraged
- No matter the local law (unless there is a ban of all cell phone use), use of a cell phone while driving a Vehicle should be with a hands-free device (either Bluetooth, if available in the vehicle, or a Bluetooth headset)—this is the law when driving a DOT truck

### **Protecting and Securing Company Assets**

The Corporate Code of Conduct covers “Protection of Company Assets”, including but not limited to Vehicles. This applies to Agiliti equipment, as well as assets of customers.

To protect Vehicles and equipment, the Vehicles shall be secured when left unattended. This includes closing and locking the cargo box of a truck to protect Agiliti equipment or any customer-owned equipment. When returning to the District, all customer-owned equipment must be removed from the Vehicle before leaving the District for another delivery.

### **Tools to do the Job**

Vehicles are tools for employees to perform their business responsibilities. If a Vehicle is specifically assigned to an employee and the employee’s role changes or the employee no longer qualifies for a Vehicle under Agiliti vehicle fleet policies, the Vehicle will be withdrawn without any compensation to the employee for loss of the company vehicle.

### **Maintenance and Fuel Card**

Agiliti has contracted with a leasing company to provide various services for the Vehicles. Drivers are required to follow these programs and are not to expense any

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maintenance or fuel through Concur. A service card is issued for each Vehicle to purchase both maintenance and fuel.

1. When using the card for maintenance, present the card to the shop immediately. The shop is required to call the leasing company for a purchase order before proceeding with repairs.
2. When using the card to purchase fuel, this card requires a personal identification number (PIN) that is assigned to each Driver for use when purchasing fuel. There are limits to the fuel card for fraud protection:
  - Only 3 swipes of the card are allowed per day (resets at midnight)
  - Transaction limit is \$150
  - Cars and light trucks/vans have a daily spend limit of \$200
  - Box trucks have a daily spend limit of \$400

### Driving Image

Drivers should be careful and considerate to display a positive image of Agiliti to other road users and pedestrians at all times. Do not drive aggressively (which can be cited as a traffic offense) or engage or attract road rage (which can be cited as a criminal charge).

All drivers of delivery and processing vehicles (cargo vans and box trucks) must not exceed 70 miles per hour, even if within the posted speed limits. A “maximum allowable speed” decal should be on the back of each cargo van and box truck.

### Consent to Monitor

Agiliti has the right to inspect and monitor Vehicles at any time for any reason. In using Vehicles, Drivers consent to such monitoring. Driver’s consent to monitoring includes the monitoring of the Driver’s travel in a Vehicle for business purposes using a third-party GPS/telematics device installed in the Vehicles. Drivers have no right or guarantee of privacy in using the Vehicle. The GPS/telematics hardware cannot be tampered with or removed by the Driver unless approved by the Agiliti Director of Vehicle Fleet Services.

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### **Employees Terminating from Agiliti**

Any employee specifically assigned as a Driver to a Vehicle or in possession of a Vehicle must return the Vehicle and any program materials (including fuel card, fob and extra sets of keys) to the nearest District **on or before the last day of active employment**. After the last day of active employment, employees are no longer authorized to drive and are no longer insured to drive any Vehicle. If there are unusual circumstances preventing the return on the last day of employment, the Driver must obtain permission to drive the Vehicle back to the District from the Agiliti Director of Vehicle Fleet Services. If the Agiliti Director of Vehicle Fleet Services provides authorization, then special arrangements for insurance coverage will be provided. Any damage or accident to a Vehicles incurred without permission from the Agiliti Director of Vehicle Fleet Services will be classified as being caused by an “unauthorized driver” and the terminated employee will be personally liable for all damages and third-party liability.

### **Consequences**

Violations of the Vehicle Fleet Policies are subject to remedial action that may include temporary or permanent suspension of driving privileges of a company vehicle, payment of damages, or other discipline, up to and including termination of employment.

### **Qualifier**

Agiliti may amend or terminate these Vehicle Fleet Policies at any time. Unpredictable situations may not be covered in the Vehicle Fleet Policies and will be handled on a case-by-case basis.