

Imagine! Driving Policy

The purpose of this policy is to ensure the safety of those individuals who drive their personal vehicles for Imagine! business and fleet vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you, individuals in our services or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, Imagine! endorses all applicable state motor vehicle regulations relating to driver responsibility. Imagine! expects each driver to drive in a safe and courteous manner pursuant to the following safety rules.

Driver Guidelines and Reporting Requirements

1. Company vehicles are only to be driven and occupied by authorized employees and individuals in services.
2. Drivers must obey all state and local laws
3. Any employee that drive either their personal or fleet vehicles for Imagine! business whose driver's license has been revoked or suspended shall immediately notify their supervisor and Human Resources and **immediately discontinue driving for Imagine! business**. Failure to do so may result in disciplinary action, including termination of employment.
4. All accidents in company vehicles, regardless of severity, must be reported to the employee's supervisor and the Transportation Coordinator. If the employee receives a citation, they must also report the incident to Human Resources. Accidents that occur on public property or involve injuries must be reported to the police. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on company business* **must** follow these same accident procedures.
5. Accidents resulting in an employee's personal injury must be reported to Human Resources for Workers' Compensation purposes.
6. Failing to stop after an accident and/or failure to report an accident as required above may result in disciplinary action, up to and including termination of employment.
7. Drivers must report all traffic violations (including photo radar and traffic light violations) received during the operation of a company vehicle, or while driving a personal vehicle **on or off the job** to their supervisor and the Human Resources Department.

Driver Criteria & Administration

Employees must have a valid and current Driver's license to operate a company vehicle or a personal vehicle for business purposes. Personal vehicles used for business purposes must have current auto liability insurance in the minimum amount of \$100,000/\$300,000.

Motor Vehicle Records will be obtained on all employees who are required to drive for business purposes, prior to employment, and on a regular basis thereafter. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy, may result in disciplinary action, up to and including termination of employment.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. Human Resources is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation on disciplinary action.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- More than two moving violations in the past 3-years
- More than one moving violation and 1 at-fault accident in past 3-years
- More than two at-fault accidents in the past 3-years
- One or more major violations (DWI, Reckless or Careless Driving, School Zone, Financial Responsibility) in the past 3 years.
- Under 21 years old-any violation

Safe Driving and Technology

Imagines' fleet vehicles are equipped with telematics. Additionally, drivers using company vehicles will be required to use the Imagine!-issued driver ID fob in order to drive the vehicle. Driver ID fobs will be assigned to the employee and cannot be transferred or shared with others. This technology allows communication from each vehicle to the employee's supervisor and Transportation Coordinator that use those vehicles. The following events are constantly monitored:

- Excessive acceleration and harsh braking events
- Vehicle speed in real-time and measured against posted speed limits
- Start/stop times of each trip including all stops and routes taken during each trip
- Real-time diagnoses of mechanical issues the vehicle may be experiencing
- Photo speeding and traffic light violations

Employees are expected to drive in a safe and responsible manner at all times. Employees who have speeding and excessive acceleration and braking events and photo speeding/traffic light violations may be subject to further discipline. This may include a safety review by the supervisor of the employee, written acknowledgement of such counseling, and additional driver training. Employees found to drive in a reckless or unsafe manner may be subject to further disciplinary action, up to and including termination of employment. All employees involved in an at-fault accident will be required to attend additional driver training.