505: Safe Driving

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Section: Fleet
Subject: Safe Driving
Approved by: Tony Massey
Effective Date: September 6, 2024
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Policy Owner: Fleet Safety Manager

Policy

Our team members operate company-owned vehicles on behalf of Massey Services, Inc. (the “Company”). The Company prioritizes the safety of our team members and the public and has installed telematics, video recording devices, GPS systems, and other electronic vehicle monitoring systems (collectively, the “Equipment”) for the purpose of monitoring and recording activity related to company-owned vehicles. The Equipment will collect and transmit data, including but not limited to vehicle location, speed, acceleration, braking, engine diagnostics, and video footage.

The Company may use the collected data for various purposes, including but not limited to:

- Improving team member safety and driver behavior
- Monitoring vehicle performance
- Enhancing fleet management
- Complying with legal and regulatory requirements
- Resolving accidents or incidents
- Complying with Company policies, procedures, and guidelines
- Training and development purposes

The telematics system is installed in the company vehicle and continuously monitors the driver and vehicle when it is running. During operation, the Fleet Department will be actively monitoring and gathering data, including but not limited to:

- Cell phone use
- Stop sign violations
- Speed of travel
- Time of arrival
- Length of stop
- Engine Idling Time
- Location of the vehicle is constantly tracked by GPS
- Fueling Location, Level, and Expense
- Vehicle Mileage
- Acceleration and deceleration - G-force sensors in vehicles monitor excessive acceleration, braking, or cornering.
- Check engine light or warning indicators.
- Seat Belt Use
- Accident indicators

Team members are expected to comply with all local laws relating to motor vehicle operations. This means that illegal or prohibited driving actions identified by the system are subject to disciplinary action.

No team members will capture, copy, or share any video of another team member for any reason or purpose unless required by management for operational purposes.

The Fleet Safety Department will provide each Regional and General manager with a monthly violations report and driver scorecard that outlines violations committed by the service center and driver. These reports evaluate drivers' individual performance. The General Managers and Service Managers are required to coach their direct reports daily. The Regional Managers are required to coach General Managers on their driving behavior and any unresolved issues with their direct reports.

Regional Vice Presidents will be sent reports of service center scores. They will be required to manage their Regional Managers on their performance and any unresolved issues with their service centers.

Disciplinary Action

Team members are expected to operate vehicles in a safe manner and comply with any guidance provided to them by management. Failure to adhere to the Company’s expectations or operating a vehicle in an unsafe or illegal manner may result in disciplinary action, up to and including termination of employment. This policy outlines the Company’s expectations and guidelines; however, the Company’s employment-at-will policy always remains in place. At management’s discretion, the Company reserves the right to enter any phase of discipline at any time depending on the nature and frequency of the offenses or the total circumstances related to any violation or incident. Disciplinary action may include, but not be limited to, coaching sessions, written instructions, issuance of a Disciplinary Action Report, loss of vehicle take-home privileges, suspension from work with or without pay, or termination of employment

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