



# MANAGEMENT MATRIX – DISCRETIONARY GUIDANCE FLEET DEPARTMENT – INTERNAL DOCUMENT

The following matrix provides examples of how Massey Services, Inc.'s PP505 – Safe Driving Guidelines Policy may be enforced through progressive discipline with team members.

## **Discretionary Guidance – Examples of Progressive Discipline**

### **Violations (These violations are usually evaluated on a rolling 90-day period):**

#### **I. Speeding:**

1. Vehicles that travel 5 MPH over the posted speed limits in urban areas (speed limits below 55 MPH).
  - a. The first two offenses may result in self-coaching (2X)
  - b. The subsequent offense may result in manager coaching (#3)
  - c. The subsequent offense may be a written instruction. (#4)
  - d. The subsequent offense results in a DAR and if applicable, loss of take-home privileges. (#5)
  - e. The subsequent offense may result in suspension without pay or could result in termination.
  - f. Egregious speeding, traveling 10 MPH over the posted speed limit, may result in immediate disciplinary action.
  
2. Vehicles traveling ten (10) mph over on highways and interstates (speed limits 55 MPH and above).
  - a. The first offense may result in self-coaching (2X)
  - b. The subsequent offense may result in manager coaching (#3)
  - c. The subsequent offense may be a written instruction. (#4)
  - d. The subsequent offense results in a DAR and if applicable, loss of take-home privileges. (#5)
  - e. The subsequent offense may result in suspension without pay or could result in termination.
  - f. Egregious speeding, traveling 20 MPH over the posted speed limit, may result in immediate disciplinary action.



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## **II. Idling (All team members are allowed one 30-minute idling event per day for lunch):**

1. Vehicles left idling for longer than 20 minutes:
  - a. The first offense may result in manager coaching (#1)
  - b. The subsequent offense may be a written instruction. (#2)
  - c. The subsequent offense results in a DAR and if applicable, loss of take-home privileges. (#3)
  - d. The subsequent offense may result in suspension without pay or could result in termination
2. Unoccupied vehicles idling:
  - a. The first offense DAR and if applicable, loss of take-home privileges.
  - b. The subsequent offense may result in suspension without pay or could result in termination

## **III. Distracted Driving**

### **1. Cell Phone/iPad Use/inattentive driving:**

Cell Phones and iPads must be mounted in the vehicle and not used while driving except for GPS navigation or hands-free phone calls. They may not be placed in team members' laps, passenger seats, on the dash obstructing the instrument panel (speedometer, rpm, engine warning lights), or anywhere other than the approved vehicle-mounted holder.

#### **a. Texting on a cell phone while driving and the vehicle is moving:**

- The first offense may result in manager coaching (1X)
- The second offense may be a written instruction.
- The subsequent offense results in a DAR and if applicable, loss of take-home privileges. (#3)
- The subsequent offense may result in suspension without pay or could result in termination.

#### **b. Using a cell phone application while driving and the vehicle is moving:**

- The first offense may result in manager coaching (1X)
- The second offense may be a written instruction.
- The subsequent offense results in a DAR and if applicable, loss of take-home privileges. (#3)



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- The subsequent offense may result in suspension without pay or could result in termination.
  - c. Not using hands-free to make or receive a phone call while driving and the vehicle is moving:
- The first offense may result in manager coaching (1X)
- The second offense may be a written instruction.
- The subsequent offense results in a DAR and if applicable, loss of take-home privileges. (#3)
- The subsequent offense may result in suspension without pay or could result in termination.

#### **IV. Stop signs:**

1. Stop sign violations (failure to come to a complete stop before the white stop bar or white-bordered red hexagonal-shaped stop sign).
  - a. The first offense may result in self-coaching (2X)
  - b. The subsequent offense may result in manager coaching (1X)
  - c. The subsequent offense may be a written instruction.
  - d. The subsequent offense results in a DAR and if applicable, loss of take-home privileges. (#5)
  - e. The subsequent offense may result in suspension without pay or could result in termination

#### **V. Seat belts:**

1. Failure to wear your seat belt when traveling in a company vehicle.
  - a. The first offense may result in self-coaching (2X)
  - b. The subsequent offense may result in manager coaching (1X)
  - c. The subsequent offense may be a written instruction.
  - d. The subsequent offense results in a DAR and if applicable, loss of take-home privileges. (#5)
  - e. The subsequent offense may result in suspension without pay or could result in termination



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## VI. Device Tampering:

1. Team member obstructing the dash cam.
  - a. The first offense results in a DAR and, if applicable, loss of take-home privileges.
  - b. The subsequent offense may result in suspension without pay or could result in termination.
2. Team member tampering and/or damaging the dash cam and telematics system:
  - a. This may result in suspension without pay or could result in termination.

## VII. Close Following:

1. Driver following behind a vehicle too closely.
  - a. The first two offenses may result in self-coaching (2X)
  - b. The subsequent offense may result in manager coaching (1X)
  - c. If the frequency rate does not improve, it may result in a DAR and if applicable, loss of take-home privileges. (#4)

## 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

These guidelines to be reviewed after 6 months (January 01, 2026) to make any adjustments or changes needed.