

Golden Rain Foundation

DRIVER SAFETY AND VEHICLE MAINTENANCE POLICY

Purpose and Scope: Golden Rain Foundation fleet vehicle is a driving privilege and assignment of a vehicle for work related purposes is at the discretion of GRF management. This policy is to ensure employees operate GRF and personal vehicles safely when conducting GRF business and to properly maintain GRF vehicles. This policy provides guidelines governing the use and care of all GRF vehicles.

Employees who are given the privilege of driving a Foundation vehicle are expected to always drive in a safe and responsible manner. Driving safely is also an expectation when using a personal vehicle while conducting GRF related work. This includes the requirement to obey all traffic laws and GRF policies while conducting Foundation business.

Employees must meet the following safety requirements in order to drive a GRF fleet vehicle:

- Possession of a valid State driver's license that is appropriate for operating the type of fleet vehicle to which you are assigned;
- An acceptable driving record that includes no major driving violations in the past 5 years.
- No more than 3 moving or speeding violations in the past 3 years;
- Drivers insurance as required by State laws.

It is important to reiterate that the maximum speed limit within Rossmoor is 25 miles per hour. Posted speed limits, inside or outside of the Rossmoor valley must be followed at all times. GRF monitors the speed of Foundation vehicles using the Azuga fleet management system both inside and outside the community. Failure to travel at the posted speed limit will result in progressive disciplinary actions as follows:

- First Speeding Offense: Written Warning
- Second Speeding Offense: Final Written Warning and Driver Safety Training Requirement
- Third Speeding Offense: Suspension of 3 Days Without Pay
- Fourth Speeding Offense: Termination of Employment

Reported driving violations will remain as an active incident on an employee's employment record for 1 year from the date of incident for the purposes of determining driving privileges and/or disciplinary actions. After 1 year has passed, the driving violation will no longer be counted towards cumulative driving incidents requiring disciplinary actions. Note that some driving violations that would be considered severe, extreme or reckless by reasonable evaluation standards may result in disciplinary actions different from our regular disciplinary steps, up to and including termination of employment. This includes at-fault collisions while operating a Foundation vehicle. Employees who operate a GRF vehicle where there is an accident involving vehicle or property damage or injury must report the accident immediately. If an accident occurs which results in bodily injury, employee or employee passenger should contact 911 immediately. ***Also, failure for the vehicle driver or employee passenger(s) to report an accident to management immediately or as soon as practical is grounds for termination.***

Vehicle Maintenance/Safety:

GRF employees are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- Drivers shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.
- Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle and vehicles should not excessively left to idle.
- Drivers shall wear seatbelts at all times while driving a GRF vehicle or personal vehicle on GRF business.
- Employees shall never allow a non-GRF employee or employee that is not approved to drive a GRF vehicle.
- Drivers shall keep their vehicle clean (exterior and interior) and operational at all times.
- Drivers assigned to vehicles are responsible to fill out the monthly vehicle evaluation form and turn it into vehicle maintenance.
- GRF vehicles shall only be used for company business.
- GRF pool vehicles shall be signed out whenever used by an employee.
- Employees shall not smoke any products in a GRF vehicle.
- GRF vehicles that leave the community shall have supervisor approval prior to leaving the community.
- No vehicle modifications are allowed without the approval of the Department Manager.
- Employees who have consumed alcohol are prohibited from operating any department vehicle.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

Employees who have any concerns about their ability to operate a GRF vehicle safely and according to GRF driving policy standards should not attempt to operate a fleet vehicle. All driving and safety related questions or concerns should be discussed with your immediate supervisor or department leader.

This Vehicle Driving Policy is subject to periodic review and changes based on GRF's insurability status. Except as otherwise specifically provided in a collective bargaining agreement or other written employment contract, this policy applies to all employees of the Golden Rain Foundation without regard to length of service with the Foundation, job title, or job duties.