

Driver Licenses and Records

1.0 Purpose

This section defines the Company driver license and driving record requirements for employees who operate vehicles or equipment on Company business.

2.0 Scope

This policy applies to all eligible Company drivers.

3.0 Responsibilities

3.1 Company Drivers will:

- Review and comply with the contents of this policy.
- Report to his/her supervisor any and all violations received within the earlier of, ten business days, or immediately (within eight hours) upon returning to work if in a field rotation position.
- Discuss with his/her supervisor any special circumstances involving the employee's ability to either obtain or retain a valid driver's license.

3.2 Supervisors will:

- Set expectations and foster an environment in the workplace where employees drive and operate vehicles and equipment safely.
- Ensure that employees on non-driving status are not operating vehicles or equipment for the Company.
- Notify HSET of driving offenses that have been reported to them.
- Determine driving responsibilities for each position.

3.3 The HSET Department will:

- Obtain driving records as outlined in this policy.
- Notify supervisors of employees that are in violation of this policy or that have reports of additional violations.

4.0 References

Company Vehicle and Vehicle Usage (HRM-01-16)

5.0 Definitions

Company Driver – An employee, not covered by a collective bargaining agreement, who operates a vehicle or equipment while in the course of conducting Company business.

At-Fault Accident – A vehicle or equipment accident in which the driver/operator has been determined to be at fault by a law enforcement officer, customer security officer, or investigation team.

Company Vehicle – Any vehicle or mobile equipment that is owned, leased, rented, or otherwise operated by an employee of ASRC Energy Services or its subsidiaries.

Personally Owned Vehicle (POV) – Any vehicle or mobile equipment that is owned, rented, leased, or operated by an individual.

Violation – A citation or finding of any of the items defined in Table 1.

6.0 Policy

Violation of this policy may result in disciplinary action, up to and including termination.

6.1 General Requirements for Operating a Vehicle on Company Business

The requirement for a driver's license and satisfactory record are established by the Company and may from time to time incorporate additional customer requirements for any given project, contract, or facility. If there is a conflict between this policy, customer requirements, or the *Company Vehicle and Vehicle Usage* (HRM-01-16), the more restrictive standard will apply. A valid and appropriate driver's license is required:

- To operate a Company vehicle.
- When the Company determines, at its sole discretion, that a driver's license would be necessary, appropriate, or useful to the performance of any job duty or function.
- When operating a POV on Company business.

6.2 Continuing Employment When a License is Revoked or Suspended

If a driver's license has been revoked or suspended, it is the responsibility of the employee to immediately pursue a permit, which allows driving when employed. The Company may at its option withdraw any Company driving privileges, or take other employment actions, during the duration of any probationary, limited, or temporary permit. The Company may, at its absolute discretion but without any obligation whatsoever, consider reassignment of an employee subject to a probationary, limited, or temporary permit or who cannot obtain a license or permit. If the Company elects to offer such a reassignment, it may do so without regard to any changes in compensation or responsibilities associated with the reassignment.

6.3 Restrictions on Driving Without a Valid Driver's License

If an employee does not have a current driver's license, they are prohibited from driving any Company vehicle, or from driving a POV while in the course of conducting Company business. If the employee is found driving in violation of this policy, he or she may be subject to disciplinary action, up to and including termination. If the supervisor has knowledge of this activity and allows it to continue the supervisor may also be subject to disciplinary action.

6.4 Reviewing Driving Record Reviews

Post-offer driving record reviews will be conducted on all candidates for employment. Employee driving records may be reviewed annually or more frequently.

An offer of employment may be rescinded or employment may not be offered when determined, at the discretion of the Company, that a satisfactory driving record would be necessary, appropriate, or useful to the performance of any job duty or function that is or could be assigned at any time to the position.

6.5 Employment Candidates

A candidate for employment will be ineligible for employment in a driving position, or any other position as determined by the Company, if their driving record includes more than four points in a five year period as defined in this policy. At the Company's sole and absolute discretion, employment candidates with less than four points may, but need not be considered for employment in a driving position, or any other position as determined by the Company.

6.6 Retraining

Employees that have more than two points on their record will be assigned to retraining.

6.7 Violations

Table 1 lists violations and points. Employees who accumulate more than four points in any five year period will not be allowed to operate Company vehicles or drive on Company business and may be subject to disciplinary action, up to and including termination. Violation points will accrue upon citation or upon a finding of any of the items defined in Table 1. The Company, at its sole discretion, may suspend or terminate the driving privileges of the employee pending investigation or conviction.

Table 1 Category, violations, and maximum number of violations

POINTS	VIOLATION
1	<ul style="list-style-type: none"> • Speeding of 10-19 mph over the speed limit • Failure to stop/yield • Unsecured load • Improper turn • Improper passing • Following too closely • Seat belt violation, including child seat belt/car seat violations • Speeding of 3-9 mph (Company vehicle) • Other violations comparable to the severity of this category determined at the Company's discretion
2	<ul style="list-style-type: none"> • Speeding of 20 mph or more over the speed limit • Citation for failure to wear safety glasses (Company vehicle) • Inattentive/careless driving • At-fault accident • Open container violation • Other violations comparable to the severity of this category determined at the Company's discretion
3	<ul style="list-style-type: none"> • Driving with a suspended or revoked license • Speeding of 10-15 mph over the speed limit (Company vehicle) • Seat belt violation (Company vehicle) • Citation for cell phone usage (Company vehicle) • Other violations comparable to the severity of this category determined at the Company's discretion
5	<ul style="list-style-type: none"> • DUI / DWI • Failure to submit to a breath test • Reckless driving • Speeding of 16 mph or more over the speed limit (Company vehicle) • Using a vehicle to commit a felony • Other violations comparable to the severity of this category determined at the Company's discretion

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6.8 At-Will

None of the forgoing shall in anyway be deemed to alter the “at-will” employment of any employee and the Company may exercise more, or less, restrictive driving policies on a case by case basis at its sole and absolute discretion. First line supervisors may further restrict employee driving privileges as they deem appropriate. Any less restrictive driving policy or driving record requirement must be approved in advance by a Company Senior Vice President. Employment at the Company and its subsidiaries is “at-will” and applies not only to terminations, but also to other personnel actions, including but not limited to, job assignments, demotions, and disciplinary actions. The Company and its subsidiaries reserve the right, at their discretion, to take such personnel actions with or without cause.

7.0 Attachments

None

8.0 Forms

- *Disclosure and Release for All Driving Records*
- *Non-Driver Acknowledgement*
- *Reinstatement of Driving Privileges*
- *Mandatory Notification of Traffic Violation*