

Associate Name: _____

As a part of Clearwater System's Safe Driving Program, each associate who drives a company vehicle is required to read, acknowledge, and sign this Driver Agreement. Any breach of these terms can result in the suspension of driving privileges and may result in corrective action.

Please read each statement below and initial as to your understanding and agreement:

_____ **Valid Driver License / DOT Certification**

I have and will maintain a valid driver's license and I will always carry it with me. If my license is lost or stolen, I will report this to my supervisor immediately. If the vehicle I am using requires DOT certification, I understand that passing a bi-annual physical examination will be required.

_____ **Motor Vehicle Report (MVR) Evaluation**

I understand my driving record will be checked prior to hire and annually or as deemed necessary thereafter by Clearwater Systems and/or its insurance carrier. **I understand that any citation affects my driving eligibility, even if the offense happened during non-work time, and I must notify my supervisor immediately.** If my MVR yields an unacceptable status, I will not be insurable under the company's insurance policy and I will be suspended from driving privileges. This may also result in additional corrective action, including possible job reassignment, or loss of employment if a non-driving role is unavailable.

_____ **New Driver Status**

I understand that Clearwater Systems' insurance company may deem me as an "inexperienced driver" if I have less than 3 years of experience operating the vehicle type I will be driving. This will result in a closer review of my driving record until this period has passed.

_____ **Seat Belt Use Policy**

I will wear my seat belt when operating a company-owned vehicle, or any vehicle on company premises or on company business; and will require all occupants to wear seat belts or, where appropriate, child restraints when riding in a company-owned vehicle, or in a personal vehicle being used for company business.

_____ **Alcohol and Drug Use Policy**

I will not operate a vehicle while under the influence. I understand that the consumption of alcohol or illegal drugs by any associate during "duty hours" is prohibited. Duty hours consist of all working hours, including break periods, whether on or off company premises.

_____ **No Tobacco Use**

I will not smoke or use tobacco products in any company vehicle nor at a customer location. I will not allow passengers to smoke or use tobacco products in the company vehicle.

Use of Mobile Telephone and GPS Devices while Driving

The use of mobile telephones and GPS devices are only permitted in hands-free mode and where permitted by law. Where the use of these devices are prohibited, I will pull off road and park in an acceptable location before using a mobile phone. Under no circumstance will I text while driving.

Vehicle Cleanliness and Maintenance

I understand that this is not my personal vehicle and that it may be re-assigned to another associate at any time. I will report any required vehicle maintenance needs to Clearwater Systems' Fleet Manager. I will be responsible for the cleanliness and appearance of the Clearwater vehicle I use. When using a Clearwater Systems vehicle, I will keep the vehicle clean inside and outside. I understand that I will be responsible for repaying Clearwater Systems for damage caused to company vehicles due to my neglect in their operation or maintenance. I agree to pay for the cost of repairs and/or for the cleaning, which may be deducted from my pay.

Other Drivers

I will not allow Non-Clearwater Systems personnel to operate company vehicles.

Traffic Violations

I understand that anytime I use the company vehicle, I am responsible for paying any fines due to moving violations (i.e. speeding tickets) or non-moving violations (i.e. parking tickets). In the event of any traffic violation which impacts my driving record, I will notify my supervisor immediately.

Accidents

In the event of an accident when operating a company vehicle, I will notify my immediate supervisor and fill out any necessary paperwork required by law and Clearwater Systems' insurance carrier. Should any company vehicle be involved in an accident, I will complete the Motor Vehicle Accident Report Form at the time of the accident. Blank forms will be kept in the data packet in each vehicle. Additional copies are available from the Fleet Manager. All accidents using company vehicles must be immediately reported the associate's immediate supervisor.

No Personal Use

The vehicle is for Clearwater Systems use only; however, minimal personal use is permissible, such as stopping at the store between appointments or during your commute to/from work. Any other use not in the course of business is prohibited, including using the vehicle after working hours or non-workdays.

Representing Clearwater Systems

I understand that the vehicle I am assigned will likely have Clearwater Systems markings and contact information, and that my driving will reflect on the company. As such, I will drive with care and courtesy. Any reports from outside parties of reckless or even discourteous driving will result in corrective action.

Good Driving Practices

It is the responsibility of every associate to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must always demonstrate safe driving habits and any motor vehicle violations that occur on or off the job may affect one's ability to drive for the company.

Vehicle Monitoring

The vehicle is equipped with a tracking device which will monitor and record the use of the vehicle. The Company will evaluate and acceptable levels of operating the vehicle and what thresholds will require corrective action. These will be communicated initially and when thresholds are adjusted. My supervisor will inform me when the following occurs, and it will require immediate corrective action.

- Excessive Speeding
- Personal use of the vehicle (beyond the minimal use explained above)
- Excessive vehicle idling
- Removal of the tracking device

Actionable Items (for associates with an assigned company vehicle)

- Geotab Speeding Flag (10 mph over posted speed for over 2 minutes)
- Geotab Disconnection

For any combination of these infractions, the following accountability actions will apply:

1 st occurrence	verbal warning
2 nd occurrence	written warning
3 rd occurrence	second written warning
4 th occurrence	other disciplinary action, including loss of employment
Additional occurrences	other disciplinary action, including loss of employment

****Note**** Steps may be accelerated or altered if necessary.

Actionable Items (for associates with job driving requirements, with or without an assigned company vehicle)

- Geotab Reckless Driving Flag (reckless driving speed varies by state)

The following accountability actions will apply:

1 st occurrence	written warning
Additional occurrences	other disciplinary action, including loss of employment

Violations

The chart below identifies infractions that our insurance company monitors and may affect my driving eligibility. The lookback period is 3 years, but I understand that the chart is not exhaustive, nor is it absolute. The Company or its insurance company will determine my driving eligibility and will weigh multiple factors.

Number of Violations	Inexperienced Driver Minor Violations	Minor Violations	Major Violations
0	Preferred	Preferred	Acceptable
1	Borderline – within 1 year	Acceptable	Unacceptable
2	Unacceptable – within 1 year Borderline – within 2 years	Acceptable	Unacceptable
3	Unacceptable	Borderline	Unacceptable
Suspended, expired or other non-licensed status	Unacceptable	Unacceptable	Unacceptable

Minor Violations include (but are not limited to):	Major Violations include (but are not limited to):
<ul style="list-style-type: none"> • Accident-At Fault/Driving the Wrong Way • Speeding up to 20 miles over the limit • Passing violation • Stop sign/signal • Failure to yield • Turning violation • Following too closely • Improper backing • Speeding in construction or school zone • No seat belt or child restraint • Mobile device violation • Accident with violation • Other moving violation • Driving a vehicle without owner's permission 	<ul style="list-style-type: none"> • Driving under the influence of alcohol or drugs • Speed 21+ over limit • Hit and run • Homicide/assault with vehicle • DUI– second and subsequent • Driving with suspended license • Drag racing • Reckless/careless operation • Failure to stop for school bus • Drug-related • Failure to submit chemical test

Acknowledgment

I understand that the use of a company vehicle is not a right, but a privilege. If at any time, I do not use a company vehicle in accordance with the proper defensive driving techniques or neglect a proper maintenance schedule, the privilege of use may be withdrawn at the discretion of Clearwater Systems.

Associate Signature

Date

Company Representative

Date