

### MAPP VEHICLE FLEET POLICY

*This Vehicle Fleet Policy applies to all employees who receive an automobile allowance or operate a MAPP company vehicle.*

The purpose of this policy is to ensure safe operation, regulatory compliance, insurance readiness, and responsible use of all company-provided vehicles and employee-owned vehicles used for company business.

Employees granted driving privileges assume responsibility for complying with all motor vehicle laws, maintaining their vehicles in safe operating condition, and adhering strictly to the requirements of this policy.

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### VEHICLE FLEET PURPOSE

Company vehicles and employees receiving an auto allowance are intended solely to support MAPP business activities. These vehicles are not a part of an employee's compensation and must not be used as an inducement for employment. All company vehicles must be operated in compliance with applicable laws and with full regard for safety.

Company vehicles may not be used for:

- Business activities of other companies
- Personal recreational travel
- Transporting pets
- Towing personal trailers
- Travel outside the United States without Executive Management approval.

Only authorized employees are permitted to operate company vehicles.

### DRIVER LICENSING

Drivers of company vehicles or personal vehicles used for company business must possess a valid driver's license appropriate for the vehicle operated and must always carry the license while driving.

### DRIVER QUALIFICATIONS

Drivers must be at least 21 years old, have a minimum of one year of experience operating the class of vehicle assigned, and meet all driver safety requirements.

Disqualifying factors within the past 36 months include:

- Felony conviction
- Drug-related offenses
- Insurance cancellation or denial
- DUI/DWI or drug-impaired driving offenses
- License suspension or revocation
- Three or more speeding violations or other serious traffic offenses
- Two or more preventable or chargeable accidents.

### REVIEW OF MOTOR VEHICLE RECORD

MVRs will be reviewed twice annually. Driving privileges or auto allowance eligibility will be suspended if a driver fails to meet MAPP standards.

## PERSONAL USE

Company vehicles are for business use only. Personal use is restricted to incidental detours during normal commuting. Any additional personal use requires written approval from Executive Management.

### Rules:

- Only authorized employees may drive.
- No towing of personal trailers.
- No alcohol or controlled substances.
- Seat belts are required for all occupants.
- All accidents must be reported immediately.

## MAINTENANCE AND UPKEEP OF COMPANY VEHICLES

Authorized drivers of company vehicles are required to properly maintain their MAPP vehicles at all times.

- Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.
- You should have preventive maintenance completed on your vehicle as required in the owner's manual.
- The use of tobacco products is strictly prohibited in company vehicles.
- Drivers are expected to comply with all traffic laws.
- Violation of the terms and conditions regarding the privilege of driving a company vehicle may result in the revocation of this privilege and possible termination of employment.

## CAR ALLOWANCE DRIVERS - PERSONAL USED ON COMPANY BUSINESS

The company does not assume any liability for bodily injury or property damage that an employee may become personally obligated to pay as a result of an accident occurring in connection with the operation of his or her own vehicle. The auto allowance provided to an employee for the operation of his or her vehicle on company business includes an allowance for the expense of automobile insurance. Employees are required to have minimum liability limits of \$50,000.

For employees hired after February 1, 2003, the minimum liability limit is \$300,000 in order to qualify for an auto allowance. Proof of coverage is required.

Insurance must be provided prior to your first auto allowance check being issued. For all employees, Proof of Insurance must be submitted to the Personnel Relations Department with each renewal of your auto policy. Auto Allowance checks will be withheld until Proof of Insurance, noting the required minimum limits, is received by Accounting. The company does not specify what, if any, additional coverage employees carry on their personal vehicles, as this is a matter of individual preference. All company vehicle safety policies and procedures must be followed. Driver qualifications must be met in order to be eligible for an auto allowance.

## TRAFFIC VIOLATIONS

Drivers of company-provided vehicles and those receiving a car allowance: Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone or excuse ignorance of traffic citations that result in a court summons being directed to MAPP as the owner of the vehicle. Failure to address such citations may result in disciplinary action.

Each driver is required to report all moving violations to their immediate supervisor within 24 hours. This requirement applies to violations involving the use of any vehicle — company, personal, or other — while conducting company business. Failure to report violations will result in appropriate disciplinary action.

Traffic violations incurred during non-business (personal use) hours may affect your driving privileges and employment status.

## ACCIDENTS INVOLVING COMPANY VEHICLES

In the event of an accident:

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- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get the name, address, and phone number of the injured person and witnesses, if possible.
- Exchange vehicle identification, insurance company name, and policy numbers with the other driver.
- Take a photograph of the scene of an accident if possible.
- Call the police if injury to others is involved. It is advisable to call the police even if there are no injuries.
- Complete the accident report **and Drug/alcohol screen the day of the incident.**
- Turn all information over to your supervisor within 24 hours.

## THEFTS

In the event of the theft of a company-provided vehicle, the driver must notify local police, the MAPP Safety department, and his or her supervisor immediately. A Property Incident Report must also be completed.

## DRUG /ALCOHOL TESTING

Any employee who drives a company vehicle or personal vehicle for company business will be drug tested at hire, randomly, and for cause after any accident or near-miss incident. The drug testing procedure will follow the established Company drug policy.

## MANAGEMENT'S COMPANY-PROVIDED VEHICLES RESPONSIBILITY

- The supervisor is responsible for all vehicles and drivers under their control.
- The supervisor will inspect vehicles periodically to ensure compliance with the requirements of this policy.
- The supervisor is responsible for following up on all vehicles and drivers to ensure this policy is implemented and enforced.
- Human Resources is responsible for maintaining an up-to-date list of qualified drivers.

## DRIVER RESPONSIBILITIES

Drivers of company-provided vehicles are responsible for the actual possession, care, and use of the company vehicle. Therefore, drivers of company-provided vehicles include, but are not limited to, the following:

- **Vehicle Operation & Care** – Operate vehicles responsibly to avoid abuse, neglect, theft, or damage.
- **No Smoking** – Smoking is prohibited in company vehicles.
- All non-company passengers must be approved by the MAPP supervisor.
- After-hours and weekend use must be within the scope of work and approved by the MAPP Supervisor.
- **Traffic Laws & Safety** – Obey all traffic laws and adhere to safe driving techniques.
- **Seat Belts** – Mandatory for all drivers and passengers, regardless of airbag availability.
- **Vehicle Maintenance** – Follow the manufacturer's service and inspection guidelines. Do not operate vehicles with unsafe defects.
- **Authorized Use Only** – Only authorized drivers may operate company vehicles.
- **Accidents & Violations** – Report all accidents, thefts, and moving violations to Fleet Administration, Human Resources, and supervisors immediately.
- **Security & Storage** – Lock vehicles, toolboxes, and secure equipment to prevent theft and ensure safe transport.
- Drivers of MAPP company vehicles are required to complete annual driver training.
- **Documentation** – Maintain a current insurance certificate, registration, and inspection sticker in the glove box.
- **Vehicle Cleanliness** – Keep both the interior and exterior of vehicles clean at all times.
- **Daily Inspections** – Complete a Daily Vehicle Inspection Report before leaving home or the office.
- **Impaired Driving** – Do not operate a vehicle if impaired by illness, fatigue, injury, or medication.
- **Headlight Use** – Turn headlights on two hours before sunset, two hours after sunrise, during bad weather, or when visibility is less than 500 feet.
- **Disciplinary Action** – Failure to comply with these policies may result in disciplinary action. These policies ensure safety, compliance, and proper vehicle management within the fleet.

## CELLULAR/MOBILE PHONES

MAPP strictly prohibits drivers of company-provided vehicles and car allowance drivers from using any **handheld mobile**

**devices** while operating a vehicle. This includes, but is not limited to, talking, texting, emailing, or using applications while holding the device.

### DEFENSIVE DRIVING GUIDELINES

- **Safe Following Distance** – Maintain a two-second gap behind vehicles; increase to four seconds in slippery conditions.
- **Right of Way** – Yield at traffic signals, signs, and whenever necessary for safety. Pedestrians and cyclists always have the right of way.
- **Speed Limits** – Obey posted speed limits; reduce speed in adverse conditions. Be aware that hydroplaning can occur at speeds as low as 40 mph.
- **Radar Detectors** – Strictly prohibited in company vehicles. Maintain the flow of traffic but never exceed posted speed limits.
- **Turn Signals & Lane Changes** – Use turn signals before every turn or lane change. Ensure the entire vehicle is visible in your mirror before re-entering a lane.
- **Intersections** – Stay alert for pedestrians, cyclists, and other vehicles; never speed through a yellow light. Always check both ways before proceeding on a green light.
- **Left Turns** – Keep wheels straight when waiting to turn left to prevent being pushed into oncoming traffic if rear-ended.
- **Weather Precautions** – Delay trips if severe weather is expected; avoid flooded roads.
- **Safe Stopping Distance** – Stop far enough behind vehicles to see their rear wheels, allowing space to maneuver if necessary.
- **Backing Safety** – Avoid backing when possible. If necessary, minimize distance and check behind the vehicle first.
- **Parking** – If practical, the vehicle operator should select a parking location that does not require backing to re-enter the flow of traffic.