

Construction Ahead Inc. dba



PAVEMENT SURFACE CONTROL

VEHICLE OPERATOR MANUAL

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FOREWORD

Pavement Surface Control strives to provide safe transportation for departmental personnel in order for them to accomplish business in an effective matter.

Proper use and care of company vehicles provided, along with following written rules contained in the following manual, will ensure that every employee gets home safe to their families in an efficient and cost-effective manner.

POINTS OF CONTACT

EDMIR CORDIC, OPERATIONS MANAGER

509-792-5978

**LES SCHWAB
LES SCHWAB AFTER HOURS**

**509-735-0321
1-888-579-2011**

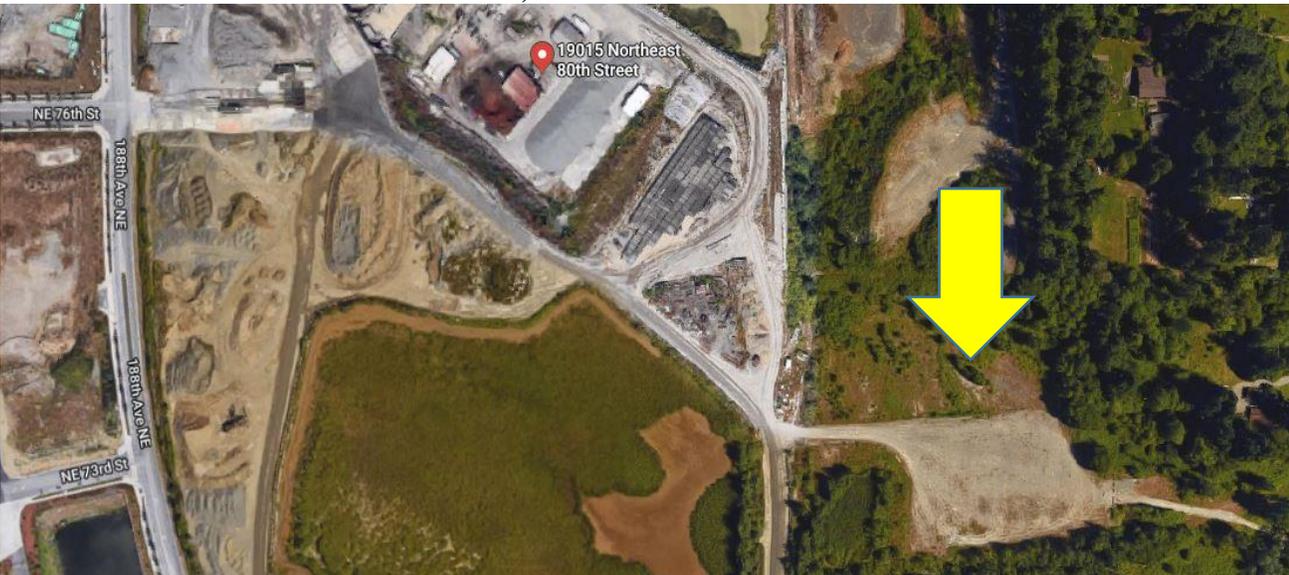
YARD LOCATIONS

307 N. DAYTON ST KENNEWICK, WA



Note: Personal vehicles are only allowed to be in the designated area marked in yellow on the map.

19015 NE 80TH STREET REDMOND, WA



YARD LOCATIONS CONT'D.

S. 228TH ST & 88TH SOUTH KENT, WA



2482 E SPARKS ROAD EASTON, WA



GENERAL RULES

Employees must adhere to the rules outlined below when operating a company vehicle.

While employees are driving a company vehicle, they are representing Pavement Surface Control on public roadways. Poor personal conduct and driving habits reflect negatively on all personnel and will not be tolerated. Therefore, it is important that all who operate company vehicles adhere to the instructions and rules reflected in this manual. Failure to comply with the rules or violations of traffic safety laws will be grounds for disciplinary action.

Purpose

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use. Use of company vehicles without authorization may result in termination. Company vehicles may not be used for:

- Business activities of other companies.
- Driving across state lines without prior approval.
- Driving to Mexico or Canada.

GPS Fleet Tracking

It is the policy of Construction Ahead, Inc. to safely operate company vehicles in adherence with all applicable laws and regulations. This driver policy reflects the requirements and standards to effectively manage our fleet of company vehicles through the implementation of GPS fleet tracking. Construction Ahead, Inc. recognizes that the responsibilities for safety, loss prevention and maximum fleet efficiency must be shared by everyone.

Vehicle Tracking is the use of GPS technology to identify, locate and maintain contact with our vehicles in real-time. Immediate access to the location history of individual fleet vehicles allows precisely time-managed, current and forward route dispatching and allows us to provide proof of service to our customers.

What will be tracked?

Our GPS tracking software records a vehicle speed, location, idle time, when a vehicle stops, when ignition is turned on, the first movement of the day and when it enters or exits landmarks that we define. This data is updated every two minutes when the vehicle is on and every hour when the vehicle is turned off.

There are several reasons why we decided to implement GPS Fleet Tracking. There are many advantages for you the driver. Here are some listed below:

- **Protection against Claims of “No One Came” or “They Were Late”**

With GPS fleet tracking, we can provide irrefutable data showing when and where each vehicle has traveled, providing verification that a service call was made or attempted.

- **Increased Company Profits**

Increased savings, better maintenance programs to minimize on-the-road problems, replacement of aging equipment, etc. We can pass along those savings to you.

- **Vehicle Theft Protection**

If a vehicle is stolen and it is equipped with a GPS-based fleet management tracking system can be located quickly for a quick recovery.

GENERAL RULES CONT'D.

- **Assistance to Lost Drivers**

We now have the ability to know exactly where your vehicle is located at all times. We can easily tell you how to get from your current location to the desired location.

- **Help in Routing and Dispatching**

We can more accurately use dispatch to send the most appropriate vehicle to a particular job. This allows us to maximize fleet productivity while minimizing fuel costs and saves you unnecessary “window time”

- **Reduced Interruptions**

If a customer wants to know when you will arrive at their location, the main office can tell them without having to call you and decipher where you are at. Less interruptions means you can focus on your driving and your work and let the office take care of the customer questions.

- **Payroll back-up**

The system allows us to have a back-up of your hours logged if there are ever times which you forget to log- in your hours on the trip report or it is misplaced.

Speeding

Vehicles should never be driven in a reckless manner that puts yourself or others at risk. Not only is speeding dangerous, but it also influences public perception of the company. As a driver for this company, you must always obey posted speed limits on highways, residential neighborhoods, and school zones.

Aggressive Driving

Aggressive driving is very dangerous and is one of the leading causes of vehicular accidents. Rapidly accelerating and hard braking puts yourself and others in danger, leads to negative public perception of the company, and is a liability risk. Aggressive driving is never appropriate, and will not be tolerated.

Cellphone Use

Cellphone use and texting while driving is extremely dangerous and is one of the leading causes of vehicular accidents. Texting while driving, even at stoplights, is unacceptable and will not be tolerated. Personal and work-issued cellphones are only to be used when the vehicle is parked in a safe place. This includes any work related messaging also.

Smoking

Smoking is not permitted in any of the company vehicles or equipment.

Idle Time

Reducing unnecessary engine idle time is an effective way that we can save on fuel costs and extend the life of the fleet's vehicles. We understand that it is impossible to never idle, however here is our policy on engine idling time. Examples of acceptable idling are as follows:

- When it is necessary to complete a function of the vehicle.
- Hydraulic power to a crane or fuel pump.
- When idling is required for safety reasons.

GENERAL RULES CONT'D.

- When warming up a vehicle to operating temperatures as specified by the equipment manufacturer.
- When queuing, such as when a line of barrier trucks forms to be loaded and off loaded. Queuing does not include leaving a truck running part of or during an entire shift when active hauling is not occurring. Truck drivers who are outside of the truck setting barrier or pulling pins need to turn engines off.
- When it is necessary for servicing or maintenance. The exemption for servicing includes idling necessary to regenerate exhaust filters which require the engine to be idled periodically to regenerate or burn off solids collected in the filter.

It is not acceptable to allow trucks to idle while drivers are pulled over to sleep in the vehicles. PSC provides hotels when needed and is encouraged after a long shift. Please note that time should not be charged when you are sleeping in a vehicle and will be means for disciplinary action if it is found that you were on the clock while sleeping.

Device Tampering

We have made a significant investment on the GPS devices that are installed on your vehicle. If for any reason you think the device is loose, missing or not operating correctly please notify your superintendent. If you are caught tampering or unplugging the device, Construction Ahead, Inc. will follow the disciplinary policy.

Driver Licensing

Company drivers and anyone authorized to drive company vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. New hires are required to turn in their driving abstract prior to driving a company vehicle. Every year you are required to turn in driving abstract to Human Resources. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken. Construction Ahead, Inc. uses a driver history matrix to score driving abstracts. Obtaining a yearly driver's abstract is a personal expense.

Personal Use

Company vehicles are provided primarily for business purposes; however, occasional personal use may be permitted. **Personal use is a privilege extended only to the authorized employee.** The privilege of personal use may be withdrawn at any time without notice by the Company.

The following rules apply to personal use of company vehicles:

- Only authorized employee may drive.
- Personal trailers, including boat and recreational vehicles, are not to be pulled without

GENERAL RULES CONT'D.

- prior authorization.
- Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the
- Report any accident immediately to police and your manager.
- Use of handheld gadgets such as phones, tablets, laptop computers and gaming devices while driving is prohibited.

Any exceptions to these rules requires advance approval by supervisor. Violation of these rules will result in disciplinary action from removal of driving privileges up to termination.

Maintenance

Authorized drivers are required to properly maintain their company vehicle at all times. **A DVIR (Daily Vehicle Inspection Report) is required to be filled out every day before driving the vehicle.** DVIR reports are to be turned in daily to the mechanic's box outside of the shop. Vehicles should not be driven if license tabs and/or registrations are expired. If tabs and/or registrations are expired, please notify your supervisor immediately. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication, tire pressure, and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. Preventive maintenance must be completed on your vehicle. Vehicle repairs or service, outside of the company's in house mechanic shop, must have prior approval by Edmir Cordic.

Rental Vehicles

If an employee needs to rent a vehicle for work purposes, the employee must have personal insurance. The employee should also purchase the additional insurance that is offered through the car rental company. The Company will reimburse the employee the cost for the additional insurance.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle. For commercial vehicles, weigh station and tonnage violations/tickets are also your responsibility. Fines for not having registration in the vehicle is also the responsibility of the operator as you are supposed to check that there is a registration in the vehicle prior to driving.

Thefts

In event of the theft of a company vehicle, notify police immediately.

DRIVER RESPONSIBILITIES

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- No texting, dialing, or hand held devices while operating company vehicles.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacture's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver only.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to your supervisor.
- Smoking is prohibited in any of the company vehicles.
- Do not operate a vehicle that you have not been properly trained on.

Failure to comply with any of these responsibilities will result in appropriate disciplinary action.

SERVICES AND REPAIRS

Our mechanic shop is located at the 307 N Dayton Yard. The mechanic shop is open from 8:00am-5:00pm Monday through Friday. For after hours, please contact your superintendent.

Vehicles and equipment needs to be serviced periodically throughout the year. If you know the vehicle you are driving is due for a service, please notify the mechanic.

Non-emergency vehicle and equipment repairs will be done at the Dayton Yard by our in house mechanic, unless permission from Administration has been given.

Emergency repairs that occur after normal business hours may be needed. Your Superintendent needs to be notified immediately and arrangements can be made to get the repairs done at an outside mechanic shop, or have the vehicle towed to the Dayton Yard. An emergency is defined as an occurring malfunction that makes the vehicle non-operational or places the vehicle in imminent danger of becoming non-operational.

If a deficiency occurs while you are operating the vehicle: stop, make sure the vehicle is in a safe place, and get help. Do NOT drive a vehicle with mechanical deficiencies.

FUEL CARDS

Each vehicle contains a fuel card specific to that truck number. Fuel cards are to be used for company vehicles only. If fuel cards are used for anything other than the company vehicles and/or company equipment, it will result in disciplinary action from removal of driving privileges to termination. It is your responsibility to promptly report misplaced, stolen, or damaged fuel cards to your immediate supervisor or HR Manager.

Fuel cards may not be used to purchase fuel, food, drink, or personal items.

Fuel card pin # is 1 and the last 4 digits of your social security number. If your pin is not working, contact your immediate supervisor or HR Manager.

ACCIDENT REPORTING

This section applies to accidents that occur on roadways.

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

Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status as well and are subject to review.

Accidents Involving Company Vehicles On Roadways

In the event of an accident:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witness if possible.
- Retrieve the accident bag in the vehicle, follow all instructions, and complete the accident report form in the bag.

At The Scene

1. If you are injured or have the slightest amount of pain or discomfort, you are required to seek medical attention immediately. Seek assistance and/or call 911 for police or emergency services.
2. If you are not injured, assess the scene for hazards. Do not leave the scene. Take all measures necessary to preserve the scene for investigation and mitigate assessed hazards if trained to do so.
3. Assist any injured parties, giving only first aid if you are qualified.
4. Cooperate with law enforcement officers. Provide factual information, limiting responses to only questions asked.
5. Do not discuss the situation with parties other than law enforcement.
6. Notify/report the accident to your supervisor and complete the Accident Report Form. Make sure to draw a diagram of the accident on the second page.
7. You are required to turn in the Accident Report Form within **24 hours** of the accident.

ACCIDENT REPORTING CONT'D.

Accidents Involving Company Vehicles Non-Roadways

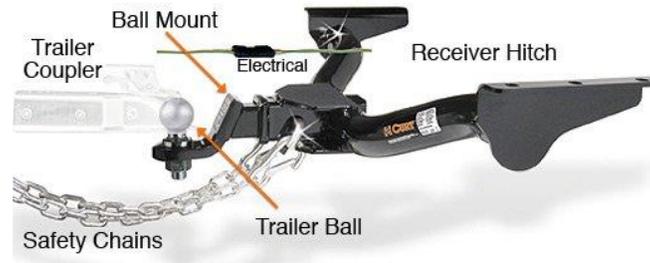
This section applies to accidents that occur on Pavement Surface Control property.

At The Scene

1. If you are injured or have the slightest amount of pain or discomfort, you are required to seek medical attention immediately. Seek assistance and/or call 911 for police or emergency services.
2. If you are not injured, assess the scene for hazards. Do not leave the scene. Take all measures necessary to preserve the scene for investigation and mitigate assessed hazards if trained to do so.
3. Notify/report the accident to your supervisor and complete the Accident Report Form. Make sure to draw a diagram of the accident on the second page.
4. You are required to turn in the Accident Report Form within **24 hours** of the accident.

TRAILER HOOK-UP STANDARD OPERATING PROCEDURE

TRAILER HOOK-UP STANDARD OPERATING PROCEDURE



1. Prior to hook-up, you need to do the following:
 - A. Check for loose bolts, attaching pins, etc.
 - B. Check ball for proper size to match the trailer coupler.
 - C. When receiver hitch is used, check cross pin and safety pin.
2. Hook the trailer to the tow vehicle:
 - A. Check for proper ball size to match the trailer hitch coupler, verify coupler is securely attached to the ball, and insert the safety pin.
 - B. Attach safety chains to tow vehicle (chains must be hooked to permanent member of the tow vehicle). The addition of eyes or loops may be necessary to accommodate the safety chain properly.
3. Check trailer for proper towing position. A loaded or unloaded trailer must be towed with a positive hitch height for a safe towing. When the hook-up is slightly higher compared to the leveling of the trailer, the smoother it will drive.
4. Connect the electrical plug, check lights by verifying on trailer as follows:
 - A. Check running lights with only park lights on. If interior dome lights are applicable, they should be tested now to see if they are wired correctly.
 - B. Turn off tow vehicle lights, then turn on left turn signal and verify on the trailer.
 - C. Turn off left turn signal, then turn on the right turn signal and verify on the trailer.
 - D. With turn signals and park lights at the off position, apply pressure to the brake pedal on the towing vehicle and verify that the brake lights are working.
5. Check electric brakes if applicable:
 - A. Check electronic brake control for proper setting, set the control's level adjustment and adjust the gain control as needed. Consult the brake control manual for proper adjustment procedure.
 - B. After setting the brake control, start the tow vehicle and pull the trailer forward. Apply the Trailer brakes manually using the brake control only. Repeat this several times adjusting the Gain control until smooth braking action is achieved.

TRAILER HOOK-UP SOP CONT'D.

6. Check the emergency break-away system with the break-away battery installed. Pull the emergency break-away cable pin from the emergency break-away switch. Start the tow vehicle and try to pull the trailer forward. The brakes now should be engaged on the trailer only, causing a dragging pressure against the trailer. As soon as this procedure is tested, reapply the emergency break-away pin back into the switch. While the pin is removed the depletion of energy is occurring from the battery.

Always remember to check the following:

- Check all tires for proper inflation
- Check all lug nuts for proper torque. During the life of the trailer, it is recommended to periodically
- Check lug nut torque
- Check all gates and latches. Gates should all be closed and latched during towing
- Demonstrate proper methods of latching all gates and doors
- Check tie down straps in proper load securement

I understand and agree that the above procedures have been explained and demonstrated by Pavement Surface Control

Employee: _____ **Date:** _____

Superintendent: _____ **Date:** _____

PROOF OF INSURANCE

THIS CARD MUST BE KEPT IN THE INSURED
VEHICLE AND PRESENTED UPON DEMAND

IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information:

1. Name and address of each driver, passenger and witness.
2. Name of Insurance Company and policy number for each vehicle involved.

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WASHINGTON INSURANCE IDENTIFICATION CARD

(STATE)

COMPANY NUMBER

COMPANY



COMMERCIAL



PERSONAL

Western National Mutual Insurance Co

POLICY NUMBER
CPP127687000

EFFECTIVE DATE
11/06/2021

EXPIRATION DATE
11/06/2022

YEAR
2021

MAKE/MODEL
FLEET ID FLEET ID

VEHICLE IDENTIFICATION NUMBER
FLEET ID

AGENCY/COMPANY ISSUING CARD

**Richland Office
PayneWest Insurance, a Marsh McLennan Agency LLC Company
390 Bradley Blvd.
Richland, WA 99352**

(509) 946-6161

INSURED

**Construction Ahead, Inc. dba Pavement Surface Control
P.O. Box 7204
Kennewick, WA 99336**

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SEE IMPORTANT NOTICE ON REVERSE SIDE