

	Pruitt Production Services, Inc. (PPSI)	Doc No:	P-CVOSD	
		Initial Issue Date	05-9-2025	
		Revision Date:	Initial Version	
Company Vehicle Operation and Safe Driving Policy		Revision No.	0	
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Introduction

This Company Vehicle Operation and Safe Driving Policy establishes the minimum safety, conduct, and operational standards for employees operating vehicles under the authority or direction of Pruitt Production Services, Inc. (PPSI). It is intended to protect employees, contractors, clients, and the public by promoting safe driving habits, maintaining compliance with legal and industry standards, and ensuring the integrity of company operations.

Policy Statement and Purpose

This policy outlines the guidelines and expectations for employees participating in company-related driving activities, ensuring safety, compliance, and accountability.

1. Driver Eligibility

- By law, employees must possess a valid driver's license appropriate for the class of vehicle they are authorized to operate and must always carry it while operating a company vehicle. It is the employee's legal obligation to ensure timely renewal of their license prior to expiration and to promptly submit an updated copy to their supervisor. PPSI will retain a photocopy of the valid license on file for compliance and recordkeeping purposes.
- Employees are legally obligated to immediately notify their supervisor or manager if their driver's license is suspended, cancelled, or has any restrictions or limitations imposed upon it. Failure to report such changes may be considered a breach of this policy and could result in disciplinary action.
- As a condition of employment, newly hired employees must provide PPSI with a certified three-year driving history record for review, verification, and investigation. Thereafter, employees are required to submit an updated certified driving record to PPSI on an annual basis, at the employee's expense.
- Drivers must complete all required training, receive formal approval, and be officially designated by PPSI prior to operating any company vehicle.

2. Acceptable Use of Company Vehicles

- Approved company vehicles may only be operated for legitimate and authorized business purposes. Personal use, including use by or for the benefit of family members, is strictly prohibited. Transporting unauthorized passengers or using company vehicles for non-business-related activities requires prior written authorization from PPSI management. Such authorization must be documented and retained for compliance with internal policy and applicable state transportation regulations.
- Employees are strictly prohibited from modifying company vehicles in any manner without prior written approval from PPSI and documented endorsement from the vehicle manufacturer. Unauthorized modifications may violate manufacturer warranties, compromise safety, and constitute a breach of company policy, subject to disciplinary action.

3. Company Responsibilities

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- PPSI will provide required training, maintain adequate insurance coverage, and ensure all company vehicles are safe, legally compliant, and ready for use in accordance with applicable federal and state regulations.
- The company will actively monitor driver compliance with this policy, maintain proper documentation, and enforce policy guidelines to uphold safety standards and mitigate liability risks. All actions will align with PPSI's commitment to safe operations and adherence to legal obligations under transportation and workplace safety laws.
- PPSI is legally obligated to comply with all applicable state and federal transportation laws, workplace safety regulations, and client-specific requirements. PPSI will actively ensure compliance to protect employee safety, uphold operational integrity, and mitigate legal liability.
- PPSI will maintain employee personnel, safety, and medical records in accordance with all applicable federal and state privacy, employment, and workplace safety laws, including but not limited to OSHA recordkeeping standards and HIPAA where applicable. These records shall be securely stored and retained for the duration required by law to support workplace safety, regulatory compliance, and organizational accountability. All documentation related to this policy—including training records, incident reports, driving evaluations, and disciplinary actions—shall be maintained in compliance with legal standards to promote safe driving practices and protect the health and safety of employees, clients, and the public.

4. Insurance and Legal Requirements

- PPSI is responsible for providing adequate insurance coverage for its vehicles, including liability, collision, and comprehensive coverage as required by state and federal law. This includes maintaining compliance with the Department of Insurance and Federal Motor Carrier Safety Administration (FMCSA) insurance regulations. In the event of an accident or claim, PPSI will coordinate with its insurance providers to ensure legal obligations are met and to protect the company, its employees, and the public from financial liability. PPSI is also responsible for ensuring that all insurance documentation is current, accurate, and available upon request to regulatory authorities or clients when required.
- Drivers involved in an accident may be subject to internal investigation and external legal review by regulatory agencies, law enforcement authorities, or insurance entities. Investigations may be initiated not only by PPSI or its insurers but also by third-party insurance providers, certificate holders, or other involved parties and their respective insurers. This may include interviews, evidence collection, and full cooperation with insurance adjusters, legal representatives, or government officials as required by law. PPSI employees are legally obligated to fully comply with all investigative procedures and legal obligations following an incident, in accordance with applicable state and federal laws.
- I accept personal responsibility for any negligent or unlawful conduct on my part while driving and agree that PPSI is not liable for any damages, penalties, or legal actions resulting from my failure to operate a vehicle in a safe and lawful manner.

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5. Driver Conduct and Responsibilities

- Display the highest level of professional conduct when driving a company vehicle.
- Employees must comply with all applicable federal, state, and local traffic laws while operating a company vehicle. Noncompliance may result in legal penalties and disciplinary action by PPSI, up to and including termination.
- All drivers and passengers are legally required to wear a seatbelt while a vehicle is in operation. Employees must ensure compliance by wearing seatbelts themselves and requiring all passengers to do the same.
- Any accident, damage, incident, or citation must be immediately reported verbally to supervisor or designated safety representative when it is safe to do so. Following the initial report, employees must complete and submit the appropriate PPSI Accident Report Form accurately and in accordance with established company reporting procedures.
- Maintain focus, avoid distractions, and drive defensively.
- Be responsible and accountable for actions when operating a company vehicle or driving for the purposes of work.
- Maintain records of all mileage, fuel purchases, and other related expenses.
- Employees are solely responsible for any fines, citations, or penalties incurred as a result of traffic violations, parking infractions, or other non-compliance with local, state, or federal laws while operating a company vehicle. PPSI will not reimburse or assume liability for such penalties under any circumstances. Employees must provide timely proof of resolution and payment for any such violations, including supporting documentation, to their supervisor or designated safety representative.
- Employees must be physically and mentally fit to safely operate motor vehicles in accordance with all applicable federal, state, and local laws. In the event an employee becomes ill, impaired, or otherwise incapable of safely operating a motor vehicle, they are required to immediately notify their supervisor to ensure compliance with safety and legal obligations.
- Plan routes using GPS system.
- Manage time efficiently to ensure punctuality and productivity.
- Load and unload cargo safely and efficiently, following all company procedures and safety protocols.

6. Garaging

- When company vehicles are assigned to employees and stored at their residence overnight or for extended periods, the designated storage location must be pre-approved in writing by PPSI management. This arrangement must comply with all applicable local ordinances, insurance requirements, and PPSI policy. Failure to properly secure the vehicle or obtain prior authorization may result in disciplinary action.
- The address where the company vehicle will be stored must be clearly documented on the employee's Company Vehicle Operation and Safe Driving Policy Acknowledgment Form. This

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requirement is in accordance with PPSI policy and is necessary for legal, insurance, and recordkeeping purposes.

7. Vehicle Condition

- Vehicles must be kept clean, free from damage, and maintained in sound mechanical condition to ensure operational safety and compliance with applicable federal and state regulations.
- Employees are responsible for cleaning the interior of their assigned vehicle at the beginning of each workweek. This includes removing all trash, leftover food, and personal belongings to maintain a clean and orderly environment. Clutter and debris inside the vehicle can cause distractions, impair visibility, interfere with vehicle operation, and pose serious safety risks. Failure to maintain a clean and safe vehicle interior may result in disciplinary action in accordance with PPSI policy and applicable workplace safety standards.
- Critical safety features including but not limited to seatbelts, alarms, mirrors, cameras and fire extinguishers must be inspected regularly and confirmed to be fully functional. Operating a vehicle without these essential safety components in proper working order is considered a safety violation and may result in corrective action under PPSI policy.
- All items inside the cab and bed of a vehicle must be properly secured to prevent shifting, obstruction, or ejection in the event of a sudden stop, maneuver, or accident. Loose objects can pose serious safety hazards to the driver, passengers, and others on the roadway. This requirement aligns with the Occupational Safety and Health Administration (OSHA) General Duty Clause, which mandates that employers maintain a workplace free from recognized hazards likely to cause injury or death. Failure to secure items properly may result in disciplinary action under PPSI policy and applicable safety regulations.

8. Inspections and Maintenance

- Pre-trip inspections are mandatory and must be conducted by the employee prior to operating a vehicle at the beginning of each driving period.
- Employees are required to use the official PPSI Vehicle and Trailer inspection Form to document each inspection, verifying the condition of critical components and ensuring the vehicle is safe for operation. The inspection form may be provided in either hard-copy or digital format, including via electronic device, as authorized by PPSI.
- Review of the Vehicle and Trailer Inspection Form must include, at a minimum, verification of compliance with all applicable federal, state, and local vehicle safety laws. Required checks include but are not limited to: tire condition and inflation, lighting and reflectors, mirrors, windshield and windows, windshield wipers, brakes, horn, emergency equipment, fluid levels, steering mechanism, and seatbelt integrity. All inspection items must be thoroughly documented using the PPSI Vehicle and Trailer Inspection Form, and any deficiencies must be reported and corrected prior to vehicle operation. This ensures the vehicle is legally compliant and safe for use. Failure to adhere to these

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standards may result in disciplinary action in accordance with PPSI policy and applicable regulatory requirements.

- If the identified damage, defect, or irregularity makes the vehicle unsafe to operate, it must be reported to your supervisor immediately and thoroughly documented on the official PPSI Vehicle and Trailer Inspection Form prior to vehicle operation. Operating a vehicle with known safety hazards, mechanical issues, or legal noncompliance—without proper resolutions is strictly prohibited and constitutes a serious violation of company policy. Such conduct presents significant risks to the safety of the operator, passengers, and the public, and may lead to disciplinary action up to and including termination, in accordance with PPSI policy and all applicable federal and state vehicle safety laws.
- All company vehicles must undergo regular preventative maintenance in accordance with manufacturer guidelines and PPSI standards.

9. Traffic Laws

- Employees must obey all posted signs, traffic control devices, and roadway markings in full compliance with applicable local, state, and federal traffic laws.
- Violations of these traffic laws whether occurring on public roads, private property, or client sites may result in disciplinary action up to and including termination of employment. All incidents of noncompliance will be documented and handled in accordance with PPSI's Corrective Action and Disciplinary Policy and relevant federal and state motor vehicle safety statutes.
- I understand and acknowledge that I am individually responsible for complying with all traffic laws and safety procedures while operating a company vehicle.

10. Distracted Driving

Vehicle Infotainment Systems, Dashboard Screens, Cell Phones, Tablets, Laptops, Mobile or Electronic Devices, and Eating

- A driver must not use or become distracted by infotainment systems, dashboard screens, cell phones, car-play connection, tablets, laptops, or any other mobile or electronic devices, whether on public roadways, private property, or client-controlled sites, while operating a moving vehicle. This includes while driving at any speed including low speeds such as 1 mph or when temporarily stopped at a traffic light, stop sign, or similar traffic control device. If a driver must engage in any activity involving an electronic device, **they are required to pull off the roadway and park in a safe, legal location before doing so, unless otherwise specified in this policy.** This policy is enforced to reduce the risk of accidents, promote compliance with related state and federal distracted driving regulations, and mitigate safety and liability concerns for both the employee and PPSI.
- Federal distracted driving regulations, and Federal Motor Carrier Safety Administration (FMCSA) guidelines, operating a vehicle while distracted by an electronic device constitutes a serious safety violation. Such conduct may result in disciplinary action up to and including termination.
- Engaging in any activity that diverts attention from safe vehicle operation including use of technology or electronic devices, creates a substantial risk of accidents, injury, and legal liability for both the

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driver and PPSI. Compliance with this policy is required at all times to ensure the safety of employees, passengers, client personnel, and the public.

- **Clarification on Cell Phone Use:** For the purpose of this policy, cell phone use while driving must be clearly understood and strictly limited. Voice calls are permitted via a hands-free device while operating a company vehicle or a personal vehicle on company business. A driver may not text, email, message, browse, or otherwise engage in hands-on use of an electronic device while behind the wheel of a Company or personal vehicle on a public roadway in furtherance of Company business, even if the driver is stopped in the roadway at a traffic control device or for other reasons. Any behavior that impairs attention, judgment, or responsiveness may be deemed a safety violation under PPSI policy.
- **Eating while operating a vehicle is strictly prohibited.** Consuming food while driving creates visual, manual, and cognitive distractions that significantly increase the risk of accidents and injuries. This behavior is considered a form of distracted driving under federal and state traffic safety guidelines, including those recognized by the National Highway Traffic Safety Administration (NHTSA).

11. Accidents and Procedure

- Immediately stop the vehicle and assess the situation for any injuries.
- Contact emergency services if necessary and render aid where appropriate and safe.
- As soon as it is safe to do so, notify your direct supervisor or a designated safety representative.
- Complete and submit a PPSI Accident Report Form within 24 hours of the incident. Documentation must include photographic evidence, where feasible, capturing the scene of the accident, involved vehicles, any road obstructions, equipment, or environmental conditions relevant to the event. Such documentation may be used for internal investigation and shared with insurance carriers or legal counsel in accordance with applicable federal and state laws.
- Fully cooperate with law enforcement officials and any internal company investigations, as required by law and company policy.
- In accordance with PPSI policy and applicable federal and state laws, employees involved in a workplace vehicle accident may be subject to post-incident drug and alcohol testing. Refusal to comply may result in disciplinary action, up to and including termination.
- Employees must follow all procedures outlined in the PPSI Accident Report Form. In accordance with company policy, a current copy of this form must be always maintained and readily accessible in every company vehicle for compliance and legal reporting purposes.
- Employee-owned devices, including but not limited to cell phones, tablets, and laptops, may be subject to review, investigation, and collection of evidence as part of any official inquiry following an accident or incident. Such investigation shall be conducted in accordance with applicable federal and state privacy laws and company policy.
- Company-owned devices issued to or assigned for use by an employee or driver, including but not limited to cell phones, tablets, and laptops, may also be subject to review, investigation, and collection of evidence as part of any official inquiry following an accident or incident. Such

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investigation shall be conducted in accordance with applicable federal and state privacy laws and company policy.

- If an employee is injured, a valid and signed medical release-to-work notice must be submitted to PPSI prior to returning to work. This documentation must be provided by a licensed healthcare provider and must clearly state that the employee is medically cleared to resume work duties. Failure to provide this release may delay reinstatement and could result in noncompliance with federal and state workplace safety and disability regulations.
- PPSI reserves the right to place an employee on administrative leave or probationary status following a vehicle-related accident or incident. This action may be taken as part of an internal investigation, pending external reviews, or in connection with disciplinary proceedings. Such measures will be implemented in accordance with PPSI policy and all applicable federal and state employment laws to protect the integrity of the investigative process, maintain workplace safety, and ensure legal compliance.

12. Transporting Loads and Trailers

- Loads must not exceed manufacturer-specified vehicle capacities or legal weight limits, as defined by applicable federal and state transportation laws.
- All cargo must be secured using appropriate restraints, such as tie-downs, straps, or containment systems, to prevent shifting or spillage during transport. When cargo is transported within a vehicle occupied by passengers, it must be physically separated using an approved net, barrier, or enclosure to eliminate the risk of injury in the event of sudden stops, collisions, or vehicle maneuvers.
- Operators are responsible for verifying that the load distribution maintains proper vehicle handling and does not obstruct the driver's view or access to controls. Non-compliance may result in disciplinary action, as improper load handling poses serious safety risks to the driver, passengers, and others on the roadway.
- If company-owned trailers are being used, the employee is required to conduct a comprehensive pre-trip inspection of the trailer prior to beginning each trip. This inspection must be performed in accordance with PPSI's Vehicle & Trailer inspection standards and documented using the official PPSI Vehicle & Trailer Inspection Form. The purpose of this inspection is to ensure the trailer is in a safe, roadworthy condition and compliant with all applicable federal and state safety regulations.
- All provisions of this Company Vehicle Operation and Safe Driving Policy, including but not limited to inspection, load securement, maintenance, safety, and conduct apply equally to trailers and the transportation of any associated loads. Failure to comply with these requirements may result in disciplinary action under PPSI policy and in accordance with applicable Department of Transportation (DOT) and Occupational Safety and Health Administration (OSHA) regulations.

13. Customer or Client Specific Requirements & Safety

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- When operating on client sites, employees must follow all client-specific traffic and safety requirements. The entirety of this Company Vehicle Operation and Safe Driving Policy applies equally while on client-controlled locations, including but not limited to all safety protocols, conduct expectations, and legal compliance obligations.
- Violations of client rules or PPSI Company Vehicle Operation and Safe Driving Policy provisions while on client property may result in the revocation of site driving privileges and may trigger additional disciplinary action under PPSI policy.

14. Global Positioning System (GPS) Tracking and Monitoring System

- Company vehicles may be equipped with GPS tracking systems to monitor vehicle location, speed, route, idle time, and driver behavior for safety, operational efficiency, and compliance purposes. This technology may include real-time data and insights for managing fleets and improving operational efficiency across company operations.
- Remote Diagnostics: Monitors vehicle health and performance, allowing for proactive maintenance and reduced downtime.
- Driver Behavior Monitoring: Tracks driver speed, acceleration, and other performance indicators to enhance safety, promote responsible driving habits, and reduce the risk of accidents and liability exposure.
- Video footage and images may be captured and reviewed at any time using GPS-enabled technology, dash cams, or mobile monitoring systems. This media may be used as evidentiary support in investigations, compliance verification, safety audits, performance evaluations, and disciplinary actions. Use of such footage will be governed by PPSI policy and must comply with applicable federal and state privacy, employment, and labor laws, including but not limited to the Texas Labor Code, federal workplace surveillance guidelines, and any relevant data protection regulations. PPSI is committed to using such technology in a responsible, non-discriminatory manner to protect the safety, integrity, and accountability of its employees, clients, and the public.
- As a condition of driving privileges and employment under this policy, all employees must review and sign a separate *PPSI Media Acknowledgment Form*. This form outlines the scope of media use, consent requirements, and employee rights under applicable law. The signed document will be retained in the employee's personnel file for compliance and legal recordkeeping purposes.
- ELD Compliance: Ensures adherence to the Federal Motor Carrier Safety Administration (FMCSA) Electronic Logging Device (ELD) mandate, which requires accurate tracking of driver hours of service (HOS) to improve road safety and prevent fatigue-related incidents.
- Fuel and Energy Efficiency: Monitors and analyzes fuel usage to promote cost-effective driving practices and reduce environmental impact. Efficient fuel management supports regulatory compliance and contributes to operational sustainability.
- Compliance and Reporting: Supports adherence to internal policies, regulatory mandates, and legal requirements through consistent monitoring and documentation of driver activity, vehicle use, and system performance. This function ensures transparency, accountability, and continuous improvement of fleet safety and operational standards.

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- Dash Cams and Sensors: Enhance driver safety and accountability by recording real-time video and data related to vehicle operation, traffic conditions, and driver behavior. These devices may assist in accident investigations, claims management, and policy compliance, and shall be used in accordance with applicable privacy and employment laws.
- Mobile Applications: PPSI may use approved mobile apps to support navigation, communication, time tracking, and compliance with driving policies and fleet operations. These applications may collect location, performance, timekeeping, and usage data to assist with real-time monitoring, safety enforcement, and operational efficiency. Use of mobile apps must comply with company policies, and unauthorized or distracted use while driving is strictly prohibited.
- Tampering with, disabling, or interfering with GPS equipment in any way is strictly prohibited and may result in disciplinary action, up to and including termination, in accordance with PPSI policy.

15. Corrective Action and Disciplinary

PPSI's Corrective Action and Disciplinary approach is divided into two distinct phases:

Phase 1: Corrective Coaching, focusing on performance support and personal development.

Step 1: Informal Coaching Discussion

Step 2: Performance or Behavior Improvement Plan (PBIP)

Step 3: Coaching Review Meeting (at the end of the PBIP period)

Phase 2: Progressive Discipline, ensuring accountability when improvement does not occur or when serious violations arise.

Step 1: Verbal Warning

Step 2: Written Warning

Step 3: Final Written Warning, Demotion, Reassignment or Suspension

Step 4: Termination

Factors Influencing the Severity of Corrective Disciplinary Actions

- **Severity of the Infraction:** More serious offenses—such as vehicular accidents, driving under the influence (DUI), and reckless driving—will result in heightened disciplinary consequences compared to lesser infractions. The nature of the violation, the degree of risk to public and workplace safety, and any violation of applicable laws will be considered when determining the appropriate corrective action. Final determination of severity and associated disciplinary measures shall be made by the Chief Executive Officer (CEO) or the designated Safety Representative, in accordance with PPSI policy and applicable labor laws.
- **Frequency of the Infraction:** Repeated violations will result in progressively stricter disciplinary measures. The frequency of infractions will be evaluated in conjunction with other relevant factors, including the employee's conduct record and compliance history. All disciplinary

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determinations based on frequency shall be documented, and such documentation will be reviewed and approved by the CEO or designated Safety Representative to ensure consistency with PPSI policy and applicable employment laws.

- **Employee Performance History:** Employees with a demonstrated record of consistent compliance, professionalism, and satisfactory job performance may be considered for reduced disciplinary measures in certain cases. Final determinations regarding disciplinary leniency based on performance history shall be reviewed and approved by the CEO or designated Safety Representative and documented in accordance with PPSI policy and applicable employment laws.

16. Zero Tolerance

- PPSI enforces a strict zero-tolerance policy for all violations of this Company Vehicle Operation and Safe Driving Policy. This policy applies in its entirety to ensure the safety of drivers, passengers, the general public, and client personnel. Any form of noncompliance, impairment, negligence, or unsafe behavior while operating a vehicle will be addressed immediately and may result in termination. This zero-tolerance approach aligns with PPSI's obligations under federal and state safety regulations, including the U.S. Department of Transportation (DOT), and the Occupational Safety and Health Administration (OSHA) General Duty Clause, which collectively require employers to provide a workplace free from recognized hazards.
- Any violation of this policy—including operating a vehicle while impaired by drugs, alcohol, medications (prescribed or over-the-counter), or any condition that renders an employee physically or mentally unfit to drive—will result in immediate disciplinary action, up to and including termination. PPSI enforces a strict zero-tolerance policy for impaired or unsafe vehicle operation. This includes impairment due to fatigue, illness, or any substance or condition affecting safe driving capability. Operating a vehicle in such a state presents serious safety risks, endangers employees and the public, and constitutes a violation of PPSI policy as well as applicable federal and state laws governing commercial motor vehicle safety and driver fitness.