

Broussard's Driving Safety Policies

A. Driving Policy

Broussard's has made a commitment of safety, service, and quality to both our employees and customers. We mandate that our employees operate all vehicles, owned by or leased by Broussard's, in a safe and economical manner. The following summarizes our policy guidelines:

1. Vehicles are not to be operated unless in a safe operating condition.
 - a. It is the responsibility of every employee, driver, or other staff member, to immediately report any item or condition requiring service or repair to a managing director.
2. Drivers must be physically and mentally able to drive safely.
3. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
4. Respect the rights of other drivers and pedestrians. Courtesy is contagious
5. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle.
6. You are personally responsible for any parking or moving violations that you receive while operating a company vehicle. Failure to immediately pay any violation that results in court action against the company may result in dismissal.

Accidents

An accident during operational or work hours, on or off company premises involving a staff member, family client member, or visitor, must be reported immediately to management. Details of the incident should be documented on an accident report form which can be found in each vehicle. It is imperative that we overlook no incident involving personal injury or property damage related to Broussard's.

Employee accidents involving an automobile require immediate substance abuse screening of drugs and alcohol at a facility designated by the company. For more information see our Substance Abuse policy on page 29 of Broussard's Employee Handbook. All employees who are at-fault in a vehicle accident must complete a defensive driving course at his/her expense within 30 days of the accident date. The employee at fault may be held responsible for paying up to \$1000 towards repairs to the vehicle.

All accidents will be reviewed, and determination made as either preventable or non-preventable.

A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

B. Distracted Driving Policy

As a Broussard's employee, your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. For the good of all our employees and the families for which we operate, it is our company policy that you do not engage in activities that cause you to become distracted from this responsibility, including, but not limited to:

1. Using a cell phone or other mobile device for any reason (talking, texting, surfing the web)
2. Adjusting the radio and other controls
3. Using headphones
4. Eating or drinking beverages
5. Personal grooming
6. Taking notes
7. Searching for items in the vehicle
8. Reading maps or other printed material
9. Programming GPS navigation systems

It is our company policy that, in all circumstances, you pull the vehicle over to a safe area prior to engaging in these activities.

C. Vehicle Usage Policy

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. Broussard's has developed the following expectations for you as a driver to help ensure company-owned vehicles and/or those used by company employees will be operated in a safe and economical manner.

1. Vehicles must be operated in a manner consistent with Broussard's Driving Policy.
2. Seat belts must be worn at all times when the company vehicle is in motion.
3. Defects and needed repairs of any company vehicle will be reported to a managing director so necessary repairs can be made.
4. All accidents must be reported to management immediately after the accident occurs.
5. All parking or moving violations received while operating the company vehicle will be the employee's responsibility.
6. No permission may be given for any non-employee to drive company vehicles. Specific permission must be obtained from company management for any personal use of a company vehicle.

D. Mobile Device Policy

Broussard's deeply values the safety and well-being of all employees. Due to the increasing number of accidents on the road today, resulting from the use of mobile devices while driving, we have created the following rules that apply in the scope of our employment:

1. Employees are not permitted to use a mobile device, whether hand-held or hands-free, either outgoing or incoming calls.
2. Employees are not permitted to access the Internet, read or respond to emails or text messages.
3. The above restrictions apply anytime the vehicle is in motion.
4. Employees are expected to abide by all state laws including those related to mobile device usage. If you have questions about these laws, please contact your Human Resources Department.

Company consequences for failing to follow company policies:

- Employees may be transferred to a non-driving position.
 - Employees may be given verbal or written warnings for violation of the policy.
 - Employees who violate this policy may be subject to disciplinary action including probation or even termination.
 - Employees may be required to complete a driving safety course at his/her expense.
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Your Signature below certifies your agreement to comply with Broussard's Driving Safety Policies and that you are willing to accept the consequences of failing to follow each policy.

Employee Signature: _____ **Date:** _____

Employee Name (printed): _____