

## DRIVING AND USE OF MOTOR VEHICLES

The following sets forth EON, Inc.'s standards and driving requirements for employees regarding the use of Company and personal vehicles by employees for the performance of job duties while working on behalf of EON, Inc.

Position Driving Classification: EON, Inc. will identify the driving requirements for each position by assigning one of the three classifications: unlimited driving, limited driving, or non-driving. An employee must meet the requirements for his/her position's driving classification as a condition of employment.

1. A standard driving position is defined as one that requires an employee to drive a motor vehicle as a part of his/her work, including vehicles owned or leased by EON, Inc., and/or to drive a vehicle in which a person served is transported.
2. A restricted driving position is defined as one that requires an employee to drive an EON, Inc. vehicle as a part of the position to transport persons served but does not allow the employee to use their personal vehicle in any manner (i.e. no insurance). Individuals employed in a restricted driving position are not allowed to drive a personal vehicle for the performance of any job duties.
3. A non-driving position is defined as one that does not require an employee to drive any motor vehicle as a part of his/her work. Individuals employed in non-driving positions are not allowed to drive Company vehicles or their personal vehicles for the performance of job duties.

**Driving Position Requirements:** An employee must meet all the driving requirements of his/her position. An employee that does not satisfy the driving requirements for his/her driving position may be reassigned to a position with a different driving classification, suspended, or terminated.

**Valid Driver's License and Acceptable Driving Record:** Individuals in standard driving positions must maintain a valid driver's license, without any restrictions that would interfere with the employee's ability to satisfy the driving requirements associated with their position and have an acceptable driving record. EON, Inc. will conduct a driving record check upon an employee's hire. A driving record check may also be done upon receipt of information that the employee's driving record has been changed, to determine the extent it affects the employee's driving classification.

The Company's automobile insurance company shall establish the standards for an acceptable driving record for use of the Company's vehicles. If any adverse action is taken against an employee because of the driving record check, the employee will receive a copy of the record, in accordance with the Fair Credit Reporting Act.

**Reporting a Change in Driving Record or License Status:** If an employee's driving record status changes (e.g. the employee receives a driving violation) or the driver's license status changes (e.g. driver's license is restricted, suspended, or revoked), the employee is required to notify their supervisor immediately to determine the change has on the employee's ability to meet the driving requirements of his/her position. Failure to do so may result in termination of employment in accordance with DISCIPLINARY POLICY.

**Proof of Vehicle Insurance:** An employee hired for a position with duties that require the employee to drive his/her own vehicle is responsible for his/her own automobile insurance and is required to provide ongoing proof of liability insurance. The employee is also responsible for ensuring the vehicle is in safe operating condition. Failure to provide current proof of insurance upon hire, renewal, or the Company's request, may result in reassignment to another position if available, suspension, or termination.

EON, Inc. is not responsible for any costs associated with the employee's personal vehicle (except for mileage reimbursement as set forth in this policy) or for damage or destruction resulting from the employee's use of his or her personal vehicle.

**Vehicle Safety:** Each EON, Inc. vehicle will have a vehicle book and a vehicle emergency kit for staff to use when transporting persons served. The vehicle book contains emergency information, general driving, safety tips and portions of this policy. The vehicle emergency kit will include, at a minimum, a first aid kit.

**Mileage Reimbursement:** The Company will reimburse employees for mileage at the then applicable IRS reimbursement for supervisor-approved travel in the employee's personal vehicle for the performance of job duties on EON, Inc.'s behalf. For mileage reimbursement, the employee must submit an accurate and complete MILEAGE REQUEST REIMBURSEMENT FORM to their supervisor no later than the last day of the month following the month in which the mileage was incurred.

**Use of Company Vehicles:** Employees shall use EON, Inc. vehicles for company business only, which shall include: transportation of persons the Company serves for activities, functions, and medical appointments; obtaining household grocery shopping; staff transportation to seminars, in-services, meetings, etc.; and other program needs (e.g. transporting furniture). Under no circumstances should an EON, Inc. vehicle be used for an employee's personal purpose.

**Safety and Cleanliness:** If available, an EON, Inc. vehicle should be used rather than an employee's personal vehicle when driving for EON, Inc. business. Each employee is responsible for the cleanliness, safety, and proper working condition of a vehicle assigned to his/her worksite. Prior to, during, and after each use, the employee, whether the driver or a passenger, is responsible to assure that:

1. No smoking is allowed in the vehicle at any time.
2. A spare tire is available and in good condition.
3. The vehicle is left clean and has a reasonable (no less than half a tank) amount of gas.
4. Windows are shut and doors are locked when the vehicle is left unattended.
5. All malfunctions are reported immediately to the supervisor and/or person responsible for maintenance.
6. The keys are returned to the appropriate place.
7. Only properly trained employees operate adaptive equipment included on the vehicle.

**Fueling:** Each EON, Inc. vehicle is equipped with a Wright Express fuel card. This is the primary method to purchasing fuel in company vehicles. The cards can only be used in the vehicle that it is assigned to and must never be used for any other vehicle. The cards can be used for fuel purchases only. Any other types of purchases will be declined.

**Compliance with Safety and Legal Procedures:** Employees driving on EON, Inc. business or for the performance of their job duties must comply with all traffic laws concerning the operating a vehicle on the road, safety, insurance, fines, and vehicle drive ability standards.

1. The driver and all passengers in the vehicle must wear a seatbelt and shoulder belt at all times.
2. Each site using a wheelchair accessible vehicle has specific training materials and guidelines for securing and transporting people with wheelchairs. These guidelines must be followed and each person served must be secured properly with the correct tiedown restraints and seatbelts. All employees using a wheelchair accessible vehicle must be trained on these safety procedures.
3. A supervisor has the authority to restrict the use of an employee's personal vehicle when used for EON, Inc. business if the supervisor is concerned that the employee's vehicle is unsafe or does not meet state or local standards for safety.

4. A vehicle book and first aid kit is to be in the company vehicle any time.

**Accident Procedures:** If an accident occurs while driving on EON, Inc. business (regardless of whether the employee is operating a Company vehicle or their personal vehicle), the employee shall:

1. Check all passengers for injuries and provide first aid as needed.
2. Call 911 to obtain emergency medical response, if needed.
3. Notify the supervisor or manager on call of the accident as soon as possible.
4. Send available staff or available witnesses to contact the police.
5. File a police report of the incident.
6. Remain with any passengers, providing care and reassurance as needed.
7. If requested by the other driver or police, insurance information for EON, Inc. is located on insurance identification card contained in the transportation book.
8. If the accident results in damage to the vehicle making it inoperable, secure transportation for any passengers. An EON, Inc. vehicle should be towed to a nearby service station. The employee should decide where a personal vehicle should be towed.
9. Complete an ACCIDENT REPORT GUIDE FORM and an ACCIDENT INCIDENT REPORT FORM by the end of the shift. The employee will ensure information is written in ink, complete, legible, and signed with the employee's name and position. Times and dates of all actions should be included.
10. The supervisor will review the reports, add appropriate and additional follow-up information including persons contacted, identification of incident patterns and corrective actions, and sign and date the reports. The original ACCIDENT INCIDENT REPORT FORM should be given to the Human Resources Director within 24 hours. A copy of the completed ACCIDENT INCIDENT REPORT FORM, including the ACCIDENT REPORT GUIDE FORM, should be forwarded to the property director. The property director is responsible to follow-up on possible insurance claims and repairs.

**Moving and Parking Violations:** Employees are solely responsible for any and all moving violations and parking violations incurred while driving, regardless of whether such occur while operating their personal vehicle or an EON, Inc. vehicle. If an employee believes a parking violation should be paid by the Company because the employee otherwise acted in a reasonable manner given the circumstances, the employee shall submit the violation,

reimbursement request, and full explanation in writing to their Director. The Company has the sole and exclusive authority to accept or deny a request.

**Handicapped Parking:** Vehicles must have the appropriate handicapped parking permit for an employee to park in a handicapped designated stall. The parking permit must be displayed on the front dashboard or hanging from the rear-view mirror in clear view of others. Vehicle doors must be locked to prevent theft of the permit. A vehicle with a handicap permit should only be parked in designated handicap parking locations when the vehicle is being used to transport persons for whom the permit was issued.