

*SAFE DRIVING
AT PATHWAYS TO
COMMUNITY*



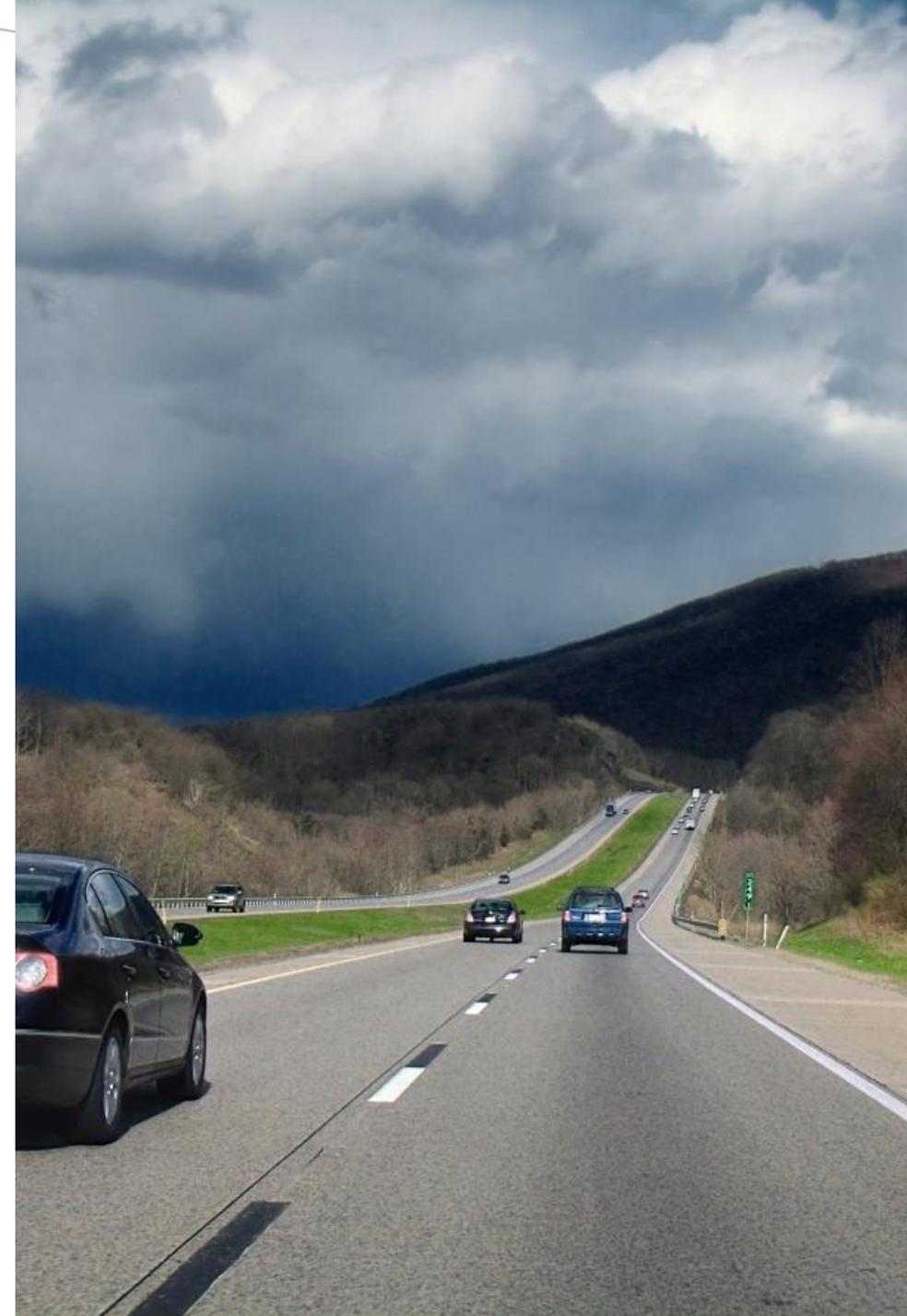
ELEMENTS TO SAFE DRIVING

Pathways to Community has a Safe Driving Plan that outlines all the elements PTC has in place to keep PTC drivers and those with whom we share the road safe. If necessary, the plan will work to change driver attitudes, improve behavior, and increase basic safe driving skills to build a safe work culture.

One of the first elements is having a Driver Agreement that outlines expectations for our employees when driving their own vehicle or a company owned vehicle for work related purposes.

Every employee will be responsible for reading, understanding, and signing off on a driver agreement, regardless of driving status. PTC has criteria in place to determine if an employee is recognized as a driver by PTC.

Let's take a deeper dive into this Driver Agreement.



DRIVER AGREEMENT

As a driver for PTC, I will be expected to:

- Transport persons served with an appropriate and well-maintained vehicle, such as a car, truck, SUV, or van. I will not transport a person served on a motorcycle, dirt bike, or other two- or three-wheeled modes of transportation.
- Wear my seatbelt when operating a motor vehicle.
- Refrain from texting while operating a motor vehicle.
- Carry my driver's license and proof of insurance while operating a motor vehicle.
- Report any traffic violations to management.
- Remain in the motor vehicle when a motor vehicle is running.
- Abstain from smoking or vaping while operating a motor vehicle for work-related purposes or when assigned to a company vehicle.



DRIVER AGREEMENT

- Refrain from possessing, carrying, or transporting alcohol, drugs, or cannabis while operating a motor vehicle.
- Refrain from transporting a weapon of any kind while operating a vehicle for work related purposes or when operating a company vehicle.
- Lock a company vehicle when the vehicle is not occupied.
- Provide transportation only to persons served by PTC or another employee when operating any vehicle for work related purposes.
- Complete the safe driver training and videos assigned by Pathways to Community.



DRIVER AGREEMENT

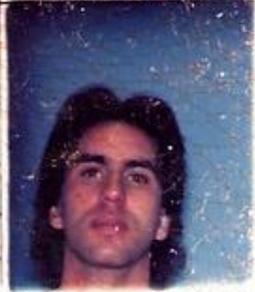
- Obey all traffic laws and rules of the road while operating a motor vehicle, which includes:
 - Following the speed limits posted.
 - Following traffic signs.
 - Maintaining an appropriate distance to the driver ahead of you.
 - Complying with emergency personnel and police requests.
 - Paying attention to the road and your surroundings to avoid being a distracted driver
 - Keeping your cool in traffic. Avoid aggressive driving acts such as excessive speeding, tailgating, failing to signal a lane change, running a red light and passing on the right.
 - Planning your route ahead of time and allowing plenty of travel time.
 - Being well rested and avoid taking medications that make you drowsy.



DRIVER AGREEMENT

If I have been assigned a company vehicle or I am driving a company vehicle assigned to a program, I agree to:

- Hold a valid and current driver's license and have an active auto policy for liability insurance.
- Report any citations, tickets, or towing to management immediately. I understand that PTC will make payment arrangements to collect repayment for outstanding citations, tickets, or towing costs.
- Surrender a company vehicle that was assigned to me as directed by management. PTC retains the right to revoke or assign company vehicles at their discretion.
- Being responsible for the tax liability that accompanies the fringe benefit of having a company vehicle. I understand that PTC will have this fringe benefit added onto my W-2 at the end of the year, with a value assigned relating to the percentage of personal use of the company vehicle I have been assigned.
- Limit travel with a company vehicle assigned to an employee to within the State of Minnesota and less than 250 miles per trip.
- Refrain from allowing unauthorized people to drive a company vehicle.
- Refrain from tampering with any tracking equipment installed in the company vehicle.
- Report any necessary damage or regular maintenance needs to the Director of FS. The Director of FS will coordinate all necessary work to be completed at Wilson's. Employees are not allowed to coordinate repairs with Wilson's independently.

SEE REVERSE SIDE FOR CORRECTIONS						LICENSE NUMBER	
ARIZONA	CLASS 2	SOCIAL SECURITY NUMBER					
FIRST NAME Alan		MIDDLE NAME Herman		LAST NAME Levine		EXPIRES ON YOUR BIRTHDAY RENEW WITHIN 6 MONTHS PRIOR 1996	
STREET ADDRESS							
CITY OR POST OFFICE Mesa				ZIP AZ 85202			
SEX M	WEIGHT 150	HEIGHT 5'9"	EYES Br	HAIR Br	RESTRICTION A	ORGAN DONOR NO	
DATE OF BIRTH 4 27 63	YEAR 1988		DATE OF ISSUE JUL 05 1988		MED CODE		
X <i>Alan H. Levine</i> (SIGNATURE OF APPLICANT) ASSISTANT DIRECTOR							

ARIZONA

License Issued Expires
Class 'D' 04/23/1996
Eyes BR 04/27/2023
Hair BR
Birthdate 04/27/1963

Sex M
Height 5-07
Weight 155



ARIZONA DRIVER

LIC NO 042796
EXPIRES 042796
ALAN, HERMAN, LEVINE
AZ

SCOTTSDALE

SEX M WEIGHT 145 HEIGHT 507 EYES BR
RESTRICTION A MED CODE

ISSUE DATE 060592

X *Alan Levine*
SIGNATURE OF APPLICANT

STA NO

GPS TRACKING DEVICE

PTC's vehicles may at any time be equipped with GPS (Global Positioning System) or other type of tracking device, which allows the company the ability to monitor, among other things, the location, movements, status and behavior of its vehicles, and which may include information about the vehicle's speed while on a particular road or highway.

The tracker may monitor the following (not an exhaustive list):

- When speeds are exceeded
- When a crash or accident occurs
- Location of the vehicle including when a vehicle leaves the approved geographical area.
- Hard braking

Our insurance company may change the data they are tracking at any time with or without notice.

Any disabling or other tampering with these tracking devices is forbidden and will result in discipline, including possible termination, at the discretion of PTC.



VEHICLE MAINTENANCE AND INSPECTION

Another element of PTC's Safe Driving Plan is vehicle maintenance and inspection.

Properly maintaining and routinely inspecting company vehicles is an important part of preventing crashes and related losses

- Company owned vehicles are on a routine preventive maintenance schedule for servicing and checking of safety-related equipment.
 - Regular maintenance is performed by Wilson's, who maintains a file for each vehicle.
- Personal vehicles used for company business are the responsibility of the owner.
 - However, personal vehicles used for company business should be maintained in a manner that provides maximum safety and reflects positively on the company

CRASH REPORTING AND INVESTIGATION

Another element of PTC's Safe Driving Plan is crash reporting and investigation.

- All crashes of any kind should be reported to an employee's supervisor as soon as feasible.
- All crashes will be reviewed to determine their cause and if they were preventable. Doing so and understanding why they occurred, regardless of fault, may help eliminate crashes in the future.

To avoid crashes or other accidents on the road, please move to the next slide and watch the video on Defensive Driving.

