

Vehicle Maintenance

It is our policy to always keep all vehicles and trailers well maintained and in a safe and efficient operating condition. This includes all company and personally owned vehicles driven for business purposes, and company vehicles furnished for personal use. Maintenance will be performed to meet or exceed manufacturers' recommendations based on use or environment. A proactive preventive maintenance program helps reduce breakdowns, frequency of repairs and overall maintenance costs.

Maintenance Files

A complete record meeting regulatory requirements and recognized standards will be kept on each vehicle and trailer in the fleet and will include:

- a. Basic vehicle information and information indicating the nature and due date(s) of any inspection and maintenance operations to be performed on the vehicle;
- b. Services performed inhouse and by outside service providers;
- c. A record of any inspections, repairs and maintenance performed, including dates performed and specifics on the nature of the operations; and
- d. Documentation of manufacturer recalls and their resolution.

Records will be retained where the vehicle is either housed or maintained for a period of 1 year after the vehicle/trailer leaves our company control (i.e., sold, decommissioned, etc.).

Qualified Automotive Service Personnel and Facilities

All company personnel performing maintenance, repair, modifications, or inspection shall possess the requisite skills and be qualified through experience and training. Qualification records and training will be maintained for employees conducting such activities. Service performed on our own vehicles will be done in facilities with service equipment appropriate to perform the required tasks.

Commercial Motor Vehicles

Inspection and upkeep of commercial motor vehicles must comply with the rules and regulations of 49 CFR 396. This includes systematically inspecting, repairing, and maintaining all commercial motor vehicles (CMVs) under the company's control.

All vehicles will be inspected and maintained by qualified automotive service technicians at regular intervals based upon miles driven, hours of operation and/or calendar time to meet manufacturers' recommended schedule(s) or as required by regulations. Safety-related defects will be repaired before the vehicle is placed back in service with appropriate records maintained.

Driver Responsibilities

Employees operating a company-owned vehicle are responsible for:

- a. Notifying management immediately if the vehicle appears to be operating in an unsafe manner;
- b. Notifying management if there appears to be any concerns with the vehicle that requires an inspection by an in-house or outside repair facility;
- c. Conducting pre- and post-trip inspections to ensure proper operation of vehicle; and
- d. Maintaining vehicle in a safe and clean condition, ensuring vehicle fluids (i.e., oil levels, coolants, wiper fluid, etc.) are at adequate levels, and vehicle tires, wipers and other vehicle parts are in proper operating condition.

DISCLAIMER

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