

**FLOWERS BAKERIES, LLC and its Affiliated
and Wholly Owned Subsidiaries**

**DRIVER AND MANAGER SAFETY
MANAGEMENT POLICY HANDBOOK**

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Driver and Manager Safety Management Policy Handbook

I. INTRODUCTION

This Driver and Manager Safety Management Policy Handbook (“Handbook”) represents driver policies and procedures for all individuals operating under a Department of Transportation (“DOT”) number issued to one of Flowers Bakeries, LLC’s affiliated or wholly-owned subsidiaries (hereinafter the “Company”). Individuals subject to this policy may include, but are not limited to, Area Sales Directors, Territory Operations Specialists, Sales Representatives, prospective distributors engaged through third-party staffing firms or any other employee or contingent worker operating a Company owned delivery vehicle (collectively referred to as “employees” in this policy). The policies and procedures contained in this Handbook are subject to change at the sole discretion of the Company.

Safety is the Company’s highest priority. The Company recognizes its responsibility to employees, prospective distributors, customers, and the general public to be committed to safety, to obey all state and federal safety rules and regulations, to provide a safe work environment, and to establish this Handbook. It is everyone’s responsibility to work in a safe manner and follow this Handbook. The Company’s compliance efforts may be managed in-house and/or with assistance from a third-party DOT compliance firm.

The Company is registered with the DOT as having an Operational Classification of **Private Property** and as such is subject to state and federal motor carrier laws, including those rules and regulations issued by the Federal Motor Carrier Safety Administration (FMCSA). The Company requires that all employees comply with all federal and state laws and regulations.

This Handbook represents the Company’s enterprise-wide Safety Plan regarding guidelines, practices, methods, procedures and rules, including U.S. DOT regulations, to be followed by all employees in the operation of Commercial Motor Vehicles, as defined herein. This Handbook provides Company employees with an outline of the definitions, qualifications, and guidelines of the safety management controls that the Company, as a motor carrier, is required to have in place to satisfy the safety fitness standard required by law and to reduce the risk of highway accidents.¹

NOTE: The Company Commercial Vehicle Policy is attached as **Exhibit 1**.

Integrity of Record Keeping:

Employees are required to maintain accurate records. The Company’s recordkeeping and filing is done in accordance with local, state, and federal law. Obtaining factual and the most accurate data at all times is a critical component of these laws. Falsification of and/or misleading documentation is strictly forbidden and can result in disciplinary action, up to and including termination of employment.

¹ To the extent there are any inconsistencies between this Handbook and U.S. DOT and/or FMCSA rules and regulations, or other applicable law, the applicable law(s) should be followed.

II. POLICY DEFINITIONS

Commercial Motor Vehicle or CMV – any vehicle used to deliver products under the Company's DOT number that crosses state lines or that carries products ordered from out-of-state bakeries for delivery to customers in another state and that has a gross vehicle weight rating (GVWR) or gross combination weight rating (GCWR) of 10,001 pounds or more.

Company Equipment or Equipment – any Company equipment or rentals in the Company's name, including CMVs

DOT – Department of Transportation.

Driver – any person who operates a CMV.

Driver Salesperson – for purposes of this policy means an individual engaged in selling goods and delivering the goods by CMV who does so entirely within a radius of 100 miles of the point at which he/she reports for duty and who devotes not more than 50% of his/her hours on duty to driving time.

DUI – driving under the influence.

DWI – driving while intoxicated.

FMCSR – Federal Motor Carrier Safety Regulations (FMCSR) are the laws and procedures of the road for commercial drivers. All Drivers will receive their own copy of the FMCSR and a receipt will be maintained on file with the DOT compliance team. The receipt can be found in the front of the book.

GVWR – the gross vehicle weight rating certified by the manufacturer as the total gross weight the vehicle is designed to transport. This GVWR is the same whether the vehicle is empty or loaded.

Manager (or immediate supervisor) – any manager who has direct supervision over a Driver who operates a CMV as defined above.

Medical Examiner – a person who is licensed, certified, and/or registered, in accordance with applicable state laws and regulations, to perform physical examinations. The term includes, but is not limited to, doctors of medicine, doctors of osteopathy, physician assistants, advanced practice nurses, and chiropractic doctors. The U.S. DOT has implemented an official Medical Examiner Certification program with training and certification procedures. Responsibilities of Medical Examiners are outlined in CFR Title 49, Chapter II Subpart E §391.43. The Company will ensure that any medical examiners selected to conduct driver physicals for the Company meet the required certification requirements and are verified against the National Registry of Certified Medical Examiners.

MRO (Medical Review Officer) – A designated review officer to adjudicate drug testing results.

MVR – Motor vehicle report showing the Driver’s driving record history for the past 3+ years. This report will be acquired for all individuals operating under the Company’s DOT number. A legally compliant driver release statement must be verified prior to ordering these reports.

Moving Violations – Any violation committed in a vehicle where you, as the Driver, were controlling the vehicle. This includes, but is not limited to, speeding, driving while intoxicated, traffic signal violations, driving while license is suspended or revoked, assault with a vehicle, or illegal involvement in an accident.

Non-Moving Violations – Violations not based on the performance of driving a vehicle. These types of violations include, but are not limited to, parking tickets, seatbelt or car seat violations, or a vehicle marker violation. These types of violations do not count against your driver record unless it results in loss of license under applicable law.

NTSB (National Transportation Safety Board) – investigates any form of transportation involved in a serious accident causing significant property damage or casualties.

Out of service – when a Driver is ineligible to drive a CMV.

Preventable accident – If a Driver who exercises normal judgment and foresight could have foreseen the possibility of the accident that in fact occurred and avoided it by taking steps within his/her control which would not have risked causing another kind of mishap.

Safety Defect – Any part of accessory which would affect the safe operation of the CMV or result in a mechanical breakdown, including but not limited to:

- Headlights, flashers, turn signals and stop lights but not clearance lights;
- Any brake comment (i.e. soft, jumps, pulls, emergency warning buzzers and lights out, etc.);
- Tires (2/32” tread on drive axles, 4/32” on steering at the lowest tread);
- Steering (i.e. pulls, clunks, shimmies, wanders, etc.);
- Transmission or drive line vibrations and gears missing (slipping);
- Windshield chips larger than the size of a quarter or a crack that extends onto driver’s side; or
- Malfunctioning defroster.²

III. GENERAL SAFETY GUIDELINES

1. Drivers are required to comply with all federal, state and local laws and regulations, as well as this Handbook. Managers must ensure that every Driver under their supervision remains in compliance at all times.

² Note: Issues with the air conditioning and heater generally are not a Safety Defect unless operating the vehicle in extreme weather. Dash lights would not be a Safety Defect but would need to be repaired.

2. All Drivers are required to perform three vehicle inspections each day of all CMVs operated on behalf of the Company: (1) a pre-trip inspection, (2) a during-trip inspection, and (3) a post-trip inspection. A Driver Daily Vehicle Inspection Report (DVIR) must be completed at the end of each day's vehicle operation; such DVIR may be manual or electronic, as provided for by the Company. Drivers must report any Safety Defects or potential Safety Defects to their Manager as soon as they have been detected. DVIRs are more fully detailed starting on page 16.

Managers must not permit or require a Driver to operate any CMV with a known Safety Defect. Any Manager that permits or requires a Driver to operate a CMV with a known Safety Defect is subject to discipline, including but not limited to a warning and/or termination.

3. All Drivers are required to ensure that all permits and licenses are in order before beginning a trip. If there are any questions or apparent missing requirements, the Driver must notify their Manager immediately and follow their instructions. Failure to follow this guideline will result in driver retraining and may involve appropriate discipline.

Renewal of driver's license is the Driver's responsibility. An appropriate driver's license must be in the Driver's possession at all times when operating the vehicle. Copies of each renewal must be submitted to the Manager prior to expiration. Drivers are expressly prohibited from driving any vehicle with an expired license.

The Company's DOT compliance team will verify that the type of license is appropriate and notify Managers when it is within 30 and 60 days of expiration. Upon notification, Managers and Drivers must schedule a license renewal. Copies of the new license (front and back) must be sent to the Company's DOT compliance team to be included in the driver's qualification file.

4. Maintaining a good driving record is necessary when operating both commercial and non-commercial vehicles. Therefore, if a Driver is convicted of any moving violations in any vehicle within the current 36-month period, action will be taken in the following manner:

First conviction:	Written Warning/Retraining
Second conviction:	Final Warning/Retraining
Third conviction:	Termination

If a Driver is found to be involved in a hit and run, reckless or careless driving, or driving under the influence of alcohol or drugs while on duty, the following action will be taken:

First offense: Termination immediately upon confirmation

Any fines resulting from moving violations will be the Driver's responsibility.

All re-qualifications will be dependent upon a clean driving record as a prerequisite and will be subject to the approval of a Manager.

Drivers must notify their Manager by telephone as soon as possible and in writing within 3 days of the moving violation occurrence, regardless of whether the violation occurred while on-duty or off-duty. If the Driver pleads guilty or is convicted for a moving violation in a state other than his/her home state, the Driver must then notify the Department of Motor Vehicles in the state that issued his/her license. Failure to report a moving violation conviction to the Company, as the motor carrier, and the state is a violation of federal law and could be punishable with up to a \$2,500 fine.

Upon notification by a Driver of a moving violation, the Manager must notify the Company's DOT compliance team by end of the next business day.

5. Driving with a **suspended or terminated license** severely compromises the Company's carrier profile and its ability to operate trucks on the highway. Any Driver found operating a Company CMV with a suspended or terminated license will be immediately disqualified from driving a Company CMV and may be subject to termination. Drivers must notify their Manager within 24 hours of the suspension or revocation of the driver's license. The Manager must then notify the Company's DOT compliance team by the end of the next business day.
 - No Driver may operate Company Equipment with a restricted operator's permit that resulted from citations or code violations.
 - Current licenses must be issued by the state in which the Driver resides. If a Driver moves to a different state, the Driver must obtain a license from the new state within the time period required by that state (usually 30 days of residency). A legible copy of the new license must be sent to the Manager who then will forward it to the Company's DOT compliance team.
 - Drivers must have only one valid license.
6. All accidents in Company CMVs, regardless of how small, must be reported by the driver to the Manager as soon as possible. Failure to report an accident within 24 hours may result in discipline, up to and including disqualification as a driver. Accidents determined to be preventable will result in disciplinary action. Accident reporting procedures are more fully detailed starting on page 21.
7. All paperwork must be accurate, complete and turned in on a timely basis. All Drivers must turn in their daily paperwork before leaving the warehouse on the next regular delivery day (i.e., excluding Wednesday and Sundays).

Managers or their designee will review all paperwork for accuracy and completeness upon receipt. Deficient paperwork must be completed or corrected by the Driver as soon as possible and the Driver must be retrained or counseled to prevent a reoccurrence.
8. The transportation of unauthorized passengers in any Company vehicle is in violation of both Company guidelines and applicable regulations. Disciplinary action is described in the Company Commercial Vehicle Policy.

9. Federal regulations require Drivers to be physically examined and certified every two years, or more frequently in some cases. Physical exams are more fully detailed on page 11.
10. The Company is responsible for monitoring their Drivers' available hours of service before each day worked. Hours of service records and rules are more fully detailed starting on page 12.
11. The Company will conduct an **Annual inquiry and review of driving record** of each driver to determine eligibility in accordance with federal regulations. The annual inquiry and review process is more fully detailed on page 12.
12. All Company Drivers must be properly qualified through the Company or an approved staffing firm's hiring process.
13. **Drivers must always wear their seatbelts when the vehicle is in operation. Violating this rule may subject the driver to disqualification or civil penalties under applicable law.**
14. **Use of cell phones or other mobile devices, without a handsfree device that allows the Driver to initiate, answer or call by touching a single button without having to reach for the cell phone, while driving is strictly prohibited. Violating this rule may subject the Driver to disqualification and/or civil penalties under applicable law.**
15. **Texting while operating a Company vehicle is strictly prohibited. This includes both reading text messages and manually entering text into an electronic device. Texting includes, but is not limited to, short message services, emailing, instant messaging, a command or request to access a web page, or engaging in any other form of electronic text retrieval or entry, for present or future communication.**

IV. DRIVER QUALIFICATIONS / HIRING GUIDELINES

At a minimum, all Drivers shall meet the below listed qualifications. If at any time a Driver can no longer satisfy these requirements, the Driver will be immediately disqualified as a Driver until such time as the problem can be corrected.

Driving Prerequisites:

It is the Drivers' responsibility to ensure that they obtain and remain qualified with the appropriate license in the state in which they reside for the vehicle they will be operating.

Experience/training:

All Drivers hired or transferred into a Driver position must be 21 years old and meet one of the following requirements or a combination of the requirements.

- One year of verifiable driving experience in a CMV;
- Certification from an approved driving school requiring at least 160 hours of behind the wheel training; or
- Participate in the Company's safe driver training program.

Additional requirements:

- 1) The applicant's driving record while driving any vehicle must meet the following requirements for the past 3 years.
 - No moving or traffic-related suspensions
 - No preventable accidents
 - No "leaving the scene of an accident" violations
 - No driving while intoxicated violations
 - No more than 2 moving violations in the prior 12 months
 - If 3 moving violations in prior 36 months, completion of a defensive driving course recognized by the applicable state government
- 2) No applicant will be considered further with 4 or more moving violations in the past 36 months.
- 3) No unfavorable driving related references from employers for the past 3 years.
- 4) Successful completion of a Company certified road test over a predetermined course that the Manager considers representative of the type of Company driving conditions. The actual road test evaluation form as well as the Certificate of Road Test must be completed by the tester and then be forwarded to the Company's DOT compliance team as soon as possible, not to exceed 7 days from completion. These forms must be filed for the period of employment plus 3 years.

All Drivers hired or transferred into a Driver position will be assigned to a Company designee for a predetermined orientation period **and** until the driver trainer or designee certifies that he/she is capable of performing the required driving activity.

Unacceptable Behavior:

You are expected to hold the upmost respect for the general public. Any form of road rage, negative gestures, or public indecency displayed to other drivers or to the public while driving or occupying Company Equipment is prohibited and against the law. Such actions could be considered a moving violation and may count against a Driver's driving record if convicted.

Other unacceptable behavior includes, but is not limited to:

- Driving while intoxicated
- Drinking alcohol while driving

- Drinking alcohol as a passenger
- Driving in flip-flops (must have heel strap) or barefoot
- Not following corrective lens restriction from Department of Motor Vehicles
- Being under the influence of a controlled substance
- Using prescription medication: (1) in a manner inconsistent with prescribed use; or (2) if it significantly impairs the Driver's ability to safely perform the job and such risk cannot be ameliorated with any reasonable accommodation (Drivers must adhere to all label warnings referencing operating motor vehicles or other Company Equipment).

V. HIRING GUIDELINES

Screen all Driver applicants and transferees using a completed and signed **Driver's application for employment.**

- All applicants will be asked to complete this DOT application either on-line or in person. On-line applications must subsequently be signed and dated by the applicant during the final interview process.
- The Human Resources Department or DOT compliance team will review the initial application for missing information and ensure that all gaps in employment are explained for the past 3 years. Missing information on the application must be received **before** the screening process can be continued.
- Driver applicants must satisfactorily explain gaps in employment (over 1 month) in writing on the original application. Only the Driver is allowed to write on the original application.
- Residences for at least the past 3 years must be listed. If there is a residence listed in this 3-year period in another state, the MVR from that state must be requested and reviewed.
- Driver screening guidelines must pay particular attention to the Driver's activity during gaps in employment.
- During the past employer inquiry process described above and review of the driver's license inquiries (MVR), indications of discrepancies from the Driver's application must be verified during the interview process and corrected on the original application.

A copy of the driver's license (front and back) must be made for future verification. Throughout the Driver's career at the Company, a copy the driver's current license will be maintained in the driver file. During the qualification process, verify that the Driver does not have license restrictions that would interfere with his/her ability to perform interstate driving.

Pre-Hire Driving Record Checks (Motor Vehicle Report (MVR) or driving record from the applicable state) The Company's DOT compliance team will order the MVR and place it within the Driver's on-line driver file. The Company will not hire any Driver whose record reflects any accidents, suspensions, or DWI within the past 3 years. No more than 2 moving violations in any type of vehicle during the last 3-year period will be considered. Retain this initial driving record inquiry in the driver qualification files for the period of employment plus 3 years.

Previous Employer Investigations/Inquiries must be made for **all DOT-regulated employers during the three years prior to employment.** Documentation of all attempts (telephone, fax receipts or mail receipts) must be filed regardless of whether anything of value was received. All DOT-regulated employers must be attempted to be contacted to verify the dates of employment and job description (i.e. driving or not). Past employers for whom the Driver drove a CMV must also be asked if the Driver ever had any accidents. Retain these reference checks in the driver's file for the period of employment plus 3 years.

A past employer inquiry will be conducted requesting 1) verification of basic employment information (position and dates of employment), and 2) whether the Driver had any accidents. The past employers for 3 years must respond to this request.

Note: Documented and determined good faith efforts must be made to request this information within the first 30 days of the Driver starting employment. If a previous employer refuses to answer these inquiries they should be reminded that it is a DOT requirement that they respond to these 3 questions and if they do not, the Company is required to report them to the DOT.³

All Drivers are required to **sign a receipt for the Company's Drug and Alcohol Abuse Policy.** A copy of this receipt should be placed in the file with the other initial hiring paperwork.

A Physical Examination for Drivers must be scheduled with a DOT qualified medical examiner who has been briefed concerning the unique features of a DOT physical. A Driver cannot operate a CMV until after the medical examiner has issued the medical certification. The Company's DOT compliance team will notify Managers of upcoming medical certification expiration dates 30 and 60 days prior to the expiration date recorded by the medical examiner. Managers and Drivers must ensure that the physical is scheduled promptly after notification. It is the Manager's responsibility to ensure that the Driver has undergone the physical exam before the expiration date. If a renewed physical exam form and corresponding medical card is not received by the Driver's Manager prior to the expiration date, the Driver will be placed out of service until the renewal form is received. Physical long forms and certificates must be reviewed by the Company's DOT compliance team to ensure that they have been completed in every detail and that the Driver meets all DOT medical qualifications. If the forms have not been accurately completed or there is an apparent error, they will be returned to the clinic and the Driver will not be used as a Driver until such forms are completed. The Driver's current and previous medical cards for 3 years will be maintained at the Company's DOT compliance team in the Driver's DOT file. The physical's long form will be maintained in Human Resources. The medical card must be carried in the Driver's possession whenever he/she is driving a vehicle.

³ Note: Occasionally, a Driver may volunteer other employers during the interview process while explaining gaps in employment. These employers must then be contacted for a reference.

A SAMPLE MEDICAL EXAMINER'S CERTIFICATE APPEARS BELOW

MEDICAL EXAMINER'S CERTIFICATE 2-79
I certify that I have examined:
John Jackson
[Driver's name (Print)]
in accordance with the Motor Carrier Safety Regulations (49 CFR 391.41-391.48) and with the
knowledge of his duties, I find him qualified under the regulations.
☐ Qualified only when wearing corrective lenses
☐ Qualified only when wearing a hearing aid
A completed examination form for this person is on file in my office at
21 Oak St., Jamestown, ARK. 71774
2-2-82 [Date of examination] M. McKenna [Name of examining doctor (Print)]
[Signature of doctor]
42 Penn Rd., Monroe, ARK. 71772 [Address of driver]
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The Certificate of Violations, the Annual Review, and the Annual MVR. During this annual review, Drivers must list all convictions during that reporting period on the “certificate of violations” form and then sign and date it. Managers then are to gather whatever else can be accumulated concerning the Driver’s safe driving practices, including at least an annual MVR, and sign and date the “annual review” form with appropriate comments concerning the Driver’s performance. Annual reviews will not be conducted without access to the Driver’s MVR and should be completed not more than 3 weeks after the receipt of the MVR. This set of forms must be forwarded to the Company’s DOT compliance team as soon as possible, not to exceed 7 days after completion and will be filed in the driver’s DOT qualification file for 3 years.

Under no circumstance will a Driver be allowed to operate a CMV if this **Annual inquiry and review of driving record** has not been completed within the last 12 months.

The Company’s DOT compliance team will review all Driver forms for completeness and accuracy as they are received from the Managers and conduct regular internal audits to ensure that the system is functioning effectively.

VI. HOURS-OF-SERVICE RECORDS AND RULES

Total on-duty hours must include any compensated hours worked for a motor carrier other than the Company. All Drivers are required to report to their immediate Manager all compensated work for other companies or individuals before each workday if applicable.

If it is discovered that a Driver has exceeded the DOT’s hours limits (discussed below) due to not informing the Manager of outside compensated hours, Drivers will be subject to discipline, up to and including termination.

Maintaining Proper Duty Status Record:

Every Driver must comply fully with federal regulations regarding the maintenance of hours of service records.

150 Air-Mile Radius Exception:

Drivers who can meet all of the below conditions can use a Driver's Time Record to track their daily hours of service. The Driver's Time Record tracks the start time of each day, end time of each day, total hours worked, total hours driven in a Company vehicle, and end driving time in a Company vehicle for each day recorded. It also records the truck number and normal work reporting location.

Conditions for Driver's Time Record:

1. The Driver operates within a 150 air-mile radius of the normal work reporting location;
2. The Driver starts and returns to his/her normal work reporting location each day the Company Equipment is used;
3. The Driver does not operate Company Equipment: (a) after the 14th hour after coming "on duty"* 5 days of any period of 7 consecutive days; and (b) after the 16th hour after coming on duty 2 days of any period of 7 consecutive days.

*Note: "on duty" time includes time spent performing pull-ups and driving to the store location from the warehouse, even if in a personal vehicle.

If the Driver cannot meet these conditions, he/she has to fill out the detailed graph log for such date. This graph log tracks items such as time driven in Company Equipment, the unit number, total hours worked, and change of duty status in 15-minute increments.

11/14/70 Hours of Service Regulations:

The DOT has established three basic rules designed to control driver fatigue.

11-Hour Driving Rule: A Driver cannot drive a Company vehicle more than 11 total hours during a consecutive 14-hour period. Time spent driving a personal vehicle is not included within this 11-hour period.

10 Consecutive Hour Break and 14 Consecutive Hour Rule: For Drivers who satisfy the Conditions for Driver's Time Record outlined above, the Driver may not drive a Company vehicle after the 14th or 16th consecutive hour of being on duty without first taking at least **10 consecutive hours off duty**.

For Drivers who cannot satisfy the Conditions for Driver's Time Record outlined above, the Driver may drive only during a period of 14 consecutive hours after coming on duty. The Driver may not drive before or after the end of the 14-consecutive-hour period without first taking **10 consecutive hours off duty**.

70-Hour Maximum On Duty Rule: (Only applicable to individuals who are not Driver Salespersons and whose total driving time exceeds 40 hours in any period of 7 consecutive days). **Generally, this rule shall not be applicable as most drivers will be Driver Salespersons.**

A Driver cannot drive a Company vehicle after accumulating 70 hours on duty, (combination of driving and on duty-not driving time) in any 8 consecutive-day period. The Driver may continue to work but cannot drive a Company vehicle again until having hours available within the 70-hour rule. The Driver may reset his/her accumulated hours to zero following 34 consecutive hours off duty. Drivers can only take one 34-hour restart every 168 hours (or one week) and during this 34-hour period there must be two periods of 1 a.m. to 5 a.m.

Adverse Driving Conditions:

If *adverse* driving conditions cause a delay after the Driver begins his or her trip, the driver may drive up to 2 hours over the 11-hour limit to locate a safe place to park and protect himself/herself and their vehicle. *Adverse* driving conditions include snow, sleet, fog, or other hazardous weather conditions.

Recordkeeping and Hours Violations:

As discussed above, Drivers' daily Time Records or graph logs are legally required, and compliance is monitored by the Company. Drivers should keep a copy of each time sheet for at least six months.

After the Time Records or graph logs are initially audited by the Manager, they must be forwarded to the Company's DOT compliance team. The Manager will counsel the Driver immediately if they detect errors before they are sent to the compliance team and at a minimum, within two weeks after he/she has been notified of Driver violations by the DOT compliance team.

Drivers who do not comply with the recordkeeping and hours of service requirements outlined above will be subject to the following corrective actions.

- Hours of Service violations
 - 10, 11 or 14/16 hours violations
 - Every violation = Oral Counseling and Retraining (which is documented)
 - 3 Counseling and Retraining sessions within a 6-month period -- driver will be subject to Termination.
 - Form and manner violations
 - 10 or more violations in a 1-month period = Oral Counseling and Retraining
 - 3 Counseling and Retraining sessions within a 6- month period = driver will be subject to Termination.

Managers must daily ensure that the Driver is not scheduled on a route that would exceed these maximum hours' limitations.

- Maximum Speed Guideline - Drivers who exceed the applicable state highway speed limit will be subject to the following actions:
 - i. First offense: Written Warning/Retraining
 - ii. Second offense within 6 months: Final Warning/Retraining
 - iii. Third offense within 12 months: Termination
- Late Time Sheet Submittal - Drivers who fail to submit Time Records or graph logs in a timely manner will be disciplined and will not be allowed to drive until logs are received.
- Log Falsification - Drivers who have intentionally falsified information on their daily Time Records or graph logs will be subject to immediate termination.

VII. COMMERCIAL MOTOR VEHICLE, COMPANY EQUIPMENT

Vehicle Presentation:

Company Equipment must display the DOT registered name and number on each side of the vehicle. Additionally, the Company Equipment must be inspected on an annual basis and the inspection form kept in the document folder of the vehicle. Other documents must also be maintained in the vehicle, including proper documentation showing proof of insurance, vehicle maintenance guides, state inspection forms where applicable, and emergency guides. Drivers are responsible for maintaining these documents once received. Failure to do so can result in fines and driving restrictions from the DOT.

Legal Status of a Vehicle:

When operating Company Equipment, it is the Driver's responsibility to insure the CMV is road worthy. Before the operation of a CMV, the Driver must inspect the following:

- Current registration and insurance
- Proper display of license plates
- Proper inflation of tires and tread depth
- Brake test
- Lights and whether they are functioning properly
- Whether the windshield wiper blades are usable

The Driver is responsible for securing the vehicle after use to insure it stays road worthy and prevent destruction of Company property.

Commercial Vehicle Documents:

Each Company Equipment must have a document folder containing the following items:

- Vehicle Registration
- Proof of Insurance
- DOT Periodic and/or State Decal/Inspection Form

* Only the above 3 items are authorized in the document folder.

This folder must be kept in the vehicle within arm's reach of the Driver (e.g., compartment above the head or securely in the side of the driver's door). If these options are not available, secure a spot, behind the driver seat where the driver can reach it with his/her left arm without taking the seatbelt off.

Prohibited Items in Vehicles:

Only work-related necessities should be in a Company Equipment. Items such as firearms, knives exceeding 4 inches, ammunition, explosives of any kind or novelty items that can be portrayed as a weapon are strictly prohibited at any time in any Company Equipment. Alcohol products of any kind are strictly prohibited in any Company Equipment. Failure to comply with the restricted items in Company Equipment may result in immediate termination.

VIII. VEHICLE INSPECTIONS

Daily Vehicle Inspection Requirements:

Pre-Trip Inspection

Before driving a CMV, each Driver must:

- Be satisfied that the motor vehicle is in safe operating condition and complete the Daily Vehicle Inspection Report/Checklist ("DVIR").
- Review the last vehicle inspection report (white copy original) required to be carried in the driving compartment.
- Sign the white copy of the last DVIR to acknowledge it has been reviewed and that there is certification that the required repairs have been reviewed and repaired if applicable.
- Turn in this white copy of the previous DVIR with the other daily paperwork.

During Trip Inspection

- Drivers must inspect A CMV before it is used, and it should be visually inspected every time they stop and exit the vehicle while servicing the territory.

Post-Trip Inspection

Every Driver shall complete a DVIR at the completion of each day's work on each CMV operated.

The report shall identify the Company Equipment and list any Safety Defect or deficiency discovered by or reported to the Driver which would affect the safety and operation of the Company Equipment or result in its mechanical breakdown. See definition of Safety Defect under POLICY DEFINITIONS.

A CMV with a Safety Defect must not be operated until a qualified and approved mechanic has certified it as road ready. *Note that for all vehicles with a defect noted on the DVIR or roadside inspection reports, there must be a work order for that repair or inspection stapled to the appropriate DVIR or roadside inspection report and a copy placed in that CMV's maintenance file.* The Company may modify its truck repair process from time to time.

Each Driver is personally responsible for checking all safety equipment prior to operating the vehicle and notating any exceptions on a DVIR. At a minimum, the following should be present:

- Three reflective triangles in good repair;
- Spare fuses that are needed to operate required parts and accessories; and
- Fire extinguisher (charged and fastened securely in bracket).

If fines result from a roadside DOT inspection violation for missing safety equipment, the Driver may be subject to discipline.

If no defect or deficiency is discovered by, or reported to the Driver, the report shall so indicate. In all instances, the Driver shall sign the vehicle inspection report and leave it on the vehicle. If a Driver operates more than one CMV during the day, a report shall be prepared for each vehicle operated.

Corrective Action:

Prior to operating a CMV all required repairs that would likely affect the safe operation of the vehicle must be completed. If major repairs become necessary while in transit, the Driver shall immediately notify their Manager for further instructions before continuing the trip.

- The Manager shall certify on the white copy of the DVIR which lists any defects or deficiencies (which should be on the vehicle) that the defects or deficiencies are not necessary to correct before the vehicle is again dispatched. If this would occur on the road, the necessary certification must occur at a designated location with approval of the Manager.
- A mechanic shall certify on the white copy of the DVIR which lists the Safety Defect or deficiency (other than lights) that the defects have been corrected. A "Safety Defect" includes any defect which could cause a mechanical breakdown or accident.

- The Company shall retain the original copy of each vehicle inspection report and the certification of repairs for at least three months from the date the report was prepared.
- The original copy (white copy) of the last vehicle inspection report, certified if required, shall be carried on the vehicle until after the next report is completed.
- Drivers will turn in the original white copy of the previous daily vehicle inspection report with their paperwork. Any DVIRs turned in at the end of the week without a mechanic's signature must be signed by the Manager certifying the instructions of the phone conversation.
- The Driver must notify his or her Manager of any defects by turning in the yellow copy of the DVIR **or** calling in the defect as soon as it is detected. The Manager must review every DVIR for possible Safety Defects before the vehicle is operated again.
- Managers shall forward the original copy of each vehicle inspection report and the certification of repairs to the Company's third-party DOT compliance firm who will enter it into the on-line records for at least three months from the date the report was prepared.

A SAMPLE DRIVER'S VEHICLE INSPECTION APPEARS BELOW

BOUND EDGE 1007

DRIVER'S VEHICLE INSPECTION REPORT
Completion of this report required by Federal Law 49 CFR 396.11 & 396.13

Location _____ Date 0000000

Truck/Tractor _____ Trailer #1 _____

Dolly _____ Trailer #2 _____

Odometer Mileage _____

Check ✓	Explain any Defects
Engine	
Transmission	
Clutch	
Steering Mechanism	
Horn	
Windshield Wipers/Washers	
Rear Vision Mirrors	
Lighting Devices and Reflectors	
Parking Brake	
Service Brakes	
Air Lines/Light Lines	
Coupling Devices	
Tires	
Wheels and Rims	
Emergency Equipment	
Other	

☐ Vehicle condition OK
(This must be checked if there are no defects) _____ Reporting Driver's Signature

☐ Defects do not need to be corrected for safe operation ☐ Defects Corrected

Certified by: _____ Mechanic's Signature

Reviewing Driver's Signature _____

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WHITE - MAINTENANCE
CANARY - DRIVER REVIEW

Regular Systematic Maintenance:

Managers will monitor service interval due dates and schedule the vehicle in for service when due.

Preventive maintenance: At least every 12 months, all vehicles (trucks and trailers) will be inspected and serviced according to a formal preventive maintenance (PM) checklist. This is a full vehicle inspection including lube and an oil change, when applicable, with an emphasis on safety items.

Files are retained for at least 12 months from the date of the inspection at each of the outside vendors assigned to conduct the service.

Drivers who have reason to suspect that their assigned unit has not been inspected should call their Manager **prior to leaving** on their assigned trip.

Mechanics that perform annual inspections and brake repairs or adjustments must be certified. Proof of these qualifications must be in the maintenance file for as long as the mechanic is performing the work plus one year thereafter.

Periodic Inspections:

All Company Equipment which operate on public highways must be inspected at least annually. A decal must be placed on each vehicle designating the date on which the inspection was conducted and where the files are maintained. The inspection file must be retained for at least 14 months.

The inspection is done by a mechanic that is certified by the DOT. In most cases, the maintenance facility that the Company uses for its fleet can complete the inspection, however Managers must receive a copy of each mechanic's DOT certification proving they are certified through DOT. This certificate must be sent to the DOT compliance team along with a DOT vehicle inspection for each vehicle annually. (See below) Once the inspection is completed, the mechanic will issue a sticker to be placed outside the driver side of the cab (shown in red below). Managers will keep two copies of this form, one in the vehicle files and one in the sealed document folder in the vehicle.

ANNUAL VEHICLE INSPECTION REPORT

1. Motor Carrier Information: Name, Address, City, State, Zip, Phone No.

2. Inspector Information: Name, Address, City, State, Zip, Phone No.

3. Inspection Details: Date, Location, Vehicle Description, Mileage.

4. Inspection Results: Table with columns for various components (Engine, Brakes, Steering, etc.) and rows for inspection status (Pass, Fail, etc.).

5. Remarks: Space for additional notes.

ANNUAL VEHICLE INSPECTION - INSPECTOR CERTIFICATION

Motor Carrier: _____ Date: _____

Location (street): _____

(city, state, zip): _____ Telephone No.: _____

Name of Inspector (print): _____ Employee I.D.: _____

§306.10 Inspector Qualifications:

(a) It shall be the motor carrier's responsibility to ensure that the individual(s) performing an annual inspection under §306.17(d) or (e) is qualified as follows:

(1) Understands the inspection criteria set forth in 49 CFR Part 393 and Appendix G of this subchapter and can identify defective components;

(2) Is knowledgeable of and has mastered the methods, procedures, tools and equipment used when performing an inspection; and

(3) Is capable of performing an inspection by reason of experience, training, or both as follows:

I AM A QUALIFIED ANNUAL VEHICLE INSPECTOR BASED ON THE FOLLOWING:

(Check () and complete the appropriate sections)

(i) Successfully completed a State or Federal - sponsored training program or has a certificate from a State or Canadian Province which qualifies the person to perform commercial motor vehicle safety inspections.

Name of Program/Certificate: _____ Date: _____

Location: _____

(ii) Have a combination of training and/or experience totaling at least 1 year. Such training and/or experience may consist of:

(A) Participation in a truck manufacturer - sponsored training program or a similar commercial training program designed to train students in truck operation and maintenance:

Name of Program: _____ How Long? _____ Months _____ Years (circle one)

(B) Experience as a mechanic or inspector in a motor carrier maintenance program:

Name of Motor Carrier: _____ How Long? _____ Months _____ Years (circle one)

(C) Experience as a mechanic or inspector in truck maintenance at a commercial garage, fleet leasing company, or similar facility:

Name of Facility: _____ How Long? _____ Months _____ Years (circle one)

(D) Experience as a commercial vehicle inspector for a State, Provincial or Federal Government:

Name of Government Agency: _____ How Long? _____ Months _____ Years (circle one)

NOTE: Combination of (A) (B) (C) (D) above must total at least one year.

Signature of Inspector: _____ Date: _____

I hereby certify that the above mentioned mechanic/inspector meets the requirements for a qualified inspector to perform the annual vehicle inspection in compliance with U.S. Department of Transportation regulations for qualified inspectors.

Name of Owner/Supervisor (print): _____ Signature of Owner/Supervisor: _____

Date: _____

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DOT Roadside Inspections:

If a Company vehicle is inspected by a federal or state inspector, the Driver must do the following:

- Cooperate fully with the inspector, treat the inspector with respect, and represent the Company in a professional manner.
- If Safety Defects are found, have them corrected immediately. Mechanical defects found on the vehicle must be repaired as soon as possible. Receipts must be obtained for all parts and labor needed to complete repair.
- The original DOT inspection form and copies of the repair receipts must be turned in to your Manager within 24 hours of the inspection. Drivers who fail to submit the required documents may be disqualified as the operator of a CMV.
- Roadside inspections with violations noted must be certified by the Manager as corrected and returned to the issuing jurisdiction within 15 days of the inspection. A copy of the inspection report must be filed for 12 months (filed chronologically).
- Drivers involved in inspections with violations resulting in an out of service order and who drive before the out of service time period or condition is completed will be disqualified as a driver and subject to Termination.
- Drivers involved in inspections with violations or out of service penalties which are listed in this Handbook as specific driver's responsibilities will be subject to the following actions:

- | | |
|--------------------------------------|----------------------------|
| • First violation: | Written Warning/Retraining |
| • Second violation within 12 months: | Final Warning/Retraining |
| • Third violation within 12 months: | Termination |

IX. ACCIDENT OR INCIDENT REPORTING

The Company strives to maintain a low accident ratio. However, even a professional driver can have an accident. To ensure timely reporting and to control the severity of claims relating to accidents, Drivers must follow the below listed guidelines.

Insurance:

The Company will provide Drivers with an Insurance Card that must be in the vehicle at all times and available to present when necessary. In the event of an accident, do not give any information beyond the policy number.

In the event a Driver is involved in an accident and is injured while driving for business purposes, the accident may be compensated under State Worker's Compensation laws. All claims (including medical) are to be filed with the Worker's Compensation carrier. Worker's Compensation claims based on an automobile accident must be reported IMMEDIATELY to your Manager.

Accident Guidelines:

1. Stop immediately! Make the situation as safe as possible.
2. Set up warning devices (triangles, flashes, flares, etc.) within 10 minutes. Turn on flashers.
3. Notify the nearest state or local police and ambulance, if necessary.
4. Move the vehicle out of the traffic lane as necessary.
5. Assist injured people as appropriate. Your assistance should be limited to control of bleeding and/or keeping the person warm and as quiet as possible until an ambulance, doctor, or police officer arrives to provide assistance.
6. If death, personal injury, or serious vehicle, property or cargo damage occurs, immediately contact your Manager to receive instructions.
7. Statements should **only** be given to the police officer, company official, or your insurance carrier representative. Avoid a discussion regarding fault!
8. Keep a level head and be polite. All details are to be taken care of including a clear and complete report prior to leaving the scene.
9. Take photographs of all property and vehicle damage and the accident scene if possible.
10. If you were issued a citation for a moving violation, notify your Manager as soon as possible and in writing within three (3) days from the date the citation was issued.
11. An alcohol and drug screen maybe required if the accident caused a death, or the Driver received a citation for a moving violation in connection with a personal injury which required immediate medical treatment away from the accident scene or disabling damage to one or

- more vehicles requiring the vehicle to be transported away from the scene. You must submit to an alcohol and drug screen as soon as possible, but not later than 2 hours after the accident
12. Complete the Company accident report and provide a copy to the Manager.

Failure to Report an Accident:

Except in certain acceptable mitigating circumstances, late reporting (24 hours) will result in the following:

First offense:	Final Warning
Second offense:	Termination

*Failure to report an accident will result in immediate termination.

Preventable Accidents:

A Driver who experiences recurring preventable accidents within any 12-month period will result in the following:

One accident:	Written Warning/Retraining
Second accident:	Final Warning/Retraining
Three accidents:	Termination

Any accident involving a fatality or gross or criminal negligence may be dealt with more harshly - the degree of Driver negligence will be a major factor in administering discipline.

Preventable rear-end accidents where the Driver hit another vehicle will result in the following:

First occurrence:	Final Warning/Retraining
Second occurrence:	Termination

Miscellaneous Incidents:

Vehicle theft, vandalism, and rental car incidents must be reported within the same guidelines outlined above for other accidents.

X. THIRD-PARTY DOT COMPLIANCE FIRM

As previously noted, the Company may retain a third-party compliance firm to assist with DOT compliance. Below are some of the forms they manage.

- DVIR's

- Driver Logs and Time Records
- Pre-Qualifications (Forms that only need to be sent in once)
- Certificate of Compliances
- Employment Application
- Pre-Hire MVR
- Receipt of Federal Motor Carrier Safety Regulations
- Road Test
- Safety Performance History
- Driver Qualification forms:
 - Maintenance (Forms that have to be updated)
 - Annual Review/Certificate of Violations Form
 - Copy of Operator's License (Front and Back)
 - Medical Exam Wallet Card (Front and Back)
 - Annual Motor Vehicle Report
 - Annual DOT Inspection for all Trucks with a Mechanic Certification form

XI. VEHICLE TELEMATIC DEVICE

A Company provided CMVs may be equipped with a telematic device that collects and shares with Company data regarding Driver's operation of the CMV (such data including, but limited to, the following: vehicle speed, location tracking, vehicle idle time and alerts, accelerometer, accident notification, odometer tracking, seatbelt usage, check engine warning, excessive breaking, cornering, and acceleration, and International Fuel Tax Agreement (IFTA) recording and reporting). By operating a Company provided CMV, the Driver agrees to Company's use of the telematic device on the CMV and consents to Company's collection, use, storage and sharing with any third-party the data captured by the telematic device.

[ACKNOWLEDGEMENT OF POLICY COMPLIANCE AND RECEIPT ON NEXT PAGE]

ACKNOWLEDGEMENT OF POLICY COMPLIANCE AND RECEIPT

I certify that I have received a copy of and have read the Company's Driver and Manager Safety Management Policy Handbook. I understand that compliance with this Policy Handbook is a condition of employment and that violation of this Policy will subject me to disciplinary action, up to and including termination of employment.

I further understand that any Company provided Commercial Motor Vehicle may be equipped with a telematic device that tracks the data described on Page 23 of the Policy Handbook, and I consent to Company's use of the telematic device on any Company provided Commercial Motor Vehicle that I am operating and further consent to Company's collection, use, storage and sharing with any third-party the data captured by the telematic device.

Signed

Date

Print Name

Exhibit 1

COMPANY COMMERCIAL VEHICLE POLICY

Flowers Baking Co. of _____, LLC (the "Company") has adopted the following rules to which all Company employees who operate or may operate a Company provided Commercial Motor Vehicle ("CMV") must agree before operating a Company provided CMV.

I. Driver Qualifications

All employees who are operating a Company provided CMV shall:

- a. Possess and carry a valid driver's license;
- b. Possess and carry a valid U.S. Department of Transportation medical card; and
- c. Be insurable as a driver.

II. Vehicle Telematic Device

A Company provided CMVs may be equipped with a telematic device that collects and shares with Company data regarding employees' operation of the CMV (such data including, but limited to, the following: vehicle speed, location tracking, vehicle idle time and alerts, accelerometer, accident notification, odometer tracking, seatbelt usage, check engine warning, excessive breaking, cornering, and acceleration, and International Fuel Tax Agreement (IFTA) recording and reporting). By operating a Company provided CMV, the employee agrees to Company's use of the telematic device on the CMV and consents to Company's collection, use, storage and sharing with any third-party the data captured by the telematic device.

III. Infractions Resulting In Immediate Termination of Employment

The following are driver infractions of such a serious nature that they may lead to the immediate termination of an employee without prior warning:

- a. Violating the Company's policy on drugs and alcohol.
- b. Transporting unauthorized riders or non-Company employees in a Company CMV.
- c. Having two chargeable vehicle accidents within a 12-month period or three chargeable personal injury accidents within a 12 month period. A chargeable accident is an accident resulting in damage to a vehicle, equipment or other property or causes personal injury that could have been prevented if the employee had followed the Company's safety procedures or applicable laws or regulations (for example, striking a stationary object with a vehicle or driving faster than the speed limit or in violation of other traffic rules, etc.).
- d. Operating or allowing a Company CMV to be operated with a safety defect.
- e. Being involved in a hit and run accident, reckless or careless driving, or driving under the influence of alcohol or drugs while on duty.
- f. Driving with a suspended or terminated license (for cause – not because of something the state arbitrarily does).

- g. Driving or allowing a CMV to be driven if the driver's **Annual Inquiry and Review of Driving Record** has not been completed.
- h. Driving in excess of DOT hours limitations because of inaccurate, unsubmitted, or unrecorded driving time for the Company or another company.
- i. Knowingly and willingly allowing an operator of a CMV to drive in excess of DOT hours limitations.
- j. Failing to report a CMV accident or incident of vehicle theft, vandalism or rental car incidents.
- k. Intentional falsification by driver or modification by management of daily time records or graph logs.
- l. Failing to cooperate fully and respectfully in any DOT inspection.
- m. Driving before the out-of-service time period or condition is completed.
- n. Having prohibited items in Company Vehicles. Examples of such prohibited items, include, but are not to, firearms, knives exceeding 4 inches, ammunition, explosives of any kind, novelty items that can be portrayed as a weapon, alcohol products of any kind, and illegal substances.
- o. Failure of management to have preventive maintenance performed on all vehicles at least every 12 months.

IV. Infractions Resulting In Four-Step Progressive Disciplinary Process

The below driver rules fall under a four-step progressive disciplinary process. The four steps are as follows:

First Violation	Documented Verbal Warning
Second Violation	Written Warning
Third Violation	Non-Exempt Employees Only - One Day Decision Making Leave Without Pay (This allows employees time to decide whether or not to continue to work for the Company and abide by the appropriate work standards) Exempt Employees Only - Subject to a disciplinary probation period with pay.
Fourth Violation	Subject to Discharge.

Failure to observe any of the following driver safety rules triggers the above four step progressive disciplinary process, although the below list is not all inclusive:

- a. Company policy requires all drivers to perform three (3) vehicle inspections each day: pre-trip, during-trip and post trip. At a minimum, the following should be present at each inspection: 3 reflective triangles in good repair; spare fuses needed to operate required parts/accessory; and a charge fire extinguisher that is fastened securely in brackets.
- b. Company policy requires the daily completion of a written Driver Daily Vehicle Inspection Report (DVIR)

- c. Company policy requires sales management to collect and review DVIRs every day, determine if a CMV has a safety defect, and ensure that the CMV is repaired. (Failure to perform appropriate record collection and review is a Group B violation. Operating or Allowing a CMV to be operated with a safety defect is a Group A violation see rule 21 Group A).
- d. Company policy requires that the driver of a CMV ensure that the vehicle is road-worthy. Before operating the vehicle the driver must inspect (and document) the following:
 - i. Current registration and insurance
 - ii. Proper display of license plates
 - iii. Proper inflation of tires and tread depth
 - iv. Brake test
 - v. Lights and whether they are functioning properly
 - vi. Whether the windshield wiper blades are usable
- e. Company policy prohibits driving in flip-flops (must have heel strap) or while barefoot.
- f. Company policy prohibits any form of road rage, negative gestures, or public indecency displayed to other drivers or to the public while driving or occupying a Company vehicle. (Note: While these are prohibited Company behaviors, they are also against the law and may be considered moving violations which will be counted against a driver's driving record, if convicted).
- g. Drivers must follow any corrective lens restrictions assigned to them at the Department of Motor Vehicles (DMV).
- h. Failure to schedule or keep appointment for the mandatory physical evaluation.

V. Infractions Resulting In Three-Step Progressive Disciplinary Process

The below driver rules fall under a three-step progressive disciplinary process. The three steps are as follows:

First conviction/violation:	Written Warning/Retraining
Second conviction/violation:	Final Warning/Retraining
Third conviction/violation:	Termination

The following rules follow a three-step disciplinary process, rather than a four step:

- a. Conviction of **any** moving violations in any vehicle (including in your personal vehicle on your personal time) within the current 36-month period. Drivers must notify their manager by telephone as soon as possible and in writing within 3 days of the occurrence of the moving violation. If the driver pleads guilty or is convicted of a moving violation in a state other than

his/her home state, the driver must notify the Department of Motor Vehicles in the state that issued his/her license.

- b. Failure to wear a seatbelt when the CMV is in operation.
- c. Experiencing 3 preventable accidents within any 12-month period. **Any accident involving a fatality or gross or criminal negligence may be dealt with more harshly – the degree of driver negligence will be a major factor in administering discipline.**
- d. Receiving 3 counseling and retraining sessions on hour of service violations or form and manner violations in any 6 month period (see Driver and Manager Safety Management Policy Handbook page 14-15)
- e. Receiving 3 speeding tickets within a 12 month period (during personal, off duty driving or as operator of a CMV).
- f. Late submission of time sheets.
- g. Receiving violations or out-of-service penalties for items designated as being the specific driver's responsibilities.

VI. Infractions Resulting In Two-Step Progressive Disciplinary Process

The below driver rules fall under a two-step progressive disciplinary process. The two steps are as follows:

First conviction/violation:

Written Warning/Retraining

Second conviction/violation:

Termination

The following rules follow a two-step disciplinary process, rather than a four-step.

- a. Late reporting (after 24 hours) of an accident, except in certain acceptable mitigating circumstances.
- b. Late reporting (after 24 hours) of vehicle theft, vandalism, and rental car incidents.
- c. Preventable rear-end accidents where the CMV driver hit another vehicle.
- d. Failure to submit an original DOT inspection form and copies of the repair receipts within 24 hours of any DOT inspection resulting in safety defects.

VII. Attestation

I _____ (“Employee”) have read and understand the above Company Commercial Vehicle Policy and agree to comply with all terms provided for in the Company Commercial Vehicle Policy. I understand that my failure to comply with the Company Commercial Vehicle Policy could result in disciplinary action being taken against me, inclusive of the termination of my employment.

I further understand that any Company provided Commercial Motor Vehicle may be equipped with a telematic device that tracks the data described in Paragraph II of the Commercial Vehicle Policy, and I consent to Company’s use of the telematic device on any Company provided Commercial Motor Vehicle that I am operating and further consent to Company’s collection, use, storage and sharing with any third-party the data captured by the telematic device.

Employee Name: _____

Employee Signature: _____

Date: _____