



THE K3 GROUP

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Standard Operating Procedure
Driving Procedures, Guidelines, & Expectations

Purpose:

These procedures provide the minimum requirements for driving performance and behaviors. Applicable sections of this document apply to operation of a company owned, rented, leased vehicle or personal vehicles when driven for company purposes (e.g. Training, business trips, etc.). In addition, certain aspects of the procedure apply to K3 employees who are passengers in vehicles when on K3 business.

Application:

All K3 Group employees who operate any K3 owned, leased or rented vehicle on company business.

Training:

All drivers must have and maintain a valid state driver's license. If you have any noted traffic violation, you must notify your supervisor within 24 hours. Failure to do so could result in a write-up and or immediate termination. Drivers will have to complete a driver safety module given by The K3 HSE department. A driver safety quiz will be given to potential drivers. An 80% score or above must be attained before potential drivers will be authorized to operate a vehicle. Drivers will only be given two chances to attain an 80% score before they will have to retake the driver safety module. Training shall be conducted on an annual basis or immediately following a motor vehicle incident of any kind. All Alaska drivers will take the "Alaska Driver" module before operating a vehicle in Alaska.

PPE Required:

Safety glasses, ensure that all vehicles have all required safety gear, fire extinguisher, first aid kit, and in Alaska, on the North Slope you are required to carry Arctic Gear from May 1 to October 1 for all vehicle occupants.

Guidelines for Operation:

When using a K3 company vehicle or personal vehicle for company business, the following requirements must be adhered to, and if not adhered to are punishable by disciplinary action ranging from a written warning up to termination of employment.

1. All drivers will have to adhere to The K3 drug & alcohol policy.
2. All incidents involving injury or non-injury, in a company vehicle must be reported to your direct supervisor and HSE Manager after following site specific policies/procedures.
3. Before operating any vehicle, a 360° visual inspection of the vehicle must be completed to check for roadworthiness. Ensure that headlights, turn signals, wipers, horn, tires and back-up alarm are all functioning correctly. If any damage is discovered, note the damage on the vehicle inspection log at that time. If the damage is new alert your supervisor prior to operating the vehicle.
4. If any drips or drops of vehicle fluids are found in the spill containment do not operate the vehicle. Contact your supervisor and alert them to the issue.
5. Ensure that safety equipment installed on the vehicle is in serviceable condition (fire extinguisher, reflective triangles, flash light, high visibility vests, first aid kit and blankets).
6. In Alaska, on the North Slope between the dates of October 1 and May 1 arctic gear is required to be in the vehicle. One bag and one set of arctic gear per person.
7. No unauthorized drivers may operate the vehicle at any time.
8. No unauthorized passengers in the vehicle at any time. Passengers who are not K3 employees must have HSE approval before riding in the vehicle.

9. All occupants of the vehicle must wear seat belts and safety glasses at all times. Appropriate footwear must be worn while driving (no flip flops, sandals, etc.).
10. Cell phones shall not be used by the driver while the vehicle is in motion. Cell phones are only allowed to be once the vehicle is at a complete stop and not in a roadway.
11. Smoking cigarettes, cigars, vaporizers, or e-cigs is never allowed in the vehicle.
12. While refueling remain outside the vehicle and watch the refueling operation to prevent spills. If required to enter the vehicle while refueling, touch the cab or other metal of the vehicle to discharge static electricity upon exiting the vehicle, and before reaching for the fuel nozzle. Never use a cell phone or smoke outside of the vehicle while refueling.
13. Drivers must not operate vehicles unless appropriately rested and alert in order to maintain attention and avoid fatigue throughout the trip.
14. Drivers will not exceed prescribed driving hours as follows:
3-hour maximum driving time followed by 15-minute minimum break; not to exceed more than 10 hours total driving time within a 24-hour period.
15. Proper care shall be used when driving in inclement weather and limited visibility. If road conditions have degraded to such a degree that one cannot see farther than 25' ahead, or the vehicle has experienced loss of traction at least once while traveling 10 mph under the speed limit, then wait for conditions to improve or make other arrangements.
16. Headlights must be used at all times while operating the vehicle.
17. Spill containment (duck pond) must always be used when parking vehicle.

I understand the driving operating procedure, guidelines, and expectations. I have been given the opportunity to ask questions and review all steps involved. I agree to follow all training and information that I have been given and perform my tasks in a safe manner.

Signature: _____ **Date:** _____

Print name: _____

Supervisor Signature: _____ **Date:** _____