



Driver Safety Policy

WhiteWater Express Car Wash ("Company") recognizes that our Team Members are our most valuable assets and key contributors to our continued growth and success. As such, we are committed to providing a safe working environment and preventing workplace accidents.

This policy applies only to employees specifically designated by WhiteWater Express Car Wash to operate non-commercial motor vehicles (non-CMV's) for company-related purposes. It includes driving a company vehicle, a rental vehicle for company business, or a personal vehicle used in the course of company business.

Policy Guidelines

Driver Eligibility: Drivers must possess a valid driver's license for the type of vehicle being operated and must keep the license with them at all times while driving.

Drug/Alcohol Testing: We have adopted a drug-free workplace policy to help reduce occupational injuries. Under this policy, the Company requires drug testing for post-accident and reasonable suspicion purposes. All Team Members are required to participate.

- Post-accident drug testing will be required if a Team Member is involved in an accident while driving a company vehicle, leased company vehicle, or personal vehicle for company business, regardless of fault.
- Reasonable suspicion testing may be initiated if a supervisor observes evidence or behavior suggesting a Team Member may be under the influence of drugs, alcohol, or any other illegal substance. "Reasonable suspicion" must be based on direct observation. Refer to the Employee Handbook for more details.

Testing will be conducted at a licensed medical facility designated by the Company. A positive result will be subject to disciplinary action up to and including termination of employment. Driving under the influence of drugs, alcohol, or any other illegal substance will also be grounds for immediate termination of employment.

Rentals: Only the authorized Team Member may drive a rental vehicle that is paid for using the Company credit card or is eligible for reimbursement by the Company. Unauthorized individuals, including family members, friends, or other passengers, are not permitted to operate the rental vehicle under any circumstances when it is being used for Company business.

Insurance Requirements: Team Members using personal vehicles for company business must carry adequate liability insurance. The minimum required is:

- \$250,000 combined single limit per occurrence for bodily injury and property damage;
or
- Split limits of \$100,000/\$300,000 per occurrence for bodily injury and \$100,000 for property damage.

A copy of the insurance policy's declaration page must be submitted to the Human Resources department at hr@whitewatercw.com during onboarding and again annually—either at the start of the year or upon policy renewal.

Annual MVR Audit: To promote safety and compliance, the company conducts an Annual Motor Vehicle Record (MVR) Audit for all Team Members authorized to drive for Company business.

This audit verifies valid driver's licenses, reviews driving history for violations or suspensions, and identifies any high-risk drivers. It also supports Company insurance and liability compliance.

The Human Resources department will initiate the audit annually in January. Authorized drivers must provide consent for the Company to obtain their MVR. Records are evaluated using standardized criteria, and unsatisfactory results may lead to retraining, loss of driving privileges, or disciplinary action.

MVR data is handled confidentially by privacy laws. Refusal to comply may result in corrective action, up to and including termination.

Basic Vehicle Operation Guidelines

Team Members must follow these principles:

- Seat belts must be worn by all occupants of a vehicle operated on Company business at all times.
- Drive defensively and anticipate the actions of others.
- Follow speed limits, traffic signs, and signals.
- Lock the vehicle and apply the parking brake when exiting.
- Take breaks every four hours on long trips. Do not drive more than 10 hours in 24 hours.
- Avoid driving after midnight or in dangerous conditions (e.g., drowsiness or inclement weather).

Traffic Violations: Team Members are responsible for all traffic or parking fines incurred while driving, even on company business. Team Members must notify their supervisor of any such violations or accidents.

Refueling Guidelines: To ensure safety during refueling

- Turn off the engine.
- Never smoke or use open flames.
- Avoid re-entering the vehicle to prevent static discharge.
- Do not overfill the tank.
- Use the pump's latch only as intended—do not force it.

Distracted Driving: To ensure safety, the following behaviors are strictly prohibited while driving for company business:

- Using hand-held cell phones without hands-free capability.
- Using electronic devices such as laptops or cameras.
- Making or answering calls while driving (calls should be returned only when stopped).
- Using audio streaming devices with headphones.

Passengers may handle calls, and regular callers should be informed of the Team Member's driving schedule. Team Members should encourage co-workers not to engage in calls while driving.

Headset/Hands-Free Use: Hand-held mobile device use while driving is prohibited. Hands-free use is allowed only if:

- The device is pre-approved.

- It does not require taking eyes off the road.
- It is operated with a single button or only while stopped.
- Conversations do not impair safe driving.
- Road conditions are generally safe.

Emergency Calls: Calls to 911 are the only exception to the hands-free rule. Keep emergency calls short and use hands-free if available. Pull over if possible.

GPS Systems: GPS use is permitted under the following conditions

- Devices must be mounted and not obstruct the view.
- Voice navigation must be used.
- Programming must occur only when stopped or pulled over.

Audio Devices: Team Members may use music devices, but:

- Do not take your eyes off the road to adjust settings.
- Set music before driving or while stopping.
- Do not use hand-held devices with headphones.

Accident Investigation Procedures

If involved in an accident:

- Seek medical attention immediately if needed.
- Secure the details of the accident and document the damage.
- Include details like traffic flow, speed limits, weather, and photos of vehicle damage.
- Report all accidents to your supervisor immediately.

Annual Driver Safety Course

All qualified drivers must complete an annual driver safety course distributed each June, to be completed within 14 days. The training reinforces safe driving practices and compliance. Failure to complete the training may lead to disciplinary action or suspension of driving privileges.

Prohibited Behavior: The following may result in suspension or termination of employment.

- Driving under the influence of drugs, alcohol, or any other illegal substances.
- Driving with a suspended license.
- Using a vehicle to commit a felony.
- Reckless driving or aggravated assault.
- Hit-and-run incidents.
- Three moving violations within the past three years.
- More than two preventable accidents involving injury or damage within three years.

Team Member Acknowledgement:

I acknowledge that I have received, read, and fully understand the contents of WhiteWater Express Car Wash’s Driver Safety Policy. I am aware of the responsibilities, expectations, and safety procedures required of me as a team member authorized to operate a company vehicle.

By signing this acknowledgment, I confirm my commitment to safe driving practices and my responsibility to uphold the values and safety culture of WhiteWater Express Car Wash.

Team Member Name (please print): _____

Team Member Signature: _____

Date: _____