

X	Staffing
X	Healthcare
X	Resources
X	IT

Safe Driving Policy

POLICY

Prolink (the “Company”) is committed to ensuring the safety of its external employees, clients, and the public while on the roads to prevent automobile accidents, injuries, and property damage. This Safe Driving Policy (the “Policy”) outlines the guidelines and expectations for all internal employees, external employees, talent on assignment to be called “employees” who operate vehicles owned, leased, or rented by Prolink (“Company Vehicles”), or personal vehicles for Company purposes. This Safe Driving Policy also applies to external employees who are authorized to use Company Vehicles at all times that those vehicles are in use, whether for Company or personal purposes. Any employee who is required to use a Company Vehicle or a personal vehicle on behalf of the Company will be required to pass a Motor Vehicle Records (“MVR”) background check.

SCOPE

This Policy specifically addresses external employees on assignment that require a valid driver’s license and/or special driving certification (commercial driver’s license) as a condition of employment for an assignment. These positions on assignment may include but are not limited to roles that require travel for business reasons.

Additionally, this policy addresses internal employees who may rent a Company vehicle or drive a personal vehicle on behalf of the Company for Company purposes.

External Employees must obtain authorization from Prolink in writing before using a Company Vehicle or seeking reimbursement for the use of a personal vehicle for business purposes.

LOSS OR SUSPENSION/RESTRICTION OF DRIVER’S LICENSE

An employee shall not be permitted to operate a Company Vehicle or a personal vehicle on behalf of the Company if they have: been charged with a violation of law that affects their driver’s license; had driving privileges rescinded, suspended, revoked, or barred; otherwise accumulated sufficient traffic offenses to create a concern, in Prolink’s sole discretion, about their capacity to operate a vehicle safely; or any other reason as determined by Prolink. If the Department of Transportation or appropriate state licensing agency restores the employee’s ability to drive, Prolink may complete an independent review of the circumstances and approve in writing the restoration of the employee’s Company driving privileges. The suspension of Company driving privileges shall take effect: (a) upon the Company’s notice to the employee; or (b) as soon as the employee’s driver’s license has been revoked or suspended, whichever occurs first.

Employees are responsible for notifying Prolink's Human Resources of any changes in their driving status, including license suspension or revocation; a significant driving violation; or a vehicle accident or collision.

GENERAL GUIDELINES

Compliance with Laws: All drivers must comply with local, state, and federal laws and regulations pertaining to safe driving, including but not limited to speed limits, traffic signals, and seat belt usage. Employees must ensure that they are free from distraction such as eating/drinking while driving, self-grooming, texting or using cell phone unless hands-free if permitted by law, and any other activities that could otherwise distract an employee while driving. Defensive driving techniques should be employed to anticipate and avoid potential hazards on the road.

Driver Qualifications: Only authorized employees with a valid driver's license are allowed to operate Company Vehicles and only as indicated by the client facility and/or Prolink and/or the third-party rental car vendor.

Vehicle Maintenance: Employees must ensure that they properly maintain the Company Vehicle and return the Company Vehicle in the manner in which it was given to them and also returned to the appropriate third-party rental car vendor. Any issues with vehicle safety or performance issues must be reported immediately to the appropriate personnel for repair or maintenance. Should the Company Vehicle require regular maintenance, vendor inspections, rental company inspections, renewal ensuring of contracts etc. Employees must complete such requirements at the location closest to their assignment/current location. Employees must not incur unnecessary travel or return to their home state to complete these requirements. If an employee has any questions about how to comply with such requirements, please contact your Prolink supervisor or Prolink Human Resources at hr@prolinkstaff.com.

Personal Insurance: All employees must carry and maintain their own personal auto insurance when operating a Company Vehicle or driving their personal vehicle for Company business. When renting a vehicle for business purposes, employees are required to purchase Collision Damage Waiver (CDW) and Loss Damage Waiver (LDW) coverage if these options are offered. Prolink has arranged for this coverage to be automatically included with certain national rental car agencies. In these instances, employees may not decline or opt out of the coverage. Prolink will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Personal Responsibility: Employees are responsible for any tickets, fines or other associated expenses that may occur while driving if they are against the driver including but not limited to speeding tickets, parking violations. If Prolink receives a bill/notice for these violations, it will be provided to the employee in order to appropriately follow up with the requestor and settle the bill.

Cell Phone or Electronic Device Usage: The use of cell phones or other electronic devices is strictly prohibited while driving. Hands-free devices may be used if permitted by law.

Alcohol and Drugs: Driving under the influence of alcohol, illegal drugs, or prescription medications that impair employees' ability to safely operate a vehicle is strictly prohibited.

Fatigue Management: Employees are prohibited from driving when fatigued and should take breaks as needed.

ACCIDENT AND DRIVING VIOLATION REPORTING

If an employee is in an accidents involving Company Vehicles or personal vehicles used for Company purposes they must immediately contact:

- Local authorities, as required
- The rental car company (if applicable)
- Prolink's Human Resources Department

Employees are required to obtain and keep a copy of the accident report and other applicable documentation.

If an employee is charged or convicted of a driving-related infraction, they must immediately but no later than 3 business day, report it to Prolink's Human Resources.

The Company assumes no liability for any motor vehicle accidents involving employees, whether the vehicle is rented by the Company or personally owned by the employee.

Employees must report all accidents to their personal auto insurance provider for review and processing according to standard procedures.

The Company will not reimburse or cover any expenses related to accidents, including but not limited to insurance claims, traffic tickets, violations, or any other costs associated with a motor vehicle incident.

TERMINATION OF EMPLOYMENT FOR FAILURE TO MAINTAIN A VALID DRIVER'S LICENSE OR OTHER TRAFFICE OFFENSES

An employee whose assignment or position requires the possession and maintenance of a valid driver's license and/or any required special driving certification in order to perform the essential functions of the job and who subsequently has their license suspended or revoked may be terminated for failure to maintain a valid driver's license as required for that position on assignment. An employee whose assignment/position requires driving – whether of a Company Vehicle or personal vehicle – and who is convicted with a disqualifying moving violation or other driving-related violation, may be terminated.

If there are other open positions within the Company that do not require a valid driver's license, the employee may apply for those positions and be considered the same as any other applicant. In order to start a new assignment or position, the employee must meet all of the Basic Qualifications. Employees who seek another assignment or position under this process will not be given preferential treatment in the hiring process. As with any position change, the employee's compensation, bonus eligibility, and per diems may be subject to immediate change as permitted by law.

PERIODIC REVIEW

Prolink may periodically verify employee driving records and driver's license statuses through the Bureau of Motor Vehicles or other entity. Employees who operate Company Vehicles or drive their personal vehicles for Company purposes are required to obtain or authorize Prolink to obtain a state Bureau of Motor Vehicle report upon request.

NON-COMPLIANCE

Failure to comply with this Policy may result in disciplinary action, up to and including termination. Violations of traffic laws and regulations or automobile accidents may result in legal and/or financial consequences for the employee, with the company providing no indemnification.

Employees Name_____

Employee Signature_____

Date_____

The information contained in this document is confidential and is intended only for the use of Prolink employees and in support of Prolink's business operation. The information contained should not be reproduced, redistributed, or otherwise disclosed or shared with anyone outside of Prolink or used for any purpose not related to Prolink's business operation. Any disclosure, copying, distribution, or use of the information in this document that is not related to Prolink's business operation is strictly prohibited without the express written permission of Prolink Human

Resource.