Journey Management, DOT Regulation, and Driving Standard
(STANDARD 03)

1.0 Standard Objective: Driving is the activity that exposes our employees to the greatest risk of a catastrophic event. To Control this risk, this standard shall be implemented, as a minimum, at all Allied Horizontal Wireline locations.

The goals of the Journey Management Standard, DOT Regulation and Driving Standard (AHWS JMS-S03) is to eliminate vehicle accidents that causes injuries or fatalities to employees, families, contractors and third parties and minimize damage to equipment through careful management of all phases of the transportation process by:

- Identifying and managing hazards and unnecessary exposure through active journey management.
- Preventing and mitigating the residual risk through the proper selection and preparation of people, vehicle, equipment and routes.
- Adhering to the Rules and Regulations as prescribed by DOT, IFTA, IRP, UCR, OSHA, and other governing agencies.
- Providing necessary tools for safe driving through Allied Horizontal Wireline’s driver training program.

Driving is the activity that presents the greatest potential risk for accidents. To minimize this risk and ensure that standards for driving qualification and practices are followed, this driving policy applies to all Allied Horizontal Wireline locations. This policy also provides the foundation for building a driver improvement program.

2.0 Management Responsibilities

All managers with the integral support of Allied Horizontal Wireline employees and corporate management shall implement and enforce this standard and demonstrate active, visible leadership and personal participation in all aspects of journey management while insisting that everyone under their responsibility demonstrates similar leadership.

3.0 Employee Responsibilities

1) Only authorized, trained and qualified employees will operate a Allied Horizontal Wireline motor vehicle.
2) Employees are required to follow all applicable laws, policies, and regulations as put forth by Allied Horizontal Wireline, DOT, and local / state agencies.
3) Employees are responsible for following the guidelines of this standard. Should a conflict exist between DOT, OSHA, PHMSA, or state agency requirements and this document, immediately notify a manager of the conflict before making any decisions.
4) Employees are responsible for ensuring that their training and certifications (both internal and external) are up to date and they are subsequently qualified to for their duties. Employees without proper licensing may be terminated if driving a Allied Horizontal Wireline vehicle is part of their normal job function.
5) Notification to management of any change in driver’s license status that may have effect on driver qualification. The driver has the responsibility to make sure that their driver license and related permits,
Commentary Drive, DOT physical, and driver training, are maintained current at all times in keeping with assigned duties.

4.0 Allied Horizontal Wireline Driving and Journey Management Policies:

4.1 Seatbelt Policy: As a condition of employment, all employees and contractors must wear seat belts at all times when driving and they must ensure that all other vehicle occupants are also wearing seat belts prior to vehicle movement. This includes non-Allied Horizontal Wireline vehicles such as utility vehicles, forklifts and mobile yard cranes. Seatbelts must be worn in a fashion consistent with the original design.

4.2 Substance Abuse: Driving a vehicle while under the influence of alcohol, drugs, or narcotics, is strictly prohibited and subject to disciplinary action including termination of employment. Allied Horizontal Wireline has the right to conduct DOT random tests and non-DOT tests for alcohol and controlled substance. If an Allied Horizontal Wireline employee has been in an accident, Post Accident (Alcohol Testing within 2 to 8 Hours & Drug Testing within 32 Hours) needs to be performed.

4.3 Mobile Telephones: The use of a cell phone without a hands free device while driving is forbidden. If no hands free device is available, the employee does not wish to purchase one, or the state in which the employee is driving does not allow its use, the following policy applies: Mobile phones can be left on during a trip to alert the driver of any incoming calls. If it is deemed necessary to return the call immediately, the driver should find a safe place to remove the vehicle from the roadway (i.e. a parking lot) and bring the vehicle to a complete and safe stop before doing so. The exception to this is for the use of two-way radios or CB radios as part of convoy management. Radio use shall be kept to the minimum necessary to communicate and control the hazards and risks of the journey being undertaken.

4.4 Driver Fitness and Alertness: If you are tired, do not drive. Management supports your decision. This rule holds true regardless of hours on/off duty. If in doubt about your alertness, please contact your manager so that alternative personnel or an alternative to the employee driving may be made available. Drivers must not operate vehicles unless appropriately rested and alert. In particular:
1) Drivers shall have the right to refuse to drive when they feel that they are not fully rested or alert.
2) Drivers shall pull over at a safe location when they feel sleepy and rest until safe to drive.
3) Drivers shall make notification to management of any change in medical or physical fitness for duty. This includes notification of the use of any medication, prescribed or otherwise, that may affect one’s ability to drive safely.

4.5 Inclement Weather: From time to time AHWS management will shut down operations due to inclement weather. When this occurs management will convey this message to field crews. However, all AHWS employees are responsible for knowing the weather conditions/forecasts (to the best of their abilities) for the areas they are in as well as the areas they are driving to. All crew movement needs to be discussed with your manager prior to departure. If an employee is not comfortable with driving due to the weather, let your manager know and do not drive. In particular:
1) Drivers shall have the right to refuse to drive when they feel it is hazardous to do so safely.
2) Drivers shall pull over at a safe location when they feel weather has become too severe to drive safely.

Note: The use of tire chains coupled with a decrease in speed must be considered when driving during inclement weather.
4.6 Licensing: All drivers must possess and maintain a valid driver’s license recognized in the country in which they intend to drive and for the specific vehicle type they will be driving.

4.7 Speeding: Driving above the posted speed limit is prohibited. All vehicles will be monitored for compliance, more specifically; any driver found to be going greater than 5 MPH over the speed limit will be disciplined in accordance with this policy. The max driving speed allowed is 79 MPH, regardless of the posted speed limit.

4.8 Convoying: Properly implemented convoys reduce crashes, help to control speeds and ensure help is readily available in case of need. Whenever more than one Allied Horizontal Wireline Vehicle is traveling to the same destination at the same time, they shall travel in convoy. Single vehicle trips should be kept to the minimum practically possible and such trips treated as a single vehicle convoy with all applicable convoysing practices followed. Supervisors shall ensure that:

1) All convoys have a designated convoy leader.
2) All vehicles have designated spots in the convoy.
3) Adequate drivers are provided for the trip taking into account the estimated driving, working and return driving time.
4) The speed of the convoy is defined before the start of the trip and is normally controlled by the first vehicle based on the correct speed for the slowest vehicle in the convoy. The speed shall be adjusted to match vehicle type, driver experience, road and weather conditions, traffic conditions, etc. At no time should the convoy lose vehicles or cause any vehicle to drive faster than prudent.
5) In addition to vehicle or convoy-to-base, when in convoy, there must be vehicle-to-vehicle communication possible – the preferred method will be two-way radios or CB radios unless prohibited by local regulations.

The Convoy Leader shall ensure that:

1) No convoy vehicle passes another vehicle in the convoy.
2) The correct distance to follow a vehicle is reviewed by all drivers. This minimum distance is 1 second for every 10 feet (3 m) of vehicle length plus 2 seconds for think/act time under ideal conditions.
3) Vehicles should never lose sight of each other.
4) Rest stops are planned and conducted every two hours minimum. Time between rest stops should be reduced if any segment of the trip involves travel during darkness or other times of restricted visibility.
5) The possibility of the convoy becoming separated when driving in towns or traffic is reviewed during the pre-trip planning, and safe stopping points are defined where the leader can wait for trailing vehicles to catch up.
6) At all times visual contact is maintained with the vehicle behind. If contact is lost, speed shall be reduced immediately to permit the following vehicle to catch up. Following vehicles must not increase speed in order to catch up. If one vehicle stops, then depending on the risk and situation, the whole convoy should preferably stop.
7) When making turns, each vehicle shall have visual contact with the vehicle behind before proceeding out of sight, to ensure the trailing vehicle knows where the turn is located.

4.9 Load Security:
1) All goods transported shall be securely fastened, such that they remain stable during transit and will not fly free in the event of a crash.
2) Flammable substances shall not be carried in the passenger compartment of any Allied Horizontal Wireline vehicle. In addition, flammable liquids (specifically gasoline) shall not be transported in the trunk of any passenger Allied Horizontal Wireline vehicle.
3) All loads shall be within the manufacturer’s specifications or legal load limits.

4.10 **Headlights On:** Allied Horizontal Wireline vehicles will drive with their lights illuminated at all times. This includes headlights, side marker lights and taillights to ensure vehicles are visible from all directions.

4.11 **No Unauthorized Personnel:** Allied Horizontal Wireline Services vehicles will only be permitted to transport company personnel or our clients.

4.12 **Driver Fatigue Assistance:** When a passenger is accompanying a driver in an AHWS vehicle that’s moving that passenger must remain awake during the drive to monitor the driver’s fitness for duty. If there is more than one passenger, one person will be designated by the crew to monitor the driver’s fitness for duty. Any noticeable changes to the driver’s status will require one of the following:

1) A change in driver to one of the other passengers (new driver must be legally able to drive and be fit for duty).
2) Pull over immediately to a safe location and notify manager that all crew members are no longer fit for duty.

4.13 **Temporally Assigned Vehicle Keys:** The temporally assigned key holder is responsible for the possession and security of assigned keys and is not permitted to loan or give the keys to any other persons. The temporally assigned key holder will also return the keys to the local manager, dispatch, or issuer, when completed with the vehicle.

5.0 **Driving Qualifications and Hiring Standards**

Applicants shall not be considered for employment for positions that include driving by this company unless they meet the following minimum requirements. Persons applying for these positions must:

1) Be in good health and able to perform duties of a driver with 3 year medical assessments per DOT.
2) Be at least 21 years old.
3) Have a driving record that is in line with Allied Horizontal Wireline Motor Vehicle License Integrity standards.
4) Be able to read and speak English.
5) Be able to safely operate the vehicle.
6) Be able to safely load, secure and transport cargo.

All applicants applying for a position which includes driving Allied Horizontal Wireline vehicles shall:

1) Submit an accurate, complete, signed and dated application for employment. The driver qualification and hiring process shall not continue until all information on the application has been verified as true and accurate.
2) Provide accurate and complete previous and current employer information upon request, including but not limited to:

   a. Names and addresses of previous employers.
   b. Names and titles of previous supervisors and dispatchers.
   c. Phone numbers or other contact information for both of the above.

3) Be given an in-person interview by responsible company personnel. In-person interviews are used to determine fit for both the applicant and the company. In addition, the in-person interview should be used to verify any gap(s) in employment, reason(s) for job or career changes, or any other important or unexplained behavior or history.

4) Submit to a pre-employment drug screen as required by law and no driver applicant shall perform any work or activity for the company until a verified negative test result has been obtained for the applicant.

5) Be medically examined and certified as physically qualified to operate a commercial motor vehicle by a licensed medical examiner of our choosing.

6.0 Motor Vehicle License Integrity

Potential employees of Allied Horizontal Wireline will have their Motor Vehicle Report reviewed before hiring. A minimum inquiry into the driving record during the preceding 3 years (5 years for positions requiring a CDL) shall be made for every driver applicant. In addition, existing employees will be routinely monitored for license integrity. Allied Horizontal Wireline will use the following criteria for hiring a new employee, or qualifying an existing employee for the ability to drive a Allied Horizontal Wireline vehicle. A point system will be utilized to determine three levels of review. Qualified Licensed Drivers are those that meet the license integrity guidelines and may continue to operate a Allied Horizontal Wireline vehicle. Probation Drivers require the approval of corporate management in order to continue to operate a Allied Horizontal Wireline vehicle. Disqualified Drivers will not be allowed to operate a Allied Horizontal Wireline vehicle. Generally Speaking, a point system will determine the category of the three levels stated above. For moving violations and driver fault accidents, including but not limited to speeding and stop sign violations, a point system will be utilized to evaluate employees. Non-moving violations (i.e. parking tickets) will not be utilized as part of the assessment. Serious violations including reckless /careless driving and DUI/DWI will not be considered part of the point system and immediately place the employee into management review. All state violations will be considered regardless of the possessors actual license registered state. One point will be assigned for each moving violation obtained in the past 3 years. All employees, with the exception of shop only personnel, are required to drive as part of normal job duties. If a driver becomes a Probation or Disqualified driver, they may not be able to safely perform normal job functions and as a result may be terminated from the company.

QUALIFIED DRIVER (Up to 3 points)
1) Driver has a current driver’s license for the work activity and vehicle type required for the job position.
2) Driver has necessary endorsements for the vehicle type required for the job position.
3) Driver has less than 3 cumulative points for moving violations over the past 3 (5 CDL) years.

PROBATION DRIVER – (4 to 6 points) Requires Corporate Management Approval
1) Driver License Endorsements are expired – driver may not drive vehicle type until endorsement is obtained.
2) Certain types of Careless / Reckless driving.
3) Driver has less than 4-6 cumulative points for moving violations over the past 3 (5 CDL) years.

**DISQUALIFIED DRIVER** – (7 points or greater) – May only be accepted with written Corporate Management Approval.
- 1) Driver’s license has expired
- 2) Reckless / Careless driving.
- 3) DUI / DWI
- 4) Driver has 7 or more moving violation points over the past 3 (5 CDL) years.

### 7.0 Driver Training

#### 7.1 Levels of Training

All personnel within Allied Horizontal Wireline will receive documented training for driving and journey management. There are 3 levels of formalized training. Level 1 training consists of general defensive driving information for all employees. Level 1 is a permanent training given when an employee is hired. Level 2 training is given to all personnel who will be driving company vehicles and outlines specifics for DOT and non-DOT vehicles. Level 2 training is given every 3 year for each of these employee types and is supplemented by an annual update for Hazmat and DOT training. Each level 2 training type is followed by a test for competency and understanding. Level 3 training is an annual hands-on driver training that will involve an appointed driver trainer for each base or region.

**TABLE 1: Driver Training and Certification**

All New Hire shop and field employees will be required to attend driver training based on their current driver license class. All non CDL drivers will be required to attend the introduction driver training and complete a road test before driving any AHWS company vehicle. This driving will consist of a general overview of the standards and driving regulations. After completion of the course the New Hire will be required to perform a road test before granting approval to operate company pickups. All New Hires with a CDL drivers license will be required to attend training on safe driving practices, defensive driving, driving in adverse road conditions and DOT rules and regulations. After completion of the course a driver road test will be performed with a driver trainer.

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Materials</th>
<th>Requirement Schedule</th>
<th>Validity</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Employees</td>
<td>Introduction</td>
<td>During Orientation</td>
<td>One time requirement</td>
<td>Road test required</td>
</tr>
<tr>
<td>CDL Drivers</td>
<td>HWS Policies/DOT Regulations</td>
<td>Before Field Work</td>
<td>3 Years</td>
<td>Road test required</td>
</tr>
</tbody>
</table>

Allied Horizontal Wireline employees are required to have the Introduction training and road test in order to drive a light duty company vehicle.

Note: Driver evaluation test must be performed for each type of vehicle driven (light vehicle, logging truck and crane truck etc.)

#### 7.2 Refresher Training

All Allied Horizontal Wireline drivers must:
1) Perform a commentary drive and review local driving hazards and standards, with a certified driver trainer, at least once every 36 months. Local conditions (e.g. significant changes in seasonal weather) may necessitate commentary drives with a certified driver trainer more frequently than every 24 months.

2) Receive annual updates for Hazmat and DOT transportation.

3) Perform CDL Driver training every 3 years.

### 7.3 Reassignments and Allied Horizontal Wireline Visitors

Based on the different terrain and driving conditions in our various work locations a driver may be required at the management’s discretion to perform a road test prior to operating a vehicle in the new or visited location. If a certified driver trainer is not available, the supervisor may give the briefing, conduct a commentary drives, as long as the Supervisor and the reassigned employee are current in their driving training. A commentary drive with a certified driver trainer is then mandatory within 90 days of arrival in the new location.

### 8.0 Defensive Driving Techniques

**Pay Attention:** Paying attention makes it possible for you to see, recognize and avoid the hazards lurking on the road; these are the three basic elements of defensive driving. Virtually all collisions involve inattention on the part of one or both drivers. Inattention can involve many things, some of which are daydreaming, distractions, sleepiness, fatigue, "highway hypnosis," talking, etc.

**Buckle up:** Seat belts do several things for you. They provide impact protection, they absorb crash forces, and they keep you from being thrown out of the vehicle.

**Don’t speed:** Driving at a higher than reasonable speed increases your risk in two ways: it cuts your reaction time and results in more "stored" energy (that must be dissipated in any collision). Normal reaction time is between .75 second and 1.5 seconds, on average. Average reaction time distance at 50 mph would be approximately 83 feet. At 70 mph, it is over 115 feet (over 7 modern car lengths). These numbers do not include braking distance, just reaction time. The average difference in reaction-time distance from 50 mph to 70 mph is about 32 feet.

**Aim high and get the big picture:** This means keep your eyes UP and looking down the road. Many drivers focus on the road only 5 or 8 seconds ahead. You should be looking about 15-20 seconds ahead of your vehicle, farther if you can. This gives you the time to recognize and avoid most potential hazards before they become a problem. You’ll see lane restrictions or construction areas, traffic congestion, truck entrances, mishaps, etc.

**Keep your eyes moving:** It is important to check your mirrors every 5 to 8 seconds while driving. At the same time, it’s not enough just to check the mirrors. You have to check your blind spots too.

**Maintain distance:** Guard your safety by actively creating space around your vehicle, never allowing yourself to get "boxed in." Adequate space creates time and helps you avoid collisions. Maintain at LEAST three seconds of following distance for a non-DOT vehicle, and 5 seconds for a DOT vehicle, more if allowable by highway environment. Adjust your position in traffic as necessary to avoid driving in others’ blind areas. Don’t allow yourself to be tailgated—change lanes or adjust your speed to encourage tailgaters to pass you.

**Don’t trust anybody:** you can never rely on what the other driver will do. While you are driving, keep a wary eye on the other guy and leave yourself plenty of room. Anticipate the mistakes he might make and be ready for them.
Signal your intentions: Always signal your intentions and make sure you send clear information. If you always signal, then you are one step closer to being predictable, which is a benefit to the other drivers on the road with you.

Avoid distractions: When we assume our driving "duties," one of the most important is that we be responsible for our actions and the results of those actions. In almost every case, a driver involved in a collision had an opportunity to avoid the collision even when the other driver was responsible for the errors that led to the collision. Some of the most common driving distractions are: eating, drinking, talking on cell phones, adjusting the radio or changing CD's or even just talking to passengers.

Make eye contact: You want to know the other driver sees you, and this rule will provide you with some ways to make sure they do. Use your lights and horn when necessary to let others know you are there. If you make eye contact with another driver, there is perhaps less chance he will pull out in front of you or make some other error that infringes on your space.

Avoid backing up: Since the risks are higher for collisions while backing, take special care to make sure you don't back-up without visually clearing the area behind the vehicle first. The best practice is to have a guide when you are backing up, which is mandatory if more than one employee is available. If a land guide is not available, the GOAL technique (Get Out And Look) should be used.

Be aware of your surroundings: One of the most important aspects of defensive driving is recognizing impending hazards before they become a problem for you. Early recognition allows the time you need to avoid trouble. It is vitally important that you recognize and become immediately aware of what you see while driving. This is what it means by "connecting your mind to your eyes." It is thinking about the possibility the ball rolling across the road may be chased by a child, that a vehicle approaching on an adjacent roadway may not stop at a cross street, and not being so deeply lost in thought that you fail to see a "no turn" sign, or a partially hidden railroad crossing up ahead. Use your eyes to see, and your mind to analyze what you see for potential dangers. Before moving forward in a vehicle for the first time, each driver walk a complete circle around the vehicle, looking for obstructions and checking the vehicle condition.

Difficult slope/hill: Driving up a hill, whether in a convoy or single vehicle can be extremely dangerous. For hills or inclines that are outside the normal driving gradient, please use extra caution. To avoid potential issues, especially in convoy, allow one vehicle on the hill/slope at a time. At a minimum all vehicles should be

AHWS Hill Hold/Stopped uphill: Anytime a crane or perforator truck is stopped on a hill, stopped at a stop sign or stop light, please follow the following steps. First, put your foot firmly on the brake, turn your four ways on, and calmly find either 1st or low gear. Caution, make sure your speed selector is in the down position (low). Engage the clutch and move the shifter in the appropriate position. Let the clutch out slowly with your foot still firmly on the brake. The truck should torque or lean a little to the right. Remember RIGHT IS RIGHT. If you don't feel this torque, you are not in gear. STOP! This is called a “hill hold” position and should be done with every start if stopped on a hill. The minute you feel the truck torque or lean you should simultaneously let up on the brake and clutch, then with you right foot move from brake pedal to the gas pedal. It is true that this can wear the trucks clutch out prematurely, with what driver’s usual call “slipping the clutch.” However, wear and tear on the clutch is not as important as making it up the hill safely. If there is any doubt about the driver’s ability to use the “hill hold” technique, the parking brake will be used until the driver is sure the gear is engaged.

Before starting downhill: Shift the transmission to a low gear before starting down the grade. Do not try to downshift after your speed has already built up. You will not be able to shift into a lower gear. You may not even be
able to get back into any gear and all engine braking effect will be lost. Forcing an automatic transmission into a lower gear at high speed could damage the transmission and also lead to loss of all engine braking effect. With older trucks, a rule for choosing gears is to use the same gear going down a hill that you would need to climb the hill. However, new trucks have low friction parts and streamlined shapes for fuel economy. They may also have more powerful engines. This means they can go up hills in higher gears and have less friction and air drag to hold them back going down hills. For that reason, drivers of modern trucks may have to use lower gears going down a hill than would be required to go up the hill. You should know what is right for your vehicle.

Proper braking technique going downhill: Remember. The use of brakes on a long and/or steep downgrade is only a supplement to the braking effect of the engine. Once the vehicle is in the proper low gear, the following is the proper braking technique:

- Apply the brakes just hard enough to feel a definite slowdown. When your speed has been reduced to approximately five mph below your "safe" speed, release the brakes. (This brake application should last for about three seconds.) When your speed has increased to your "safe" speed, repeat steps 1 and 2.
- For example, if your "safe" speed is 40 mph, you would not apply the brakes until your speed reaches 40 mph. You now apply the brakes hard enough to gradually reduce your speed to 35 mph and then release the brakes. Repeat this as often as necessary until you have reached the end of the downgrade.

Before entering a curve: Slow down to a safe speed, and downshift to the right gear before entering the curve. This lets you use some power through the curve to help the vehicle be more stable while turning. It also allows you speed up as soon as you are out of the curve.

9.0 Journey Management

9.1 Management Review of Trip Necessity: Managers at every level shall question the need for all journeys, always searching for a way to eliminate the journey or find an alternative means of achieving the trip objective. Every effort is to be made to reduce the total miles/kilometers driven especially those driven in hazardous environments (e.g. extreme weather, low visibility, during times of low alertness, etc.). Where driving is unavoidable, alternatives such as combining trips and using approved transportation contractors, especially for "shot" trips (unplanned/non-routine transportation of Allied Horizontal Wireline equipment or personnel), shall always be explored.

9.2 Driving During Hours of Darkness / Low Visibility Conditions

All trips during the hours of darkness or during times of reduced visibility (e.g. blowing snow, dust, smoke, fog, heavy rains, etc.) shall be systematically reviewed for risk and subjected to formal management approval before they begin. It is recognized that the risk of driving during the hours of darkness can vary greatly depending on local environment and time of year (i.e., the risk to office workers driving in suburban/semi-rural areas during extended periods of darkness in winter is less than the risk to operations personnel driving at night as part of our field operations). Wherever night driving occurs; locations must assess night driving risks based on their local conditions and include mitigating measures in their local journey management plan.

9.5 Driving During Poor Weather or Other Adverse Conditions

Any trip that is to be taken during times of poor weather must be assessed to determine if the trip can be rescheduled or cancelled. Before the trip begins, it must be confirmed that weather conditions are safe for driving and that the vehicle being used is adequate for the weather conditions. In addition, all emergency supplies must
be accounted for and any weather specific aides must be brought along, such as snow chains or extra clothing. The driver of the vehicle must carry a cell phone in case of emergency as well as a list of local emergency response numbers for the area being traveled. As always, if possible, consider canceling or rescheduling the trip.

9.6 Scheduled Rest Breaks and Fatigue

If at any time the driver of a vehicle becomes fatigued, they must stop the vehicle. All trips must have planned rest breaks in which the driver and passengers can get out of the vehicle to stretch and obtain fresh air. Driving duties should be shared between multiple personnel if possible. Avoid driving at night if possible, or split the trip into multiple days with a good night’s rest in between.

9.7 Driving Between 11:00 PM to 5:00 AM

No AHWS vehicle will be moved between the hours of 2300 to 0500, without manager approval.

9.8 Driving After a Nightshift

No AHWS vehicle will be driven for more than 5 hours after a fully worked night shift (usually 1800 – 0600) without manager approval. It is up to the driver to plan ahead, estimate driving time and get permission before beginning the trip. Should the trip take longer than 5 hours, the employee will pull over to a safe area and notify the manager before continuing journey.

10.0 Truck Mounted Crane Driving:

1) Make sure there is adequate clearance between the machine and bridges, power lines and obstacles.
2) Never operate or move a machine on a job site, in a congested area or around people, without a signal person to guide you.
3) Know the weight of your crane and the load limitations of the (safe) travel route.
4) Never get on or off a crane when it is in motion.
5) Always signal your intentions.
6) Know bridge load limits—don’t exceed them.
7) Travel with the boom in the direction of travel whenever possible.
8) Watch boom clearance when travelling or transporting. Uneven ground may cause the boom to bob or weave enough to contact power lines or other obstructions.
9) When starting up a steep grade or passing over the crest of a hill, keep the boom lowered as close to the ground as practical.
10) If a tire blows out while travelling do not apply brakes hard. Correct steer to maintain control and slow down gradually.
11) With large permit units, use front or rear flag vehicles or two flag vehicles with two way radios.
12) When cornering be aware and allow for boom overhang and structure clearances.
13) Use the manufacturer’s recommended travel configurations.
14) Should a tire come off the road while driving, DO NOT steer to regain traction with the road. Slow down and bring the crane to a complete stop. Only then should the driver attempt to steer the tire back onto the road.
15) Always be aware of your speed in turns as these vehicles are considered very top heavy.
11.0 DOT Driver Qualification File:

The driver qualification file must be maintained as long as the driver is employed and 3 years thereafter and the driver qualification file must include:

1) An employment application
2) A copy of the driver’s medical certificate
3) The Road test certificate or equivalent
4) The State driving record inquiry
5) Inquiries to previous employers
6) Driver’s annual certification of violations
7) Annual employer review of driver’s record

12.0 DOT Compliance Requirements:

1) Driver’s Hours of Service
2) Driver’s Mileage and Fuel Logs
3) Backup Documents for the Driver’s Logs
4) Hours of Service Policy Issued to Drivers
5) Vehicle Inspections
6) Pre-Trip Inspection
7) Post-Trip Inspection (On File for 90 Days)
8) Law Enforcement Roadside Inspections (Copy of file for 1 Year)
9) Vehicle Maintenance Files
10) Document all Maintenance & Preventive Maintenance on each Vehicle on file for 1 Year & 6 months after the vehicle leaves your control

13.0 Commercial Driver’s License:

1) **Class A:** Any combination of vehicles with a GVWR of 26,001 or more pounds provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
2) **Class B:** Any single vehicle with a GVWR of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.
3) **Class C:** Any single vehicle, or combination of vehicles that does not meet the definition of Class A or B, but is either designed to transport 16 or more passengers including the driver or is transporting material that has been designated as hazardous material and is required to be placarded.
4) **Hazmat Endorsement (H):** Will be required for transporting any placarded amount of hazardous materials.
These are the rules set forth by the Department of Transportation and will be followed by all AHWS drivers.

14.0 Commercial Drivers Logs:

All drivers must follow the rules and regulations set forth by the Department of Transportation at all times. As commercial drivers of AHWS you will be held accountable for any violations involving your record of duty status.

1) All driver logs must be filled out prior to departure in a commercial motor vehicle.
2) All logs are to be filled out in ink.
3) Log sheets must be completed neatly and legible.
4) Use a ruler or straight edge while completing your hours of service grid.
5) Drivers must flag any change of duty status.
6) Verify your driving time is accurate based on your miles driven.
7) Name of carrier and address must be completed.
8) Verify all waiting time at the well site is documented on line five. This line is reserved for the oilfield exemption rule and can only be utilized by drivers in the Oil/Natural Gas industry.
9) Verify all math between the total hours for the day and the total hours last seven days are correct.
10) Signature and date

   Note: All driver logs must be turn in as soon as possible.

15.0 DOT Driver Disqualifications:

A person is disqualified from driving a CMV if:

1) The driver’s license or permit has been revoked, suspended, withdrawn or denied.
2) They are medically disqualified from driving a CMV.
3) They have been convicted or forfeited bond upon a charge of:
   a. Driving a CMV under the influence of alcohol.
   b. Driving a CMV under the influence of a disqualifying drug or controlled substance.
   c. Transporting a disqualifying drug or controlled substance while on duty.
   d. Leaving the scene of an accident while operating a CMV.
   e. Commission of a felony using a CMV

16.0 DOT Driver Security Guidelines & Procedures:

Drivers, together with their supervisor, shall discuss trip plans for all hazardous materials movements that include:
1) Routing avoids highly populated areas, bridges, and tunnels when possible.
2) Fueling and break locations.
3) Estimated times of arrival at destination.

These trip plans shall also include potential alternate routes and acceptable deviations. For all hazardous materials movements, drivers shall minimize stops en route. Proper execution of thorough trip plans will help reduce the need for unnecessary or unplanned stops. In the event a load containing hazardous materials need to be staged at a company facility or facility while en route, it shall be stored in a secured (fenced in) location with limited and controlled access. While in transit, drivers are prohibited from discussing information related to their load, route, or delivery schedule with any person(s) other than authorized company officials. Drivers failing to abide by this standard are subject to disciplinary action up to and including termination of employment. Drivers are to report any suspicious activity (including load-related inquiries from strangers) to their supervisors immediately. Drivers are expected to take all reasonable and responsible precautions to prevent damage to company vehicles and theft of hazardous materials cargo while in transit.

For personal protection and safety, and the security of the cargo, drivers are expected to park in safe, well lit, designated truck parking locations only (such as reputable truck stops or high-traffic, major rest areas). When possible, trailers loaded with hazardous materials should be parked against a wall, fence, or other stationary/fixed object to enhance cargo security. In all cases, drivers are required to inspect their vehicle/trailer for evidence of tampering after each stop. Drivers shall lock their vehicles and have all windows in the closed position at all times while in transit - especially during all time spent in urban areas, and parked at truck stops and rest areas. Drivers are prohibited from taking their equipment (loaded or empty) to or through home, or parking in any unsecured area. Drivers failing to abide by this policy are subject to disciplinary action up to and including termination of employment.

Drivers are expected to maintain regular communications with Allied Horizontal Wireline base while in transit. Any incident of drivers failing to check in when required shall be assumed by the company to be suspicious and highly irregular. Immediate action shall be taken in such situations. Drivers are expected to fully understand this procedure and make every effort to maintain regular contact and communication with the facility. Drivers who fall victim to vehicle hijackers or cargo thieves are instructed to notify local police as soon as possible. Once the proper authorities have been notified, drivers are required to contact an appropriate company official and follow all subsequent instructions. Drivers are prohibited from picking up and transporting any unauthorized person.

In the event of an attempted vehicle hijacking or cargo theft situation while the vehicle is in motion, Allied Horizontal Wireline has adopted a NO STOP policy. Drivers who believe a vehicle hijacking is, or may be, in progress, are instructed to keep the vehicle moving as safely and responsibly as possible until the attempt has ceased and/or the authorities have been notified. However, in any hijack situation, drivers should use their own good judgment (whether to stop or keep moving) based on the degree to which they feel their personal safety is at risk. Nothing our drivers do is worth getting hurt over.

17.0 Transportation of Hazardous Materials Security and Safety:

17.1 Applicability:

- Each employee of the motor carrier who performs duties related to the transportation of hazardous materials.
- Each person who operates or is in charge of a motor vehicle containing hazardous materials.

Revision 2.0
• Every Commercial Motor Vehicle (CMV) containing hazardous materials must be driven and parked in compliance with the laws, ordinances and regulations of the jurisdiction in which it is being operated.

17.2 Attendance of Motor Vehicles: A motor vehicle carrying any amount of hazardous material must be attended at all times unless all of the following conditions apply:

1) Vehicle is located:
   a. On the property of a motor carrier.
   b. The property of a shipper or consignee of the explosives or hazardous materials.
   c. In a safe haven.
   d. On a construction or survey site.

2) The driver or bailee of the vehicle is aware of the nature of the hazardous material and has been instructed in emergency procedures.

3) The vehicle is within the driver or bailee’s unobstructed field of view or is located in a safe haven.

4) If a driver must leave a vehicle transporting hazardous materials the shipping papers and driver log must be either in the driver’s side door pocket or on the driver seat.

17.3 Vehicle Surveillance:

1) A motor vehicle containing hazardous materials and located on a public street, highway or the shoulder of a public highway must be attended by its driver.

2) A motor vehicle is attended when the person in charge of the vehicle is on the vehicle, awake and not in a sleeper berth, or is within 100 feet of the vehicle and has it within his/her unobstructed field of view.

17.4 Parking: A motor vehicle containing hazardous materials must not be parked:

1) On or within 5 feet of the traveled portion of a public street or highway.

2) On private property without the consent of the person who is in charge of the property and who is aware of the hazardous materials.

3) Within 300 feet of a bridge, tunnel, dwelling or place where people work, congregate or assemble, except when the necessities of operation make it impracticable to park in any other place.

4) Within 300 feet of an open fire.

17.5 Smoking and Fueling: No person may smoke or carry a lighted cigarette, cigar or pipe on or within 25 feet of:

1) A motor vehicle which contains hazardous or flammable materials.

2) An empty tank motor vehicle which has been used to transport flammable materials or gases.

3) When a motor vehicle which contains hazardous materials is being fueled:
   a) Its engine must not be operating.
   b) A person must be in control of the fueling process at the point where the fuel tank is filled.

17.6 Instructions and Documents: A motor carrier that transports hazardous materials must furnish the driver of each motor vehicle in which the explosives or radiation is transported with the following documents:

1) A copy of the rules

2) A document containing instructions on procedures to be followed in the event of accident or delay

3) A driver who receives documents must sign a receipt for them. The motor carrier shall maintain the receipt for one year from the date of signature.
17.7 Hazardous Material Routing: A vehicle carrying hazardous materials shall operate over routes which do not go through or near heavily populated areas, places where crowds are assembled, tunnels, narrow streets or alleys, except where the motor carrier determines that:

1) There is no practicable alternative
2) A reasonable deviation is necessary to reach terminals, points of loading and unloading, fuel, repairs, rest or a safe haven
3) A reasonable deviation is required by emergency conditions

A carrier or any person operating a motor vehicle that contains a hazardous material shall ensure that the vehicle is operated on routes that minimize radiological risk. A carrier or any person operating a motor vehicle containing radioactive materials shall operate the vehicle only over preferred routes including Interstate Highway or State-Designated Route a motor vehicle may be operated over a route other than a preferred route only under the following conditions:

1) Deviation from the preferred route is necessary to pick up or deliver hazardous materials
2) To make necessary rest, fuel or motor vehicle repair stops
3) Emergency conditions make use of the preferred route unsafe or impossible
4) The route selected must be the shortest-distance route from the pickup location to the nearest preferred route entry location, and the shortest-distance route to the delivery location from the nearest preferred route exit location.
5) A carrier who operates a motor vehicle containing hazardous materials shall prepare a written route plan and supply a copy before departure to the driver and the shipper
6) Any change between the route plan and routes used, and the reason for it, shall be reported in an amendment to the route plan delivered to the shipper within 30 days following the deviation
7) A statement of the origin and destination points, a route selected in compliance with this section, all planned stops and estimated departure and arrival times
8) Telephone numbers which will access emergency assistance in each State to be entered

17.8 Hazardous Training Requirements: No person may transport hazardous materials on a public highway unless the driver has received an appropriate license endorsement and up to date hazardous training

18.0 DOT 14-HOUR RULE:

The objective of the 14-Hour Rule is to keep “tired drivers” from driving; this rule is for the purposes of driving. In the absence of more stringent local legal requirements, the following rules apply:

1) Employees shall not drive after they have been on duty for more than 14 hours in the previous 24-hour period. This includes all driving, air travel and working time before and during the trip.
2) On longer trips or in a situation where there is a potential for this limit to be reached, the trip shall be planned so that the driver will have a period of quality rest before driving again after having reached the 14-hour limit. The plan may include extra drivers, pre-arranged hotel accommodation, etc.

The 14-Hour Rule does not encourage drivers to drive to the stated limits. Drivers are expected to be aware of their alertness level at all times and stop driving when or before their threshold for safe driving is reached. No manager
shall oblige a driver to drive, nor will any employee drive, when either the personal alertness level or fourteen (14) hour limit is reached, whichever comes first.

18.1 Definitions:

Driving Time All time spent at the driving controls of a motor vehicle in operation.

On Duty Time All time from the time a driver begins to work or is in readiness to work at wellsite, unless otherwise released from assigned duties, or is traveling at the direction of Allied Horizontal Wireline including air travel.

Off Duty Time All time a driver has been relieved from work and all responsibility for performing work activities. This time includes Off Duty or Stand-by time at wellsite.

Quality Rest A period of rest at an employee’s residence or in a place that allows for full sleep cycles without temperature extremes, that can be maintained adequately dark and without excessive noise. A period of quality rest includes the expectation of an uninterrupted rest period. This time may also be realized in a truck sleeper berth that meets regulatory requirement.

Working Time The total of on duty time and driving time.

18.2 Rest Periods

Rest can be realized in two ways: 10 consecutive hours of off duty where it is reasonable to expect an employee will be able to utilize the majority of that time experiencing quality rest. It must be recognized that if a person is to work a full 14 hours daily, it will be functionally impossible for that person to work, commute, perform necessary personal functions and have the required 10 hours of quality rest within a 24-hour period. The location manager must give consideration for this in scheduling of employees.
### Limitations for Driving

<table>
<thead>
<tr>
<th>Limitation</th>
<th>Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum driving time between breaks and minimum break time</td>
<td>15 minute breaks every two (2) hours or more frequently and of greater duration as required, e.g. during periods of low levels of alertness</td>
</tr>
<tr>
<td>Maximum duty hours within a rolling 24-hour period:</td>
<td>14 hours (i.e., employee cannot drive after 14 duty hours on duty)</td>
</tr>
<tr>
<td>Maximum driving hours within a 24-hour period:</td>
<td>Ten (10) hours total excluding commuting time; eleven (11) hours including any commuting time. (This shall include driving, loading, unloading, waiting, rest breaks, and any other work (including air travel))</td>
</tr>
<tr>
<td>Maximum duty hours in a rolling 7 day and 14 day period 14 day period</td>
<td>14 day period: 120 hours, subject to an 80 hour/7 day maximum, and an average of 60 hours per week over an extended period.</td>
</tr>
<tr>
<td>Off duty period in a rolling 7-day period:</td>
<td>Off duty period in a rolling 7-day period: Minimum of a continuous 24 hour break prior to driving again.</td>
</tr>
</tbody>
</table>

**Note:** These limitations are for the purpose of driving activities only and do not pertain to other work activities.

#### 18.3 Maximum driving time for property-carrying vehicles:

Property-Carrying CMV drivers may not drive:

1) More than 11 hours of driving, following 10 hours off-duty
2) After 14 hours on-duty, following 10 hours off-duty. (Breaks do not extend on-duty times)
3) After 60/70 hours on-duty in 7/8 consecutive days

#### 18.4 Oilfield Operations - No change in 24-hour restart

CMV drivers used exclusively in the transportation of oilfield equipment, including the stringing and picking up of pipe used in pipelines, and servicing of the field operations of the natural gas and oil industry may end any period of 8 consecutive days with the beginning of any off-duty period of 24 or more successive hours.

**Off Duty At Wellsite-No change**

Specially trained drivers of CMVs which are specially constructed to service oil wells shall not include waiting time at a natural gas or oil well site as on-duty time; provided, all such time is fully and accurately accounted for in records to be maintained by the motor carrier. This will be documented on line five of your log book as part of the Oilfield Exemption rule.

**Under the new rules, if you started at 0600, your 14 hours would be up at 2000 hours, and you couldn’t drive after 2000 until you had 10 off duty to re-set.**
Exceptions and Exemptions: A variance to the 14-Hour Rule is allowed for wellsite operations only where suitable accommodations are not available for a quality rest period. This variance is to be used infrequently and only when operational events extend field-operating time past a time reasonably foreseeable during the pre-job planning and dispatching process.

1) Prior to departure, the Employee (and entire crew, as applicable) will rest on location for a minimum of 30 minutes, of which 15 to 20 minutes shall include the opportunity for a nap. If the 14-hour limit has been exceeded by more than 4 hours, this rest period will be extended to 2 hours.

2) After this rest period, with the approval of the manager (this is the person at the base who is responsible for the oversight of the trip and determines if crewmembers are safe to drive) the following process will be followed:
   a) The convoy will proceed for a maximum of 20 minutes Driving Time;
   b) This interval will immediately be followed by a rest stop of not less than 10 minutes;
   c) The crew will be re-assessed for alertness;
   d) This sequence can be repeated until a suitable accommodation is reached.

Note: This variance will not exceed 2 hours Working Time; the rest stops do not count as off Duty time and must be included in Working Time.

3) The need to employ the variance can be precluded by:
   a) Pre-arranging accommodations at location.
   b) Assigning an extra person or persons to be available to drive.
   c) Providing a crew transfer vehicle and driver.
   d) Effective time management of specific crew members to ensure rest is addressed at location.
   e) Providing units with sleeper berths or equivalent.

Accumulating 10 consecutive hour off-duty: Many drivers of specially constructed oil well servicing vehicles cumulate the 10 consecutive hours off duty required by combining off-duty time or sleeper-berth time at a natural gas or oil well site with off-duty time or sleeper-berth time while en route to or from the well. These drivers may accumulate the required 10 consecutive hours off duty by combining two separate periods (equalling 10 hours and each at least 2 hours long) as follows:

Off-duty time + sleeper-berth time in a CMV while en route to or from location
Sleeper-Berth time at location + sleeper-berth time in CMV en route to or from location
Off-duty time at well Site + another off-duty period of time at well Site
Off-duty time at well Site + a period in a sleeper-berth, at or away from well Site
Off-duty time at well Site + a period in other sleeping accommodations

19.0 Vehicle Specification and Safety Equipment:

All Allied Horizontal Wireline Services vehicles will be of the correct size and fit-for-purpose based on an assessment of usage, be maintained in safe working order in line with manufacturers’ specifications and legal requirements and include appropriate safety features. Other than to allow for the installation of approved rollover damage minimization devices where appropriate, all vehicles are to be maintained in their original configuration as supplied from the manufacturer, vendor, or engineering. If modifications are found to be necessary to meet expectations of performance and service delivery, the management should be notified. The use of any technology to circumvent traffic regulations (e.g. radar detectors or jammers) is prohibited. The following equipment shall be
installed and securely fixed, where appropriate, on all Allied Horizontal Wireline Services vehicles wherever possible:

- Head rests/restraints (all seating positions in keeping with passenger profile on low back seats);
- Air bags (all possible, including side impact and side curtain air bags);
- 4-wheel anti-lock brakes (when available);
- 3-point seatbelts
- Front and rear flashing, hazard warning lamps;
- Driver and passenger side external mirrors; internal rear-view mirror for vehicles with a rear window;
- Fire extinguisher, minimum 2kg./5lb.;
- Crash documentation kit
- First aid kit, in keeping with local regulation or best practice;
- Full size spare tire, vehicle jack and wheel wrench;
- Flashlight/Torch;
- Disabled vehicle marker(s) – minimum 3 (e.g. reflectors);
- Reflective vest for emergency situations.
- Signs, stickers or labels shall be fitted in such a manner that they do not obstruct the driver’s vision or impede the driver’s use of any controls;

In addition to that previously listed, the following applies to Heavy Vehicles (> 17,000lb/4,500kg)

- Under-run protection, both rear and side.
- Reversing alarm system (including other vehicles with limited rear-visibility).
- Wheels chocks must be in place whenever the driver leaves the vehicle unattended for more than a few minutes or the driver will leave the cab with the unit running. Wheel Chocks should be positioned at the passenger rear wheels, if at all possible, to encourage the driver to walk around the vehicle before and after operation.
- Spare fuses- At least one of each size needed on the vehicle.

All driver and load paperwork must be placed in the driver’s side door pouch or on the driver’s seat prior to leaving the vehicle unattended. This includes any Hazmat shipping papers and driver log book.

20.0 Contractor Management:

It is our desire for all transportation contractors to be fully in alignment with the Allied Horizontal Wireline journey management and driving standard and this should be our goal whenever practicable and possible.

21.0 Shipping Papers (Bill of lading):

Whenever a hazardous material is offered for transport to a third party transport, it must be accompanied by proper shipping papers, which fully identify the hazards involved. The description must fulfill the following requirements:

1. If a hazardous material and a non-hazardous material are described on the same shipping papers, the hazardous material must be:
   - Named first
   - Shown in contrasting (highlighted) color on all copies of the form
2. The shipping description must furnish:
   - Proper shipping name
22.0 Emergency Response and Communication:

Immediate communication is required from the field crews and base management when the following occurs:

1) When a theft or damage of vehicles is discovered.
2) When an accident involving any vehicle carrying occurs.
3) When a deviation from standard operating procedures is required or requested.
4) When a traffic or DOT violation is incurred in an Allied Horizontal Wireline vehicle.

The following action is to be taken at the scene of an accident, driver investigation checklist.

1) Stop and secure the vehicle
2) If available use caution tape to secure the area.
3) Set warning devices
4) Assist the injured
5) Eliminate potential fire hazards
6) Notify police, ambulance
7) If hazardous materials are on board notify all emergency personnel of the dangers. Reference the ERG and MSDS books.
8) If a fire occurs and hazardous materials are involved do not fight the fire, leave this to the professionals.
9) Notify Management
10) Mark pavement with location of each vehicle involved and / or take pictures
11) Discuss accident with authorities do not admit fault
12) Find witnesses and gather information
13) Fill out company accident report forms
14) Contact company official
15) Return entire accident documentation kit to a company official