

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526	Defensive Driving & Vehicle Safety
Original Date of Implementation: October 2013 New Effective Date:	Plan Revision Date: Page 1 of 14
Reviewed By: Jared Monk	Date: 01/10/2022

Section 30.0 DEFENSIVE DRIVING AND VEHICLE SAFETY

A. Purpose

The purpose of this procedure is to establish the driving and vehicle safety requirements for **JAGUAR ENERGY SERVICES, LLC** personnel.

B. Scope

This procedure applies to **JAGUAR ENERGY SERVICES, LLC** personnel who operate **JAGUAR ENERGY SERVICES, LLC** vehicles or personal vehicles while on **JAGUAR ENERGY SERVICES, LLC** business or related activities.

C. Responsibilities

1. The Safety Coordinator or his/her designee is responsible for ensuring that employees have completed the training required by this procedure.
 - (a) Additional responsibilities include:
 - (i) The implementation of this policy.
 - (ii) Take corrective actions on all violations or suspected violations of this procedure.
 - (iii) Documentation of completion by each employee.
 - (iv) Ensuring that **JAGUAR ENERGY SERVICES, LLC** vehicles are properly licensed, inspected, and maintained.
 - (v) Ensuring that only properly licensed and qualified drivers are permitted to operate **JAGUAR ENERGY SERVICES, LLC** vehicles.
 - (i) This is accomplished by adhering to the guidelines in the List Of Eligibility Requirements For New Drivers and the Driving Record Certification Report of this procedure.
 - (ii) This can be further accomplished by obtaining a Motor Vehicle Report (MVR) on all prospective NEW hires and periodically reviewing the MVR's

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2. **General Vehicle Safety Rules**

- (a) **JAGUAR ENERGY SERVICES, LLC** personnel shall:
- (i) While operating a **JAGUAR ENERGY SERVICES, LLC** vehicle or a personal vehicle on **JAGUAR ENERGY SERVICES, LLC** business have a valid operator's license for that particular class of vehicle.
 - (ii) Keep a certificate of registration in their **JAGUAR ENERGY SERVICES, LLC** vehicle and personal vehicle, if personal vehicle is used for **JAGUAR ENERGY SERVICES, LLC** business.
 - (iii) Ensure **JAGUAR ENERGY SERVICES, LLC** vehicles they are operating have:
 - (i) Proper registration papers in the vehicle
 - (ii) Up-to-date inspection stickers
 - (iii) An accident instruction packet
 - (iv) A current insurance card
 - (iv) Verify annually, or upon demand, a valid operator's license.
 - (v) Attend initial driver orientation and other vehicle safety presentations as scheduled or required.
 - (vi) Whenever practical, road/drive time should be limited.
 - (vii) Operate a **JAGUAR ENERGY SERVICES, LLC** vehicle in accordance with all **JAGUAR ENERGY SERVICES, LLC** guidelines, and follow local, State, Federal regulations.
 - (viii) Driving of a company vehicle should be held during daylight times when practical.
 - (ix) Be held responsible for paying all parking and traffic violation fines and associated costs incurred while operating or in charge of a **JAGUAR ENERGY SERVICES, LLC** vehicle.
 - (x) Report all traffic violations and vehicle crashes.
 - (xi) Not operate a **JAGUAR ENERGY SERVICES, LLC** vehicle while under the influence of alcohol or illicit drugs.
 - (i) No illicit drugs or alcohol will be carried in a **JAGUAR ENERGY SERVICES, LLC** vehicle.
 - (xii) Not allow any non-**JAGUAR ENERGY SERVICES, LLC** employee to operate a **JAGUAR ENERGY SERVICES, LLC** vehicle.

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- (xiii) Not operate a **JAGUAR ENERGY SERVICES, LLC** vehicle with identified unsafe conditions.
 - (i) All unsafe conditions must be immediately reported to the Safety Coordinator.
 - (ii) All employees should be well rested and should be fully alert when getting behind the wheel of a company vehicle. Should an authorized driver not feel like they can safely drive they should notify their supervisor. The supervisor will appoint an approved
 - (iii) Adverse weather conditions should be taken very cautiously and should only be driven through when absolutely necessary
- (xiv) Report every accident and property damage incident involving a **JAGUAR ENERGY SERVICES, LLC** vehicle to the Safety Director as soon as an accident occurs.
 - (i) Immediate notice is required in all cases involving bodily injury, regardless of how slight.
- (xv) Not leave the scene of an accident involving a **JAGUAR ENERGY SERVICES, LLC** vehicle, unless necessary to summon police or medical assistance.
- (xvi) Not falsify, withhold, or suppress any **JAGUAR ENERGY SERVICES, LLC** vehicle related reports or information.
- (xvii) A 15-minute rest break should be taken every two (2) hours of continuous driving. All commercial drivers will follow DOT FMCA guidelines.
- (xviii) Remove the ignition key and lock all doors on a **JAGUAR ENERGY SERVICES, LLC** vehicle whenever it is left unattended and/or unsupervised.
- (xix) Not refuel a **JAGUAR ENERGY SERVICES, LLC** vehicle with the engine running, or smoke near any vehicle that is being refueled or serviced.
 - (i) If a servicing unit equipped with an engine is used to fuel the vehicles, the engine of the servicing unit

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should also be shut off if its power is not needed to deliver the fuel.

- (xx) Not pick up hitchhikers.
 - (i) This is absolutely forbidden as this increases **JAGUAR ENERGY SERVICES, LLC's** liability in the event of an accident.
- (xxi) Let someone else drive if there is a qualified and licensed driver available, should the driver feel drowsy
 - (i) Otherwise, he/she should drive off the highway, park, and take a nap.
 - (ii) For his/her personal safety he/she should stop the engine and lock the cab doors and vents.
- (xxii) Not drive in unsafe and discourteous manner, such as road hogging, disregarding the rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind.
 - (i) Such conduct on the part of drivers operating **JAGUAR ENERGY SERVICES, LLC** vehicles provokes ill will toward **JAGUAR ENERGY SERVICES, LLC** and invites accidents.
- (xxiii) Operate their vehicles within all posted speed limit restrictions.
- (xxiv) Only drive a JES vehicle to an unfamiliar location once precise directions have been obtained. (No JES vehicle should move without proper directions to destination first.)
- (xxv) When operating a vehicle it should be the correct size for the job and additionally should be designed for the intended use.
- (xxvi) Direct supervisor of the JES employee will know the drivers trip itinerary prior to departure.
- (xxvii) While operating automotive equipment on **JAGUAR ENERGY SERVICES, LLC** property all drivers will adhere to all traffic regulations effective therein.
 - (i) Driving at the maximum posted speed can be too fast for safety in some situations.
 - (ii) Therefore, drivers of **JAGUAR ENERGY SERVICES, LLC** vehicles

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should use good judgment and proceed at a pace suitable to conditions of the vehicle itself, the road, the traffic and the weather.

- (xxviii) Take great care when vehicles are being towed, and the speed of the vehicles involved should be under close control at all times.
- (xxix) Not cause physical damage to a **JAGUAR ENERGY SERVICES, LLC** vehicle, or allow physical damage or loss to occur by their failure to act.
- (xxx) All **JAGUAR ENERGY SERVICES, LLC** vehicles will be parked in reverse where the next move will be in a forward movement.
- (xxxi) All employees should use the Backing/Spotter guide. It is required when applicable that a spotter be used when parking in reverse.

3. **Mobile Phone Use**

Mobile phones are essential in today's business world.

- (a) For the protection of our personnel, equipment, and the general public, **JAGUAR ENERGY SERVICES, LLC** has banned all driver's use of mobile phones while operating a vehicle or piece of equipment.
 - (i) This also applies when personnel are operating handheld or process equipment.
- (b) In the event that it is necessary to use a mobile phone while operating a vehicle or piece of equipment the employee must park the vehicle in a safe location off of the road or out of the path of operation.
- (c) In the event of an emergency, drivers must have reliable means of communications. (cell phone, cb radio, etc.)

4. **In-Car Distractions**

- (a) When driving in the rain, even in a light drizzle, driving conditions can be slippery and dangerous.
- (b) **JAGUAR ENERGY SERVICES, LLC** personnel can help protect themselves and their passengers by adhering to the following guidelines for driving in wet weather.
 - (i) First and foremost: **Slow Down**.
 - (i) It takes longer to stop or adjust in wet weather.
 - (ii) Stay toward the middle lanes; water tends to pool in the outside lanes.

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- (iii) Increase your following distance and watch for brake lights ahead.
 - (iv) Drive in the tracks of a car ahead of you.
 - (v) Turn your headlights on even in a light rain, or in gloomy, foggy or very overcast conditions.
 - (i) Not only do headlights help you see the road, but they will help other drivers see you.
 - (vi) Before it starts to rain, replace old or brittle wipers.
 - (vii) Avoid off-road driving.
 - (viii) Never drive through moving water if you cannot see the ground through it.
 - (i) Your car could be swept off the road.
 - (ix) When driving through a puddle that is of uncertain depth, go slow.
 - (i) If it is deeper than you think, you have time to back out.
- (c) Flammable liquids are not to be carried in trunks or luggage compartments of vehicles equipped with two-way radios.
 - (i) However, sample containers handled by gas testers and other authorized persons may be carried in such vehicle provided the valves are plugged to prevent leaking.
- (d) Motor vehicles must not be driven or gas engines used within gaseous areas such as around tank batteries, gassing wells, emergency burning pits, and low points where gas may have accumulated.
 - (i) Don't drive in any restricted areas.
- (e) To prevent the accumulation of poisonous carbon monoxide fumes, garage doors must be opened for ventilation, whenever a truck or passenger car motor is running.
 - (i) Remember that these deadly fumes are odorless and invisible.
- (f) As a precaution against poisonous exhaust fumes penetrating the passenger compartment, inspection of the mufflers and tail pipes of personnel carriers should be made regularly, especially in the winter months when windows are usually kept closed.
- (g) In areas where the weather becomes extremely cold, employees sometimes are compelled to seek warmth from a heater inside a standing motor vehicle with its engine running.

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- (i) To avoid carbon monoxide poisoning in such instances, one should leave a vent or window open enough to insure ample fresh air and should open a door wide at intervals to expel carbon monoxide fumes.
- (h) Precautions must be taken to insure that aerosol-type containers, including engine starting fluids and deicers, are not exposed to Seal-Tite, LLC heat long enough to cause them to explode.
 - (i) Aerosol containers should not be carried in the same compartment with two-way radio transmitters.

5. **Occupant Restraints**

- (a) All drivers and passengers of **JAGUAR ENERGY SERVICES, LLC** owned and leased vehicles must wear seat belts.
- (b) Seat belts should be fitted snugly over the hips.
- (c) Shoulder restraints, where available, must also be worn.

6. **Turn Procedures**

- (a) Use your turn signal to notify other drivers of your intentions.
- (b) Stay as far to the right as possible.
- (c) Avoid wide sweeping turns
- (d) Turn into the right lane of the road you enter.

7. **Winch Trucks, Cherry Pickers, and Mobile Cranes**

- (a) Do not leave any item lying loose inside the cab or on the bed of a truck.
 - (i) In case of an accident loose items can strike personnel or property and cause severe damage.
 - (ii) All loads should be secured and within the manufacturer's legal limits.
- (b) A truck driver should make it a habit to inspect his/her truck before entering and starting it in motion.
 - (i) Wheels of trucks should be checked at least once a week to see that all lug bolts and axle flange nuts are tight.
- (c) The getting on or off a vehicle while it is in motion is strictly forbidden as is riding on the running boards,

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- fenders, or anywhere on the vehicle not designed for passengers.
- (d) Except in emergencies, gasoline must not be carried inside passenger cars or cabs of trucks.
 - (i) When emergency requires that this be done, the container must be sealed absolutely tight to prevent leakage of gas.
- (e) All units operated inside of tank farms or classified areas will be equipped with approved type flame arrestors. (Mufflers)
- (f) All winches on a truck must be equipped with the approved wench guard as a protection to the driver against flying winch lines and shifting pipe.
- (g) Truck beds must be kept free of oil and grease.
- (h) No load should extend directly over the truck cab unless the truck is properly equipped for such hauling.
- (i) Hauled materials that overhang the sides or extend from the end of the vehicle must be red flagged.
- (j) When working or driving under or near high voltage lines, care must be taken that gin poles, mast guys or other objects are not permitted to contact the lines.
 - (i) In the event contact is made, occupants should jump and not step from the vehicle to the ground, thus averting shock in case the vehicle is "charged."
 - (ii) An electrician should clear the vehicle of any electrical charged lines before anyone is allowed to touch it.
- (k) A power line pole must not be used as a snub for a wench line when material is moved, or if a truck is pulled when stuck, as there is danger of shorting the wires when the strain is taken off the pole.
- (l) Workers must not stand between the end of the truck and a load being pulled with a winch.
- (m) The tail chain on the wench line of a crane truck must never be pulled against the pulley on a gin pole as it might become fouled or otherwise create a hazard.
- (n) Never use the wench line for assistance in climbing on the truck bed.
- (o) The hooks on the end of any truck winch line should be secured or controlled when not in use.
- (p) The operator should take care to see that his/her truck is securely anchored while using the crane.
 - (i) If brakes are not adequate, wheels should be properly blocked to prevent the truck from

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moving while the load is suspended on the crane.

- (q) When loads are being hauled by the gin poles, loads and gin poles must be securely snubbed to the truck bed.
- (r) Trucks shall be equipped with and have properly mounted:
 - (i) Fire extinguishers
 - (ii) First aid kits
 - (iii) Salt tablets
 - (iv) Drinking water with paper drinking cups.
- (s) Equipment such as welding machines, pumps, and so forth, will not be in operation while the engine of the vehicle is running.
- (t) Do not overload a vehicle.
 - (i) Carry the required number of passengers and the required weight capacity.
- (u) Riding of cherry pickers or yard cranes is permitted only when adequate safety provisions such as seats, platforms, rails and so forth, are provided for passengers.
- (v) The following rules must be followed by personnel in the operation of cranes, cherry pickers, winch trucks or other similar equipment while transporting any load.
 - (i) All loads carried on the suspension cable of any equipment must be tied back to the equipment with a tag line or lines to prevent free swinging of the load.
 - (ii) Observe all traffic signs such as stop or yield signs.
 - (iii) Before entering any thoroughfare, street, or street intersection, all equipment carrying any load should stop, observe traffic conditions and proceed with caution.

8. **Inspections, Servicing, and Mechanical Repair**

- (a) Each location will develop a monthly inspection for all vehicles and implement its use.
 - (i) A record of all inspections will be kept in the office for one year.
 - (ii) Employees will be formally trained in the proper inspection and reporting methods.
- (b) All employees that are assigned or use a **JAGUAR ENERGY SERVICES, LLC** vehicle will be held responsible to maintain the vehicle in a clean and orderly condition at all times.

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- (i) If the driver detects a mechanical defect or safety hazard in a vehicle assigned to him/her they should arrange to have repairs made at once
- (c) Cars and trucks shall be kept in good mechanical condition, giving particular attention to:
 - (i) Brakes
 - (ii) Signals
 - (iii) Lights
 - (iv) Horns
 - (v) Windshield wipers
 - (vi) Steering gear
 - (vii) Tires
- (d) Steering mechanism should be inspected periodically, making special checks after the vehicle has been driven over extremely rough or bushy terrain or has struck a deep chug hole.
- (e) Wheel alignment, brake adjustment, and front-end mechanical condition of **JAGUAR ENERGY SERVICES, LLC** vehicles should be visually inspected by the driver at least every 30 days.
- (f) Brake fluid lines should be examined for defects at least every 6 months and replaced or repaired if faulty.
- (g) Lighted matches or sparks of any kind should be kept away from the top of an open battery during service or inspection.
 - (i) A storage battery gives off hydrogen gas, which is highly explosive.
- (h) The electrolyte or acid mixture from a storage battery burns clothing and may cause painful skin burns.
 - (i) Hands should be washed thoroughly after servicing a battery.
- (i) When inflating truck tires, always place them with the retaining ring away from you and stand in the clear to avoid injury if the retaining rings or rims should blow off.
- (j) The driver of a wench truck is responsible for the condition of the wench lines.
- (k) To avoid being scalded, use extreme caution in removing the radiator cap to check coolant when the engine is at operating temperature.
- (l) Set the parking brake, place the vehicle in low or reverse gear with the engine off and block at least one rear wheel before raising a vehicle with a jack.
 - (i) Follow manufacturer's instructions which are usually posted on the underside of the trunk lid in passenger cars, and keep hands, feet and

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- body in the clear as much as possible to avoid injury in case the jack falls.
 - (ii) Never crawl under a vehicle raised by a bumper jack or any other kind of support that could fall and allow the vehicle to fall.
 - (j) All JES vehicles will be equipped with emergency roadside kits in the event of a roadside emergency. Any time a JES vehicle is stopped along side a road the emergency kit shall be used.

E. Training Requirements

1. **JAGUAR ENERGY SERVICES, LLC** personnel will be trained on the following topics:
 - (a) Defensive driving and vehicle safety guidelines.
 - (b) Journey Management Plan
 - (c) Driving Record Certification Report.
 - (d) The contents of this procedure.

F. Training Frequency

1. **JAGUAR ENERGY SERVICES, LLC** personnel will be trained to the following schedule:
 - (a) Initially upon hire.
 - (b) As necessary thereafter.

LIST OF ELIGIBILITY REQUIREMENTS FOR NEW DRIVERS

Candidates for employment whose job responsibilities or duties may require them to operate **JAGUAR ENERGY SERVICES, LLC** vehicles **will not be deemed acceptable** if any of the following conditions exist:

1. Falsification or omission of previous driving history information such as experience, accidents and driving violations.
2. Driving privileges were either temporarily or permanently revoked, suspended, withdrawn or denied at any time during the past three years.
3. Conviction, or pleading guilty to, or forfeiture of bond or collateral for operating a vehicle while under the influence of alcohol, a narcotic drug or its derivatives, an amphetamine or its formulations, or any other illicit drugs.
4. Conviction, or pleading guilty to, or forfeiture of bond or collateral for vehicle hit and run or leaving the scene of an accident involving personal injury or death.
5. Confirmed clinical or admitted diagnosis of alcoholism, coupled with current use of alcohol or confirmed use of illicit drugs.
6. A record of three or more moving violations in the previous twelve months or a total

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of five or more during the previous three years.

7. A record of three or more preventable vehicle accidents or property damage or loss incidents in the previous twelve months or a total of five or more during the previous three years.
8. Any physical or mental condition which may interfere with the safe operation of a motor vehicle. In making this determination, **JAGUAR ENERGY SERVICES, LLC** will consider.
whether reasonable accommodations for the proposed driver would correct the potential safety concerns.

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DRIVING RECORD CERTIFICATION REPORT

Please list the information requested below for the last three (3) years and promptly return the completed report to your Safety Director or the individual who gave it to you.

MOTOR VEHICLE ACCIDENTS

Include all accidents in which you were involved regardless of the ownership of the vehicle.

Accident Date

Description of Accident

Injuries

MOTOR VEHICLE VIOLATIONS

List all violations of motor vehicle laws or ordinances (exclude Parking Violations) for which you pleaded guilty, were convicted, or forfeited bond or collateral. Include all citations currently pending disposition.

Date

Jurisdiction

Description of Offense

Fine/Penalty

I certify that all pending violations or citations are included and that the above is true and accurate to the best of my knowledge.

Driver's License Number _____ State _____ Expiration Date _____

Print Name _____ Signature _____
Date _____

Report reviewed by _____
Date _____

(Name and Title)