

Transportation File Checklist

PLEASE CHECK ALL BOXES TO ENSURE THE CORRECT DOCUMENTS ARE BEING SENT

Employee Full Name: _____

Position: _____ Start Date: _____

Savanna Well Servicing Documents		Mark Boxes Below
Application or Resume (Showing 3 Year verifiable past experience)		<input type="checkbox"/>
Company Vehicle Policy Sign off		<input type="checkbox"/>
Personal Vehicle Use and Allowance Policy Sign Off		<input type="checkbox"/>
Driver's License (Copy of front and back)		<input type="checkbox"/>
Driver Abstract Consent Form – <i>Alberta or Saskatchewan Drivers Only</i>		<input type="checkbox"/>
5 Year Commercial Driver Abstract (Before going out to work, within 30 days of hire) <i>* Note: If new hire has 7 or more demerits, HR must issue a Demerits letter to employee</i>		<input type="checkbox"/>
CAOEC Convoy Training Cert		<input type="checkbox"/>
CAOEC Convoy Training Exam (unless transferring from CAOEC APPROVED company)		<input type="checkbox"/>
CAOEC Fatigue Management Certificate		<input type="checkbox"/>
CAOEC Fatigue Management Exam		<input type="checkbox"/>
CAOEC Heavy Duty Training Cert (If applicable)		<input type="checkbox"/>
TDG Certificate		<input type="checkbox"/>
TDG Exam		<input type="checkbox"/>
WHMIS Certificate (WHMIS 2015)		<input type="checkbox"/>
WHMIS Exam		<input type="checkbox"/>
Rig Managers and Operators/Drillers also require the following documents:		
(i)	Insurance Confirmation Letter	<input type="checkbox"/>
(ii)	Copy of Certificate for Vehicle Insurance	Expiry: <input type="checkbox"/>
(iii)	Copy of Valid Vehicle Registration	Expiry: <input type="checkbox"/>

By signing below, you confirm that all required documents have been collected and reviewed.

Date Completed	
Name of Administrator	
Signature of Administrator	

Please be aware of the following:

- **GDL Drivers are only eligible to drive the pickups**
- **CAOEC Service Rig Driver Safety Video must be watched in conjunction with the Convoy Training to be considered complete. A checkbox is on the front of the exam.**
- Convoy Training Certificate (CTC) can be issued to anyone with a class 5 license at minimum therefore anyone with a learner's license is not eligible to take CTC training
- Hours of Service (HOS) is not transferrable
- In Saskatchewan, an employee operating a vehicle equipped with airbrakes must have an "A" endorsement and a G99 Detail Authority Card (DAC) issued by SGI before they can begin HDTC Training.

Please follow these instructions if the new hire has the following:

- **If New Hire has 7 Demerits or more on drivers abstract or has certain restrictions on their license**
 - Contact Human Resources so a Demerits Letter or other applicable letter can be issued to the new hire during their orientation.
 - The signed letter will need to be included in the New Hires transportation file.
- **CLASS 1 License**
 - New hire needs to do Convoy Training (CTC)
 - Heavy duty training and certificate not required
- **Airbrakes Endorsement on License (e.g. 5Q license)**
 - Cannot be a GDL Driver
 - Check if they have Heavy Duty Training Certificate (HDTC) and Convoy Training Certificate (CTC) - if yes, follow the transfer instructions below on this document
 - If no HDTC or CTC tickets, new hire will be required to take Heavy Duty Training and Convoy Training.
 - HDTC course needs to be scheduled with operations
- **Transferring Convoy Training Certificate (CTC) & Heavy Duty Training Certificate (HDTC) Tickets**
 - Double check anyone holding a HDTC from another company has Airbrakes and is not a GDL.
 - Take a copy of the new and the old tickets together on the same page and upload to CRM.
 - Please refer to CAOEC Approved Previous Employer List when transferring.
 - If new hire already has CTC or HDTC when they are hired, you will need to re-issue them a ticket from Savanna Well Servicing with the information below.

<i>Company:</i>	<i>Savanna Well Servicing</i>
<i>Effective Date:</i>	<i>Today</i>
<i>Approved Trainer:</i>	<i>Transferred</i>
<i>Assessor Signature:</i>	<i>Sign your name</i>

Completed forms and documents must be e-mailed to Catherine Duguay

E-mail: cduguay@savannawellservicing.com

(The Day the employee goes out to work!)



Application Form

Savanna Well Servicing Inc.

APPLICATION FORM

NOTE: You may fill-out the sections below (education & employment history) if it's not included on your resume or if you may not have a resume. If you have already provided this information, you may leave this section blank.

Applicant Full Name:

Home City/Province: Phone Number:
(with area code)

EDUCATION

School (High School or above only) From (Year) To (Year) Graduate Yes ☐ No ☐

EMPLOYMENT HISTORY ****Must be a minimum of last 36 months before application date****

Company Phone

Supervisor Position

Type of Rig From To

Reason for Leaving

May we contact this employer for a reference? Yes ☐ No ☐

Company Phone

Supervisor Position

Type of Rig From To

Reason for Leaving

May we contact this employer for a reference? Yes ☐ No ☐

Company Phone

Supervisor Position

Type of Rig From To

Reason for Leaving

May we contact this employer for a reference? Yes ☐ No ☐

Company Phone

Supervisor Position

Type of Rig From To


Reason for Leaving

May we contact this employer for a reference? Yes ☐ No ☐



Policy - Company Vehicle (SWS-Canada)

1. Document Control

Name: HR-POL-013	Title:		Title: Company Vehicle Policy (SWS-Canada)				
Dept Owner: Transportation			Sensitivity: Internal				
Apply to:	Region: 	Division: Savanna Well Servicing	Function: All				
Rev No	Change Date	Change Description	Revision History	Originator	Approved By:	Approval Date:	MOC No
1	29-09-16	Update Format and Information		C. Dizon			DMOC-0224
2	05-11-18	Update Policy		C.Dizon/T.Smith/A.Dewar			DMOC-0414

2. Purpose

This policy applies to all personnel of Savanna Well Servicing Inc. ("Savanna") in Canada and its subsidiaries. This policy is to provide employees with the guidelines and expectations regarding eligibility and use of company vehicles at Savanna.

3. Scope

Savanna is committed to safe and responsible operation of motor vehicles at all times and understands that operating vehicles on public roads is a privilege not a right. This commitment requires each of us to act with the highest integrity when operating a vehicle for company business whether the vehicle is: personal, company owned, leased or rented. When operating a vehicle employees are expected to respect all laws, comply with company policies and drive in a safe and courteous manner that protects and enhances Savanna's corporate reputation.

Remember, anyone who violates the law or a company policy may be subject to disciplinary action, up to and including termination or release.

4. Definitions & References

Company vehicles are defined as any assigned or unassigned vehicles owned, leased/rented, and/or paid for by Savanna that are available to employee's for business use at an assigned branch or location. Company vehicles may at times be used for the purpose of picking up or delivered other employees, goods, and other equipment for business needs.

Personal vehicles are defined as a vehicle owned by and registered to the employee.

Commercial vehicles is defined as a truck, truck-tractor, trailer or semi-trailer or combination thereof exceeding a gross vehicle weight rating (GVWR) of 4,500 kg, or a bus with a designated seating capacity of more than 10, including the driver.



Policy - Company Vehicle (Canada)

Commercial vehicle drivers are defined as an individual who has the proper credentials, driver's license requirements and approval to operate a commercial vehicle.

5. Policy Statements

5.1 Driver Responsibilities Information

The following responsibilities are for drivers of both commercial or company vehicles:

- Know the location of the registration and inspection papers for your assigned vehicle.
- Prior to operating a commercial vehicle complete a trip inspection.
- Report any defects immediately and have repairs completed before driving.
- Understand that Savanna will not tolerate any use of alcohol or drugs while in control of a commercial or company vehicle.
- Advise Savanna of any driver license changes (e.g. suspensions, terminations, expirations, conditions, etc.)
- Only transport authorized passengers.

The following responsibilities are for drivers of commercial vehicles only:

- Prior to operating a commercial motor vehicle, complete a trip inspection report and turn in the trip inspection report to Savanna within twenty (20) days of completion.
- Electronic logbooks are to be completed accurately up to the last change of duty.
- Electronic logbooks are to be maintained and submitted at all times.
- Submit a copy of all on-road inspections to Savanna within fourteen (14) days of completion.
- Submit any accident/incident reports to Savanna immediately through your manager.
- Abide by the hours of service regulations for drivers of commercial vehicles.
- Ensure that the vehicle's load is secure and brakes are always adjusted properly.
- Realize the dangers of fatigue as provided in fatigue management training.

All drivers are responsible for complying with regulations and failure to comply may result in disciplinary action up to and including termination of employment.

5.2 Motor Vehicle Abstracts

New hires and rehires who may have access to a commercial vehicle as part of their job will be required to submit a recent copy (less than 30 days old) of a commercial driver's abstract (5-year record check) at their own cost.

New hires and rehires who may be assigned a company vehicle or may need access to a company vehicle as part of their job will be required to submit a recent copy (less than 30 days old) of a driver's abstract (5-year record check) at their own cost.

Savanna will conduct, at a minimum, an annual commercial driver's abstract check (5-year record check) on employees with access to a company vehicle. For commercial drivers, Savanna will conduct, at a minimum, a semi-annual commercial driver's abstract check (5-year record check).

Drivers with seven (7) demerits or more must receive written approval from the appropriate Vice President/General Manager or Director to be eligible to access a company vehicle.



Policy - Company Vehicle (Canada)

Any driver with seven (7) demerits or more will be notified and given the opportunity to take a defensive driving course that reduces his or her demerits. This will be at the driver's own cost.

Management reserves the right to evaluate driver performance at their discretion and to take the appropriate disciplinary action.

5.3 Driver Exclusions

Employees who operate commercial or company vehicles, or who use their personal vehicle for business purposes are required to strictly adhere to Safe Driving requirements as stated in Savanna's Health and Safety Manual.

Failure to comply with HSE guidelines or recurring convictions, major conviction(s) or criminal conviction(s) could result in an individual being disqualified or disentitled to operate a vehicle for or on behalf of Savanna. If this impacts the individual's ability to carry out their duties in the opinion of management the employment of the individual may be subject to termination with cause.

The following guidance is provided as to when conviction(s) require management review for entitlement to operate a vehicle:

- One or more Criminal Conviction(s) in a 60 month period;
- One or more Major Conviction(s) in a 36 month period;
- Two or more Serious Convictions in a 36 month period;
- Three or more Minor Convictions in a 24 month period;
- One Serious Conviction and two Minor Convictions in a 36 month period.

For definitions of criminal convictions please refer to Appendix 3.

5.4 Vehicles Used for Business Purposes

5.4.1 Company Vehicle Used for the Purpose of Transporting Crews

If and when an employee is issued a company vehicle for the purpose of transporting crews to and from their homes, or to the rig site, employees are subject to the following terms and conditions.

While operating a company vehicle, you must adhere to the following:

- Must only be used for work purposes and driven during work hours.
- Must only be operated by the assigned Driver.
- Must carry and maintain a valid driver's license and insurance cards at all times.
- Follow all HSE policies and procedures in respect to safe vehicle operations.
- Must adhere to the driving rules as indicated in the divisional safety manual.
- Refrain from using mobile phones, personal listening devices and from conducting any other activities which may impede their ability to focus on safely operating the vehicle while it is in operation.
- Ensure the security of the company vehicle assigned or used by them.
- Do not allow unauthorized personnel to ride in company vehicles (e.g. hitch-hikers).
- Never operate a vehicle if under the influence of alcohol or drugs, or when impaired by illness, fatigue, injury or prescription.



Policy - Company Vehicle (Canada)

Furthermore, it is imperative when driving a company vehicle that the driver of the unit, is in compliance at all times with Savanna's policies, the Transportation Act, and all regulations governing the safe operation of a motor vehicle. Remember that our employee's safety and the safety of others are of the upmost importance to Savanna.

5.4.2 Rental Vehicles

If operating a Savanna rented vehicle, employees are required to adhere to this policy and all other safety and related policies. Many rental vehicles are non-smoking, please respect the rental companies instructions in regards to maintaining the vehicle.

Any charges by the rental company for unauthorized use, including cleaning will be charged to the employee.

5.5 Taxable Benefit

In compliance with the Canadian Income Tax Act employees with company assigned vehicles are subject to a taxable benefit for personal use. To ensure compliance with the Canadian Income Tax Act each employee assigned a company vehicle is required to maintain a log of the total kilometers of business and personal use.

Failure to report usage or disclose usage to tax authorities may result in penalties or fines to the employee. Responsibility for reporting and paying taxes related to personal use is the sole responsibility of the employee. Savanna will not be liable for filing any taxes on behalf of employees or paying any costs, fines or fees related to filing or not filing taxes. Contact Payroll for further assistance on tax matters or to setup withholding for tax liabilities.

5.6 Loaning of Company Vehicles to Other Drivers

Company vehicles shall be operated only by or under the direct supervision of an employee of Savanna.

5.7 Motor Vehicles Moving or Stationary Violations

Employees are expected to comply and adhere to respective laws governing motor vehicle operations. Employees are required to notify their supervisor immediately upon receipt or notification of any infractions received (including photo radar) while operating a commercial, company vehicle and may be subject to disciplinary action. The company will not pay for any motor vehicle violations (moving or stationary). Such violations are the responsibility of the employee operating the vehicle. Employees will also be responsible for any costs resulting from damage to the company vehicle that is considered willful or negligent.

Savanna has a policy of zero tolerance for anyone who is convicted with a criminal offence while driving a company vehicle. If the employee is found to be criminally responsible, the employee will be subject to termination for cause.



Policy - Company Vehicle (Canada)

Employees with access to a commercial or company vehicle are required to inform Savanna immediately through their Manager of any driver's license changes such as suspensions, terminations, expirations or conditions. In these situations, Savanna has the right to revoke driving privileges until the employee has the proper license in place again. Employees that fail to report this information may be subject to disciplinary action up to and including termination of employment for cause.

5.8 Accidents

In the event of an accident while operating any vehicle on company business the employee must immediately report any accident or damage to the vehicle to their direct supervisor and strictly follow the requirements of Section 4 - '*Incident Management*' of the Savanna Energy Services Health and Safety Manual. Failure to report accidents is subject to disciplinary action.



Policy - Company Vehicle (Canada)

6. Acknowledgement and Agreement:

I, _____ (Print Full Name), acknowledge that I have read and understand the Savanna Company Vehicle Policy (Canada), and I agree to adhere to this agreement in its entirety and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in the Policy, I may face legal, punitive, or corrective action.

Name: _____

Signature: _____

Date: _____

Witness: _____



Policy - Company Vehicle (Canada)

APPENDIX 2

Sample Log Book

Vehicle Reference Number: _____

DATE	KILOMETERS			LOCATION	
	Start (km)	Finish (km)	Subtotal (km)	From	To

Total Kilometers Driven	
-------------------------------	--

Employee's Name _____

Employee's Signature _____

Date _____



Policy - Company Vehicle (Canada)

APPENDIX 3

Examples of Convictions

Criminal Convictions include, but are not limited to, the following:

- Driving While Intoxicated (DWI), Driving Under the Influence (DUI), OUI (Operating Under the Influence)
- Refusing a substance test
- Criminal negligence
- Reckless Driving
- Manslaughter
- Hit and Run
- Dangerous operation of a vehicle
- Flight from a Peace Officer
- Driving with a suspended license

Major Convictions include, but are not limited to, the following:

- Careless driving
- Failing to remain at the scene of an accident
- Failing to stop for a school bus
- Racing
- Speed exceeding the limit by more than 50km/h (30 mph)
- Failing to stop at a railway crossing for a school bus or vehicle carrying explosives, gas or flammable liquids
- Failing to stop for a Peace Officer

Serious Convictions include, but are not limited to, the following:

- Failing to yield to a pedestrian in a crosswalk
- Following too close
- Speed exceeding the limit by more than 15 km/h (10 mph) but less than 50 km/h (30 mph)
- Speeding at an unreasonable rate
- Driving left of center
- Driving the wrong way on a one way
- Failing to report an accident
- Failing to stop at a stop sign
- Failing to stop at a red light
- Impeding a passing vehicle
- Improper passing
- Stunting

Minor Convictions include, but are not limited to, the following:

- Failing to obey instruction of traffic control device
- Improper backing
- Improper turns
- Improper u-turns
- Traffic lane violation
- Speed exceeding the limit up to 15 km/h (10 mph)

In accordance with s. 33(c) of the *Freedom of Information and Protection of Privacy Act*, the *Traffic Safety Act*, and the *Access to Motor Vehicle Information Regulation*, specific personal information is collected to confirm the identity of the consenting individual, to uniquely identify the consenting individual on the Registrar's system to produce the information product, and to confirm the identity of the recipient and of the authorized employee of the recipient (if the recipient is an organization). The information is collected to monitor and audit the release of information and to conduct investigations if the Registrar receives complaints about the release. Questions about the collection of this information can be directed to a Service Alberta Information Officer at 780-427-7013, toll free 310-0000 within Alberta. Alternatively, questions may be mailed to Box 3140, Edmonton, AB T5J 2G7, attention Data Access and Contract Management Unit (DACMU).

A "Driver Abstract" is the product name under which the Alberta Government releases specific information from a person's driving record, which contains:

- Name
- Address
- Date of Birth
- List of violations (Descriptions, Demerit / Merit Points and Suspension Term)
- A Commercial Driver Abstract (CDA) includes Commercial Vehicle Safety Alliance Inspection (CVSA) information and all of the above information with the exception of date of birth, height, weight, and sex.
- Height
- Weight
- Sex
- Class
- Issue Date
- MVID Number
- Licence Number
- Current Demerit Points
- Suspended Status
- Expiration Date
- Reinstatement conditions (if any)

PART 1

I, _____ of _____,
Full Name Full Address

declare that my Driver's Licence Number is: _____, my Date of Birth is: _____,
month by name, day, year

and I give consent for my: ☐ 3 Year, ☐ 5 Year, ☐ 10 Year Driver Abstract (SDA),
☐ 3 Year, ☐ 5 Year, ☐ 10 Year Commercial Driver Abstract (CDA),

to be released, for the period specified under the subsection 5(1)(a), 5(1)(b)(iii) or 5(1)(b)(v) of AMVIR listed below,

to SAVANNA WELL SERVICING INC. of STE 1000, 734-7 AVENUE SW CALGARY, AB T2P 3P8.
Name of the person / organization receiving the driver's abstract Full Address

In accordance with the *Alberta Motor Vehicle Information Regulation* (AMVIR) (choose **one** of the following subsections):

☐ **5(1)(a) driver's abstract released to a person known by myself**

I acknowledge that the above individual is personally known to me, is not acting as an agent or employee of any other person in this transaction, and is not compensated in any manner for receiving or transferring the driver's abstract to myself.

NOTE: This consent is valid for one month after the consent is dated and the information product released cannot be faxed by the registry agent.

☒ **5(1)(b)(iii) driver's abstract released to my employer or prospective employer**

NOTE: This consent is valid for three months after the consent is dated if it is used by a prospective employer. This consent is valid for three years from the date it is dated or for the length of the employment whichever is shorter if it is used by the current employer. The information product released can be faxed by the registry agent only to the Employer signing PART 2.

☐ **5(1)(b)(v) driver's abstract released to a lawyer representing me**

NOTE: This consent is valid for three months after the consent is dated. The information product released can be faxed by the registry agent only to the Lawyer signing PART 2.

I agree that Alberta Registries and/or the registry agent are not liable for any damages or losses however caused, in respect to any defect, error or omission in the driver's abstract, or use of the driver's abstract by the person receiving it.

Date

Signature

PART 2 - Declaration for Faxing (This does not apply to subsection 5(1)(a) above)

I / We, SAVANNA WELL SERVICING INC. of STE 1000, 734-7 AVENUE SW CALGARY, AB T2P 3P8,
Name of Employer or Lawyer Address

request the driver's abstract, as mentioned above, to be faxed to _____.
Fax Number (include area code)

I/We agree that Alberta Registries and/or the registry agent are not liable for any privacy breach after the driver's abstract has been faxed to the above number.

Date

Signature of Employer or Lawyer



Form - SASKATCHEWAN DRIVER ABSTRACT AUTHORIZATION

SECTION 1: DRIVER INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____
SK Driver's License Number (if known): _____
Daytime contact number (incl. area code): _____ Date of Birth (MM/DD/YYYY): _____

SECTION 2: DELIVERY INSTRUCTIONS (Please Choose ONE of the following options below.)

- ☐ Mailing Address: Ste 1000, 734 - 7 Avenue SW Calgary, AB T2P 3P8
- ☐ Fax Number: ☒ E-mail Address: cduguay@savannawellservicing.com

****Savanna Well Servicing Contact: Catherine Duguay at 403-247-7163**

SECTION 3: DRIVER/PLATE RECORDS

Records are issued for a min. of five (5) years. However, they are available from 01/01/95. Unless otherwise stated, the max. number of years will be issued.
Please indicate the number of years required: 5 years

SECTION 4: PAYMENTS

There is a \$15.00 fee for each abstract requested. All payments are payable to SGI. If mailing your request, please pay by cheque or money order to the address below. If faxing or e-mailing your request, payment can be made by credit card. We will contact the number provided to get credit card information by phone.

Send Request to the "Saskatchewan Government Insurance Driver Abstracts" through the following:

Mail: 2260-11th Avenue Regina, SK S4P 2N7 / Fax: 306-775-6681 / E-mail: drabst@sgl.sk.ca

SECTION 5: ABSTRACT

Please select the type of abstract that you require:

- ☐ Individual Driver Abstract ☒ National Safety Code (NSC) Commercial Driver Abstract

Note: A commercial abstract consists of an individual abstract and a history of collisions, convictions, and CVSA (on road) inspections a driver has been involved in while operating a Saskatchewan plater commercial vehicle.

SECTION 6: ACKNOWLEDGEMENT AND SIGNATURE

By signing below, you understand that this authorization form and your consent is valid for the length of your employment at Savanna Well Servicing Inc.

Driver's Signature: _____ Date Signed (MM/DD/YYYY): _____

Record Retention	# years from when or date	Location:	New Hire Package
Document Control	Form - Name: @@@-888-##	Rev: #	Owner: Operations
Sensitivity: General	Applicable Region:	Applicable Division: Savanna Well Servicing Inc.	
Reference Procedure -	Name: @@@-888-##	Title: Form - Drivers Abstract Authorization	
Chg Date: 23-Oct-18	By: Camille Dizon	DWOC-xxxx	Change: Created New Form

Purpose

It is the intention of Total Energy Services Inc. and its Canadian subsidiaries and affiliates ("Total") to provide a vehicle or, in certain but not all cases, a vehicle allowance for specified employees who in the normal course of their assigned duties routinely require the use of a vehicle for business purposes. For clarity, work-related driving of a personal vehicle is operating a motor vehicle in the course of work for Total, including driving to and from work sites and other driving approved by Total, however does not typically include commuting from employee's home to primary workplace.

Eligible positions for a vehicle allowance, that may be offered to an employee, are listed in Attachment "A", along with the additional details of the eligible allowance, which may be changed by Total in its sole discretion from time to time. Any position not listed will need prior authorization from the Vice President, Operations to receive a vehicle allowance.

The receipt of a vehicle allowance is a taxable benefit under Canada Revenue Agency guidelines. The vehicle allowance will be paid within the regular pay schedule in arrears with the employee's salary.

Vehicle Allowance

1. Monthly Amount

Total's vehicle allowance is a flat monthly amount designed to cover most operating expenses associated with the vehicle being utilized for business purposes including purchase, insurance, licensing, operating, maintenance, repair and equipment costs. This vehicle allowance is all-inclusive (except as noted below with respect to fuel charges) and all risk and operating costs associated with the vehicle are the sole responsibility of the employee including, for clarity, any costs that are in excess of the vehicle allowance amount.

Employees receiving a vehicle allowance will have a maximum allowable charge for fuel capped at **\$250⁰⁰ / month**, unless otherwise authorized in writing by Division Management.

Alternately, subject to Division Management approval, employees may receive a company-issued fuel card when driving their vehicle for business purposes, which is to be used for business purposes only.

2. Mileage Reimbursement

Alternately, if set forth in Attachment "A" or otherwise determined by the Vice President, Total a vehicle allowance may reimburse an eligible employee, on a per kilometre basis, for travel related to Company business. For clarity, work-related driving of a personal vehicle is operating a motor vehicle in the course of work for Total, including driving to and from work sites and other driving approved by Total, however does not typically include commuting from employee's home to primary workplace.

Vehicle Allowance Policy Divisional Employees - CANADA

This reimbursement is deemed to have compensated the employee for all operating expenses associated with the vehicle including purchase, insurance, licensing, operating, maintenance, repair and equipment costs. This allowance is all-inclusive and all risk and operating costs associated with the vehicle are the sole responsibility of the employee.

Vehicle Requirements and Employee Responsibilities

In order to use a personal vehicle for business purposes and receive a vehicle allowance for the use of same, the employee must ensure that the following conditions are met and maintained at all times during such use. In the event that employee fails to fulfil these responsibilities, they are not permitted to use their vehicle for Total business purposes or receive a vehicle allowance and may face disciplinary action up to and including termination of employment for cause.

1. Vehicle Requirements

- Vehicle must have adequate space to take the necessary customers, equipment and documents required for the position.
- Vehicle complies with the requirements of all applicable laws and regulations of the jurisdiction in which it is operated and in which it is registered.
- Vehicle must be appropriate for business purposes, in good mechanical condition, and in keeping with the image Total wishes to present.
- Where required by Division Management, removable company-issued decaling is displayed prominently on the driver side and passenger side doors when vehicle is used for business purposes.
- Total may withdraw financial support if the designated vehicle is considered inappropriate.

2. Registration, Licensing and Insurance (Employee Must Provide Proof Prior to Use)

- Employee must be the sole registered owner or sole signatory of a vehicle lease agreement in respect of the vehicle and have insurance in the same name.
- Vehicle must have third party liability insurance coverage of a minimum of **\$2,000,000 per occurrence bodily injury and property damage liability coverage plus collision and comprehensive coverage.**
- Vehicle must have confirmation from insurer of insurance coverage for intended business use (including mileage for work purposes).

Vehicle Allowance Policy Divisional Employees - CANADA

3. Maintenance and Inspection

- Employee must ensure vehicle is maintained in a safe and roadworthy condition consistent with manufacturer recommendations, legal and regulatory requirements, and Total procedures.
- Employee must inspect vehicle in accordance with legal and regulatory requirements, and Total procedures.
- Employee must maintain the vehicle log of inspection and maintenance and produce upon request in a timely manner for Total to review.

General Driving Requirements

- Employee must hold a current, valid driving license authorizing them to operate the vehicle in the jurisdiction in which work is being performed. By executing the Acknowledgement in Attachment "B", Employee has consented to Total performing periodic driver abstract checks.
- Employee will operate the vehicle in a safe and conscientious manner that meets all legal and regulatory requirements and complies with all Total policies.
- Pursuant to the Total Energy **Handheld Communications Devices Policy**, drivers are strictly prohibited from using mobile telephones (other than when using appropriate hands free equipment) while conducting Total's business.
- Employee will immediately notify their supervisor of any changes in circumstances, including if their driver's license is revoked or suspended.
- Employee will be responsible for all fines and parking tickets related to the vehicle.
- If involved in a motor vehicle accident, employee will immediately report to their supervisor and cooperate to complete necessary reports and investigation.
- Employee consents to Total conducting an inspection of the vehicle and its contents at any time, for any reason.
- If employee permits another driver to operate their vehicle, they will ensure that other driver complies with all applicable provisions of this Vehicle Allowance Policy.
- Employee is responsible for all purchase, insurance, licensing, operating, maintenance, repair and equipment costs associated with using a person vehicle for Total business purposes.

Additional Notes

- **TOTAL WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO PERSONAL VEHICLES USED FOR COMPANY BUSINESS.**
- In the event that an employee receives a vehicle allowance and is off work due to illness or accident for an extended period of time, Total reserves the right to adjust or eliminate the allowance for the period of absence.
- Total may elect to end participation in the Vehicle Allowance Policy program with 30 days written notice or, in the event of a failure to comply with the Vehicle Allowance Policy, immediately.

Vehicle Allowance Policy Divisional Employees - CANADA

- Employees receiving a vehicle allowance are expected to ensure that a current copy of their vehicle insurance and registration is kept on file with the Division Administrator.
- Employees are personally responsible for any personal tax implications of this or any other Total policies. The vehicle allowance will be included in the employee's employment income where applicable as a taxable benefit and employee is responsible to claim allowable employment expenses, if available, on their income tax and benefits return and to keep records to support their claim.
- Employees will sign Attachment "B" confirming that they will comply with this Vehicle Allowance Policy.
- Any variations or exceptions to this Vehicle Allowance Policy will require a prior written approval from the Vice President, Operations of Total Energy Services Inc.

A failure to comply with the terms and conditions of this Vehicle Allowance Policy may result in the loss of my vehicle allowance and/or driving privileges with Total and/or disciplinary action, up to and including termination of employment for cause.

This Vehicle Allowance Policy supercedes all prior policies and correspondence pertaining to this subject.



Brad Macson
Vice President, Operations

December 1, 2022

Attachment "A"
Allowance Eligibility – Rig Personnel

Division	Position	Maximum Allowance Value
Savanna Well Servicing	Rig Personnel	Chargeable Travel:
	- Rig Manager	\$0.95/km
	- Driller	Non-Chargeable Travel:
	- Rig Hand	\$0.40/km

Eligibility of positions will be reviewed and may be subject to change by Total, in its sole discretion, at any time and from time to time.

Vehicle Allowance Policy Divisional Employees - CANADA

Attachment "B" Acknowledgement

I acknowledge that I have read and understand the terms and conditions of the *Vehicle Allowance Policy* and agree to comply with them. I understand that failure to do so may result in the loss of my vehicle allowance and/or driving privileges with Total and/or disciplinary action, up to and including termination of employment for cause.

I understand that a motor vehicle report (MVR) may be requested at will by Total. This report may contain information as to my driving record as obtained from federal, provincial, and other agencies which maintain such records. The information requested will be used in compliance with any applicable federal or state laws. I authorize any party, institution, or agency contacted by Total or its authorized representatives to furnish the above-described information. I release from liability the agents, employers, and all other persons providing information. I hereby authorize procurement of my driver record report.

Name:

Signature:

Date:

Driver Information

Current Address:

How long at this address?

Driver's License Number:

Province:

Date of Birth (MM/DD/YY):

Vehicle Information

Vehicle Make/Model:

License Plate (Province/Number):

Insurance Carrier:

Confirmation of Business Use: ☐ Yes ☐ No



Savanna Well Servicing Inc.
Suite 800, 311 6 Avenue SW
Calgary, Alberta T2P 3H2
P. 403 503 9990 F. 403 503 0654
www.savannaenergy.com

TO: Insurance Provider/Broker

RE: Insurance Coverage Confirmation

Savanna Well Servicing Inc. requires the following criteria be met for any employee who utilizes their personal vehicle for company/business use. As the insurance provider/broker, we kindly request that you confirm your client's insurance policy meets the following criteria.

Please fill-in the following information and send the completed form along with the insurance policy to:
cduguay@savannawellservicing.com

INSURANCE COMPANY NAME:

POLICY NUMBER:

POLICY EXPIRY DATE: MM/DD/YY

INSURED VEHICLE:

- Make/Model:

- Year:

INSURED INDIVIDUALS:

- Primary Driver Listed:

For the Insurance Company to Complete:	
Mandatory Requirements	Confirmation (Initial Below)
<i>Intended Business use:</i> Documents provided MUST clearly state that the policy includes coverage for intended business use (including mileage for work purposes)	
Third Party Liability - Minimum of \$2 Million coverage per occurrence, bodily injury, and property liability	
Collision and Comprehension Coverage	
Preferred Additional Requirements	Confirmation (Initial Below)
SEF 44 - Family Protection	
SEF 06 - Permission to carry passengers	
SEF 27 - Legal Liability for Damage to Non-Owned Automobile	

INSURANCE COMPANY CONTACT INFORMATION AND SIGNATURE:

Representative's Full Name: _____

Representative's Contact Number & E-mail: _____

Representative's Signature and Date Signed: _____