




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				
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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.



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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.



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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.



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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 utmost 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.



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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.



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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: _____



APPENDIX 2
Sample Log Book

Vehicle Reference Number: _____

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

Total Kilometers Driven	
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Employee's Name _____

Employee's Signature _____

Date _____



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)