



OPERATOR/TRAINING AND VERIFICATION POLICY

It is the policy of E4 Homes Inc to ensure that, only employees who hold a current and valid driver's license will be authorized to operate company vehicles. All employees must provide an annual driver abstract and sign the driver declaration in the employee personal file. This abstract will only be viewed by the employee and management. As well, a record of competency or appropriate certification training for the safe operation of E4 Homes Inc equipment and machinery must be provided, prior to any use and/or operation as applicable.

Employee's responsibilities include the following:

- Maintain a current and valid Manitoba driver's license
- Notify management if driver's license is not valid or has been revoked for any reason
- Ensure that all safety devices, including seat belts, are used by all vehicle occupants
- Operate vehicles in accordance with all applicable traffic laws
- Report unsafe vehicle conditions or concerns *promptly* to supervisor
- Report all accidents, license suspensions, and traffic violations to supervisor
- The use of alcohol or illegal drugs is always strictly prohibited

E4 Homes Inc responsibilities include:

- Vehicle maintenance and servicing as per manufacturers recommendations
- Costs and maintenance of vehicle insurance, insurance deductible, gasoline, exterior cleaning, emergency road kit, first aid kit, and fire extinguisher

Owner

Date