

Safe Driving Policy

Issued On:	August 21, 2025
Effective date:	August 25, 2025
Supersedes:	All previous policies prior to August 2025

1. Purpose:

At Alto, safety is our constant. This policy establishes the company's responsibility to clearly communicate safe driving expectations to all employees. The Safe Driving Policy ensures that every team member understands and follows these standards, with the shared goal of delivering the safest rides possible.

2. Scope:

This policy applies to all Alto employees operating in, around, or near Alto vehicles, regardless of role or market. It covers any activity involving the use, movement, or presence around company vehicles while on duty.

3. Policy Statement:

The Safe Driving Policy establishes driver qualifications, requirements, and expectations for all Alto employees operating company vehicles. Employees must always:

- Maintain required credentials: Possess a valid driver's license and keep a clean driving record, free from violations, infractions, or preventable accidents.
- Communicate proactively: Report any issues or concerns to local depot staff before driving, and to Alto Support Agents via Zello while on shift.
- Follow all laws and regulations: Obey federal, state, and local traffic laws, signs, and warnings at all times.
- Wear seat belts: Ensure seat belts are worn by all occupants whenever the vehicle is in operation.
- Operate free from impairment: Drive only when rested, alert, and not under the influence of any impairing substance. Impairment includes alcohol, illegal or legal drugs, prescription medications, fatigue, stress, or other personal conditions. Employees should notify Human Resources or a supervisor if they have a condition (e.g., prescription medication, sleep apnea) that makes it unsafe to drive.
- Drive at safe speeds: Adjust vehicle speed and driving behavior based on traffic, road, and weather conditions. Hazardous conditions (rain, fog, snow, heavy traffic, or reduced visibility) require heightened caution and speeds below posted limits.
- Practice defensive driving: Anticipate hazards, avoid harsh braking, over-acceleration, or unsafe turning unless necessary to prevent an accident.
- Deliver a smooth, safe ride: Operate vehicles in a manner that ensures both safety and a positive passenger experience.

Note: Driving behaviors that violate this policy may be recorded via onboard telematics. Data may be used for recognition (Safety Bonus Lottery) or corrective action, up to and including

termination.

Vehicle Accident and Damage Policy:

Driver, passenger and Third-Party safety is Alto's first concern. If you are involved in an accident while on shift, please follow the outline procedure and steps.

- In the event of an accident, contact emergency services if medical assistance is needed, and call 911. Notify Driver Support as soon as possible via Zello or by calling the Driver Support phone number from any phone.
- Collect and document Third-Party information, and take multiple photos of the damages and accident scene.
 - *Note: Driver support will guide you through the process*
- Report any and all damage to the vehicle to the Shift Leads or Management during your shift.
- Report any citations (i.e., tickets) that you received while on shift.

Driver Citations Policy:

Alto drivers are fully responsible for their actions while operating an Alto vehicle. Alto complies with all state and local regulations, as well as insurance requirements.

- Motor Vehicle Record (MVR) compliance: If you no longer meet MVR requirements outlined by Alto policy, government regulations, or our insurance provider, your employment may be impacted.
- Citations: Drivers must report any and all citations (tickets) to a Shift Lead or Manager immediately - no later than the end of the shift.
- Fines: Except in cases of vehicle maintenance issues, the cited employee is responsible for paying any fines.

Driver Telematics Tracking:

For the safety of all employees and passengers, Alto monitors driving performance through onboard telematics and video systems. These systems capture internal and external vehicle data in real time and are used for both incident management and ongoing performance management.

Alto maintains a zero-tolerance policy for the use of any personal electronic device while a vehicle is in motion. Prohibited devices include, but are not limited to:

- Personal cell phones
- Smartwatches
- Removing the Alto Driver Phone from its dashboard mount

Note: Any use of a personal electronic device while driving is grounds for immediate termination.

Driver Safety Score:

Each Alto driver is assigned a unique ID through our telematics platform. This ID links directly to the driver's weekly Safety Score, which is calculated from real-time telematics data during shifts.

How Safety Scoring Works

- Every driver begins with a score of 100
- Points are deducted based on:
 - The type of safety event.
 - The frequency of events relative to miles driven.
- Points are added based on:
 - The amount of miles driven without safety events.
- Scores are broken down into several factors.
- The final Safety Score is a grade out of 100.

Drivers are expected to maintain a Safety Score of 80 or higher at all times.

Safety Driving Performance Improvement:

Any driver that has a Safety Score lower than 80 in a week will be subject to disciplinary action. Drivers with track records of low Safety Scores will be subject to increasing disciplinary action including and up to termination. Warning levels remain active for six (6) calendar months beginning at the date of issue.

70-79 Safety Score	Verbal Warning or next level of progressive disciplinary action.
60 - 69 Safety Score	Written warning or advancing 2 levels in progressive disciplinary path.
Below 60 Safety Score	Final written warning or advancing 3 levels in progressive disciplinary path.

For example, if a driver receives a Safety Score of 75 one week, they will receive a Verbal Warning, which will be active for 6 months. If they then receive a Safety Score of 65 during that 6 month period, they will move forward 2 levels in the progressive disciplinary path, to a Final Warning.

NOTE:

The Company also reserves the right to impose discipline, up to and including discharge, for excessive, recurring, and blatant safety violations. If abuse of this policy or extenuating situations arises of this nature, the company reserves the right to bypass the normal progressive process and suspend or terminate employment.