



**Key Technology, Inc.**

**Driver Safety Program**

**August, 2014**

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**Driver Safety Program**

**OVERVIEW**

**Purpose:**

To establish guidelines for employees who drive on Company business and/or drive a Company vehicle.

**Program:**

The safety and well being of our employees is of critical importance to the Company. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on company business at any time will be expected to consistently apply and follow the procedures.

**Employee Responsibilities**

1. All employees must abide by the federal, state and local motor vehicle regulations, laws and ordinances.
2. Only authorized employees are allowed to drive a motor vehicle in the course and scope of work or operate a Company-owned vehicle.
3. All employees will have a valid and current driver's license.
4. All employees are expected to wear seat belts at all time while in a moving vehicle being used for company business, whether they are the driver or a passenger.
5. Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on company business is strictly prohibited.
6. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in unusual or emergency circumstances.
7. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
8. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
9. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals, maintain a safe distance between other vehicles and avoidance of confrontational or offensive behavior while driving.

10. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
11. Employees who drive Company vehicles or who are otherwise subject to separate rules and regulations such as those dictated by state or federal law are also expected to adhere to all policies and regulations associated with the appropriate law or regulation that applies.
12. Employees must promptly report any accidents to local law enforcement as well as to the Company Financial Services Administrator.
13. Employees are also expected to report to the Company Financial Services Administrator any moving or parking violations received while driving on company business and/or in company vehicles.

**Vehicle Requirements**

1. Vehicles are to be well maintained and in good working order.
2. Vehicles shall be the correct size and design for its intended use.
3. Vehicle loads shall be secure and shall not exceed the manufacturer's specifications and legal limits for the vehicle.

Failure to adhere to these procedures may result in disciplinary action.