




Driving Safety Standard

1. PURPOSE

The purpose of this Standard is to provide minimum requirements for the safe operation of vehicles.

Driving safely is one of our nine Life Saving Rules because motor vehicle accidents are known to cause Serious Incidents and Fatalities (SIFs).

Driving



Follow safe driving rules.

- Always wear a seat belt.
- Do not exceed the speed limit and reduce speed for road conditions.
- Do not use phones unless hands free or operate devices while driving.
- Ensure the driver is fit, rested and fully alert.

2. SCOPE

This Standard is applicable to employees employed by Expand Energy (EXE), its affiliates or subsidiaries operating a vehicle on Company business. It is applicable to all vehicles operated on behalf of EXE.

Contractors **shall** have their own Standard that meets or exceeds regulatory requirements.

3. DEFINITIONS

At Fault Motor Vehicle Accident (MVA) – EXE Driver did not exercise every reasonable action to prevent the Motor Vehicle Accident.

Company Business Use of a Vehicle – Business use of a Company Vehicle includes all miles driven, including commuting to and from work, driving to and from a call-out location and going to and from lunch. Business use of a personal vehicle includes all miles driven when the employee is eligible to be reimbursed for the miles driven.

Company Vehicle – All vehicles owned, leased, rented or otherwise obtained by the Company.

Driver – EXE employee who operates a vehicle for business purposes.

In-Vehicle Monitoring Device – A device installed in EXE owned or leased vehicles that provides audible coaching and/or telematics concerning vehicle use and operation.

Motor Vehicle Accident – An incident in which a Company Vehicle is involved at any time, or personal vehicle is involved on company business, regardless of whether it is in motion or temporarily stopped, which results in injury or any type of property damage.

No Fault Motor Vehicle Accident – EXE Driver took reasonable actions to prevent the Motor Vehicle Accident.

Shall – Denotes a minimum requirement to conform to the Standard. To aid the reader, “shall” requirements are identified in bold. Any deviation from a minimum requirement must be approved via the Standard Exception Form.

Should – Denotes a recommendation, or that which is advised, but not required to conform to the Standard.

4. ROLES & RESPONSIBILITY

Supervisors

- Ensure employees are trained on this standard and comply with the requirements
- Ensure all motor vehicle accidents and motor vehicle damages are reported in accordance with the Incident Reporting & Management Standard
- Correct unsafe or non-compliant driving behaviors and conditions affecting the safe transport of personnel or assets
- Coordinate with HSER to determine if the accident is an “At Fault” Motor Vehicle Accident (MVA) or a “No Fault” MVA

Employees

- Review and comply with this standard
- Complete driving training as required
- Ensure all MVA’s and vehicle damage events are reported to your Supervisor / Manager and HSER

HSER Department

- Ensure MVA’s are reported and properly classified in the electronic Incident Management System
- Facilitate or provide resources to assist with investigations

5. REQUIREMENTS

5.1 GENERAL REQUIREMENTS

- Company Vehicles **shall** be maintained in safe working order.
- Motorcycles **shall** not be used when traveling on company business.
- Hitchhikers (i.e., stranded motorists, etc.) **shall** not be transported in Company Vehicles.
- Flammable liquids or gasses may only be transported in a DOT- or UL-approved container, and only in non-regulated volumes. Such containers **shall** be secured to prevent movement while the vehicle is in motion.
- EXE may utilize an In Vehicle Monitoring System (IVMS) in its Company Vehicles. This system tracks the location of the vehicle and measures various vehicle dynamics such as speed, acceleration force and braking force (See Fleet SharePoint site for more details on IVMS).

5.2 DRIVER REQUIREMENTS

- Drivers **shall** operate vehicles in accordance with all federal, state, and local motor vehicle regulations, laws, and ordinances.
- Drivers **shall** have a valid driving license for the class of vehicle being driven.
- Drivers **shall** not operate or use a vehicle after ingesting any amount of alcohol, controlled or illegal substance or drug, whether during work hours or non-working hours, which impairs the Driver's ability to safely operate a motor vehicle.
- Drivers are responsible for ensuring all passengers wear safety belts.
- Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if a vehicle appears unsafe to the employee.
- Drivers **shall** not text, email, or otherwise use an electronic device while the vehicle is in motion.
- Drivers **shall** not talk on a cellphone while the vehicle is in motion, unless using a hands-free device.
- Drivers **shall** not tamper with or attempt to bypass a vehicle safety feature such as proper seat belt positioning or indicators, In Vehicle Monitoring System, etc.
- Drivers **shall** park their vehicles in a safe and secure manner, so as not to create a hazard or obstruction to other traffic. See Section 5.4 *Vehicle Movement and Backing* and Appendix A - *Vehicle Movement and Backing*.

- Drivers of DOT-regulated vehicles and/or truck and trailer combinations **shall** use a spotter when reversing on Company locations, in accordance with guidance in Appendix A – Vehicle Movement and Backing.
- Company Drivers have the option of recovering other Company Vehicles from a stuck location. See *Appendix B - Vehicle Towing and Recovery*.

5.3 360 WALK AROUND

Before moving a parked vehicle, it is required for Drivers to perform a 360° walk around and visually inspect the area to check that there are no people, obstacles or other hazards around the vehicle. This is especially important if the vehicle will be backing from a parked position.

5.4 VEHICLE MOVEMENT AND BACKING

To prevent backing accidents, Drivers are to park in a manner where their “first move is forward”. Drivers should choose their parking method in the following preferred order:

- 1st Method – Forward In / Forward Out
- 2nd Method – Back In / Forward Out
- 3rd Method – Forward In / Back Out

In situations where parking spots are angled and Forward In / Back Out is the primary parking option, the 360° walk around before moving a parked vehicle is paramount.

Whenever possible, the distance traveled in reverse should be minimized. When parked, the vehicle should be placed in “park” for an automatic transmission. Vehicles with a standard transmission should be placed in low gear and the emergency break applied. The emergency brake should also be applied, if:

- The vehicle is parked on a grade.
- The vehicle will be left unattended with the engine running.
- The vehicle is, or is in the process of, being attached to a trailer.

When parking on the side of a high traffic roadway or other potentially hazardous location, use hazard lights or visible warnings.

When parking at a curb on an incline, turn the front wheels away from the curb. When parking on a curb on a decline, turn the front wheels towards the curb.

If it is needed to operate a vehicle within tight quarters or high traffic areas, utilize a spotter to properly position the vehicle.

See *Appendix A - Vehicle Movement and Backing* regarding procedures for the safe movement and backing of DOT-regulated vehicles, as well as any truck and trailer combinations while on EXE locations.

5.5 VEHICLE INCIDENTS

If a Company Vehicle is involved in an incident, the Driver **shall** immediately report to their Supervisor, as well as follow the Company's incident reporting procedures found in the Fleet Driver's Manual. Examples of Company Vehicle incidents include, but are not limited to, vehicle collision, thefts, vandalism, fires, vehicle spills and property damage.

Employees must follow the steps below when involved in a vehicle incident:

- Call 911 immediately if anyone is seriously injured. Provide first aid if possible and if appropriately trained.
- If an accident is minor and the vehicle is drivable, move the vehicle out of the flow of traffic.
- Contact law enforcement if there is minor personal injury, and property or vehicular damage involving a third party, regardless of who is at fault.
- If a third party is involved, obtain the driver's information (name, contact information, insurance and vehicle information).
- Contact the Fleet Management Company for additional guidance.
- For vehicle incidents that result in an injury, the classification will follow the risk matrix. All other vehicle incidents will be evaluated using the vehicle crash calculator to determine whether they qualify as a Serious Incident or Fatality (SIF) event.
- Post accident drug and alcohol screening is required for Company Drivers involved in an at fault MVA where the vehicle is in motion. No fault MVA testing **shall** be determined by the employee's manager, HSER, and the Designated Employee Representative (DER) in Corporate Security. Wildlife strikes are excluded from this requirement. Consult with the DER in Corporate Security for guidance and scheduling of drug and alcohol screening.

6. TRAINING

Drivers who are assigned a Company Vehicle **shall** complete the following training:

Training	Frequency	Format
In-Cab Coaching Drive	Initial	Instructor led, hands-on
Driving Safety	Annually	CBT

Non-assigned Drivers who may occasionally drive a Company Vehicle/personal vehicle on company business (e.g., office personnel) **shall** complete the following training:

Training	Frequency	Format
Driving Safety	Annual	CBT

Additional training may be required based upon a Driver's performance (e.g., frequency of incidents, IVMS data).

7. AUDIT REQUIREMENT

Audits **shall** be periodically conducted by HSER in order to confirm compliance with this Standard.

8. STANDARD EXCEPTIONS

Requirements outlined in this Standard **shall** be followed, unless a Standard Exception is filed on behalf of, and with the approval of the Operations Manager. The Company's Standard Exception Form is to be utilized to properly document any exceptions.

9. REFERENCES

- EXE Vehicle Use Policy
- EXE Fleet Driver's Manual
- [Fleet](#) SharePoint Site (DOT Requirements/IVMS)
- EXE Incident Reporting and Management Standard

10. DOCUMENT CONTROL TABLE

Title: DRIVING SAFETY STANDARD		Document Number: HSER-SAF-EXE-STD-013		
Next Review Date: 5/1/28				
Originating Department: HSER				
Version History				
Version	Issue Date	Description	Author(s)	Approved By
1.0	05/01/25	Development of new EXE Driving Safety Standard.	Katie Rhoads	OGB

11. APPENDICES

Appendix A –Vehicle Movement and Backing

Appendix B – Vehicle Towing and Recovery

Appendix C - DOT Compliance Determination

Appendix A – Vehicle Movement and Backing

This section provides procedures for the safe movement and backing DOT-regulated vehicles, as well as any truck and trailer combinations while on EXE locations.

Reversing Truck and Trailer Combinations

When reversing truck and trailer combinations, Drivers are required to:

- Use a spotter.
- Immediately stop vehicle if visual contact with a spotter is lost.

If a spotter is not available, the Driver must:

- Ensure the path of travel is free of obstructions.
 - Walk the full length of the path of travel prior to reversing the vehicle.
 - If vision is obstructed, stop the vehicle every 3 to 5 feet and walk around the vehicle to check the route.
-

Using a Spotter

While reversing or maneuvering equipment, spotters are required to:

- Monitor vehicle proximity to equipment or personnel.
- Be aware of the hazards associated with the task.
- Never get between the equipment they are spotting and any other structure.

Drivers are required to:

- Establish clear communication with the spotter before moving equipment.
 - Communicate their intended path to the spotter before moving equipment.
 - Maintain visual contact with the spotter.
 - Stop movement immediately if they lose sight of the spotter.
-

Once the operation is complete (i.e., unloading/loading), the Driver or spotter is required to complete a **360° walk around** the vehicle, prior to moving the vehicle/equipment.

Wheel **chocks** are to be used if parking on a grade or if the vehicle will be left running while parked and unattended.

Appendix B - Vehicle Towing and Recovery

Company Drivers have the option of recovering other Company Vehicles from a stuck location. If the Drivers feel uncomfortable with the situation or they are unable to complete the task safely, they should contact the Fleet Management Company to obtain a tow service. At no time should any Company personnel attempt to tow a vehicle from one location to another.

The following equipment should be utilized to reduce the potential of injury or property damage if a failure were to occur during the operation. All equipment should be inspected prior to use and defective equipment should be taken out of service and replaced.

- Minimum of thirty foot (3" x 30') webbed recovery strap with minimum load rating of 21,600 lbs
- Receiver shackle brackets and shackles with minimum load ratings of 9,500 lbs

The following steps **shall** be considered as minimum safe practices for connecting two vehicles for towing and recovery:

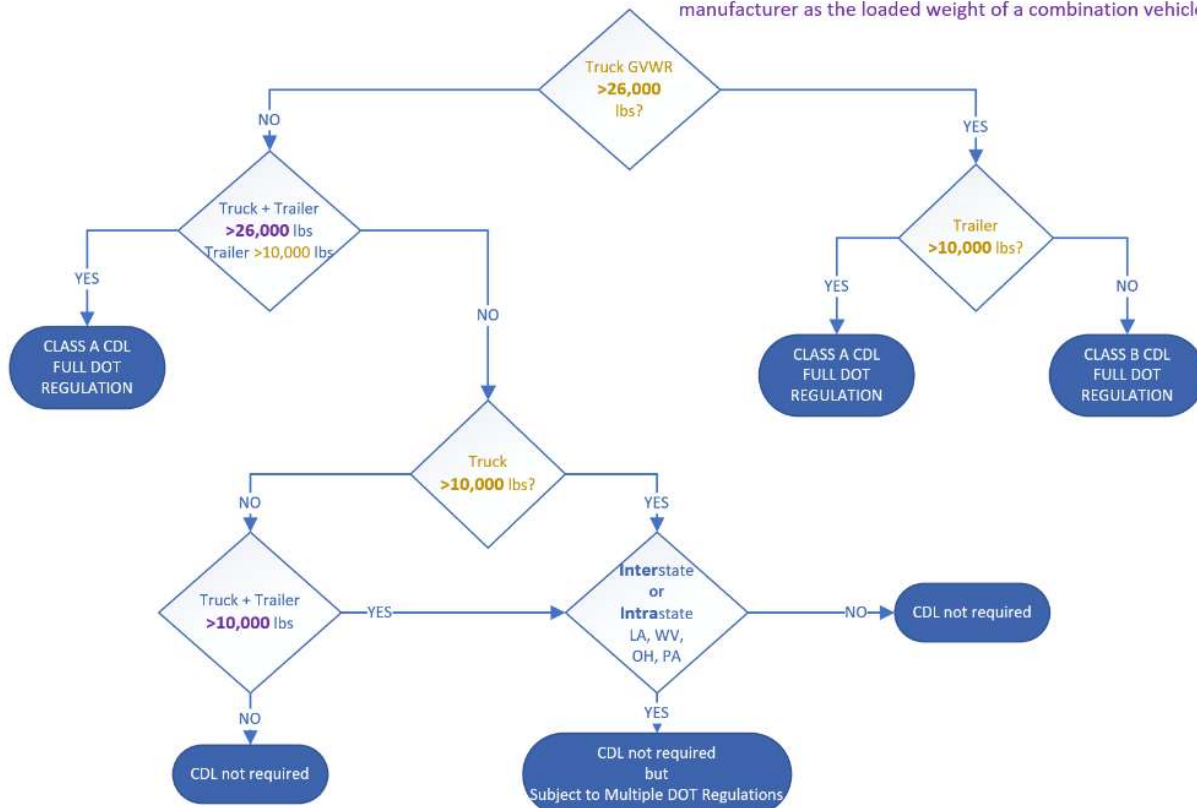
- All Drivers will contact their Supervisor with at least three photos of the scene and a call to gain approval before a recovery attempt.
- A JSA **shall** be performed and communicated to Supervisors.
- Only light duty vehicles should be recovered by Company personnel. A towing service or other appropriate large equipment with the ability to safely handle recovery, such as a motor grader or bulldozer should be utilized for any larger vehicle.
- Chains **shall NOT** be used in the recovery process
- Never attach a strap to a bumper, axles, engine exhaust piping, parts of the suspension, or ball hitch as these parts may be easily damaged.
- The strap should be attached to each vehicles' frame mounted tow hooks or loops, receiver shackle or the frame itself if it can be reached without putting any person or property in danger or causing damage to either vehicle.
- Once attached together the mobile vehicle should slowly pull most of the slack from the strap, leaving just enough room for the mobile vehicle to accelerate slightly before pulling on the stuck vehicle.
- Do not accelerate over 10 mph while attempting to pull the stuck vehicle out.
- The Driver of the stuck vehicle should have the vehicle in gear and begin accelerating as the vehicle starts to move.
- Bystanders should stay at least 40 feet from the vehicles and out of their path of travel in the event the strap breaks or one of the vehicles begins to slide.

If it's not possible to follow the recovery steps listed herein, contact the Fleet Management Company to schedule a tow service.

Appendix C – DOT COMPLIANCE DETERMINATION

GVW: Gross Vehicle Weight: Total weight of single vehicle plus load
GVWR: Gross Vehicle Weight Rating: value specified by the manufacturer as the loaded weight of a single vehicle

GCW: Gross Combination Weight: Total weight of vehicle and trailer plus load
GCWR: Gross Combination Weight Rating: value specified by the manufacturer as the loaded weight of a combination vehicle.



Crossing state lines over 10,000 lbs FMCSA regulated

OH, WV regulate intrastate CMV over 10,000 lbs and adopted FMCSA
LA regulates intrastate CMV > 26,000 lbs
PA regulates intrastate CMV > 17,000 lbs
**Not a comprehensive list of states with more stringent regulation.*