



VEHICLE POLICY

For Bole Construction Inc (BCI), our vehicles are a necessity. The costs related to the operating automobiles dedicated to the execution of jobs have been deemed a legitimate cost of doing business and therefore a fleet of vehicles has been leased and a fuel allowance has been implemented. This policy will be reviewed on an annual basis.

Employees holding positions requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.

Employees who drive a vehicle on company business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.

Employees must report any accident, theft or malicious damage involving a company vehicle to the General Manager, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should refrain from making voluntary statements other than in reply to questions of police officers.

Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

Afterhours use of the vehicles is at the discretion of the designated driver; however, they are expected to fully and at all times comply with this policy and the British Columbia Motor Vehicle Act.

The Fuel Allowance is allocated to the drivers of company owned or leased vehicles through the mechanism of the Shell Fuel Card Fleet Plan. Any afterhours use of the vehicles is at the driver's expense and any fuel card use not related to the execution of company business will be back-charged to the driver.

Job site employees, whom have not been allocated a company vehicle are expected to use their own method of transportation to the job site. Once on-site, travel around the area, in the

interests of job execution will be reimbursed iaw CRA Automobile allowance rates; currently \$0.59 per kilometer for the first 5,000 kilometres driven and \$0.53 per kilometre driven after that. This reimbursement is at the discretion of the GM and / or SiteSuperintendent.

Note: Fuel allowances are cost accounted under the Fuel Overhead of the company. Drivers must be cognizant of this point as the fuel expense effects the entire company overhead and not just the specific job cost for which the fuel is used.

The company retains the right to amend or terminate this policy at any time. (The term "vehicle," as used in these guidelines, includes, but is not limited to, cars, SUVs, and trucks.)

Kevin O'Sullivan

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