OPERATION & MAINTENANCE OF PROJECT VEHICLES
(and USE OF PRIVATE VEHICLES)

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Subject: Operation & Maintenance of Project Vehicles for the Woodrow Wilson Bridge Project

Reference: N/A

Prepared By: Larry Anderson Date: 8/22/2006

Approval: Russell Johnson Date: 28 Aug 06

APPLICATION

This procedure applies to employees of PCC joint venture firms and PCC subconsultants who operate Project vehicles, including Pool vehicles, or use a privately owned vehicle in the performance of official Project business. This procedure also applies to employees of MSHA and VDOT who may be assigned a Project vehicle.

This procedure applies to both the MSHA-PCC construction management and inspection contract and the VDOT-PCC General Engineering Consulting contract for the Woodrow Wilson Bridge Project.

SCOPE

This document establishes PCC’s policies concerning vehicles. Top-level policies in this directive include the organization’s vehicle objectives and purpose, common definitions related to vehicle policy, authorization to use project vehicles, operator responsibilities, and accident response procedures. These top-level policies all apply to the listed subordinate vehicle-related policies that are considered part of this directive and are approved as part of it:

- PCC-101.1, Operation of PCC-leased Vehicles Assigned to Individuals
- PCC-101.2, Operation of PCC-leased Vehicles as a Construction Pool
- PCC-101.3, Operation of PCC-leased Vehicles as an Office Pool
- PCC-101.4.1, Maintenance & Repair of PB-leased Vehicles
- PCC-101.4.2, Maintenance & Repair of RK&K-leased Vehicles
- PCC-101.5, Use of Privately Owned Vehicles for Project Purposes

OBJECTIVES & PURPOSE

It is PCC’s policy to minimize the risk of injury to Project personnel and the extent of damage to Project vehicles and personal property; to provide economy and efficiency in vehicle operation; and to maintain the residual value of leased vehicles upon turn-in. PCC’s policy is also to
provide accountability for vehicle-related expenditures and to manage the liability exposure which PCC joint venture firms experience from vehicle operations. The underlying purpose of this vehicle policy is to realize the maximum benefit from the vehicles used in support of Woodrow Wilson Bridge Project execution.

DEFINITIONS

**Area Engineer** – The senior PCC manager in charge of construction at one of the three primary locations – Maryland interchanges, the river crossing, and Virginia interchanges.

**Authorized Driver** – The employee of a PCC joint venture firm or PCC subconsultant who is authorized to operate a Project vehicle. Employees of MSHA and VDOT may also be authorized to operate Project vehicles. See paragraph 1.a, below.

**Client Agencies** – The Maryland State Highway Administration (MSHA), the Virginia Department of Transportation (VDOT), and the Federal Highway Administration (FHWA).

**Construction Manager** – The senior PCC manager responsible for construction oversight for both Maryland and Virginia construction contracts on the Woodrow Wilson Bridge Project.

**Employer** – The joint venture firm or the subconsultant firm from which the PCC staff person assigned to the Project receives his or her paycheck.

**Fleet Coordinator** – The PCC representative assigned to oversee maintenance of the PCC office pool vehicles.

**Incident Management Coordinator** – The PCC staff person who serves as the coordinator for the investigation of incidents and/or accidents involving PCC personnel, which take place within the work zone and result in personnel injury or property damage.

**Incidental Vehicle Use** shall refer to convenience stops during direct travel to, or in the course of, official Project business.

**Joint Venture Firms** refer to Parsons Brinckerhoff (PB), Rummel, Klepper & Kahl (RK&K), and URS Corporation (URS).

**Line Manager** – A PCC staff person invested with the authority to assign tasks and evaluate performance. The Line Manager may be employed by a different company than the employee whom he or she supervises.

**Logistics Coordinator** – The PCC staff person responsible for the procurement of material goods and services including office supplies for the Project office, and for fleet administration.

**Project Mileage** – Mileage accrued on a PCC Project vehicle while traveling between two business destinations while performing Project-related business. Typical examples include travel from one Project site to another, travel from one client or contractor site to another, and travel from the Project site to another location to perform Project-related tasks including, but not limited to transporting documents or other material throughout the Project. Project mileage also includes travel between the employee’s place of residence and the Project site when the employee’s job requirements include being “on call” to respond to site issues outside of regular business hours.

**Pool Vehicle** – A vehicle leased or rented by a PCC joint venture firm and assigned to a Project office or construction contract for use by multiple drivers.
Project Business – Project business refers to events and/or actions sanctioned by the PCC joint venture or a client agency, and activity conducted in the process of fulfilling responsibilities under one of the two consulting contracts.

Project Vehicle – A vehicle leased or owned by a PCC joint venture firm and assigned for use in the performance of Project Business. A vehicle leased or owned by one of the Client agencies or by a PCC subconsultant does not fall under this directive, even though it may be used regularly on the WWB Project. The operation and maintenance of such a vehicle shall follow the procedures established by the firm or agency which leases or owns it. However, should the expenses for maintaining a vehicle leased or owned by a PCC subconsultant exceed the amount budgeted for that vehicle under PCC’s contract with the Client agency, the subconsultant shall comply with the advance approval provisions of PCC-101.4.1 if reimbursement is desired.

Purchase Order – A document generated by PCC providing authority for vendors to supply material goods and/or services and obtain reimbursement, accordingly. (The Purchase Requisition and Purchase Order are combined on the same form.)

Work Zone – The area designated by the boundary or limits of the respective construction projects.

1.  **AUTHORIZATION TO USE PROJECT VEHICLES**

   a. **Authorized Drivers**

   i) His or her Employer shall decide whether an individual is qualified to be an Authorized Driver on the project. The Employer is responsible for checking the driver’s Motor Vehicle Administration (MVA) or Department of Motor Vehicles (DMV) driving record. If the driving record of the employee is not acceptable to his or her Employer, the Employer shall not designate the employee as an Authorized Driver.

   ii) The driver shall report to the Employer and to PCC any accident in which he or she is involved during his or her tenure on the Project. The driver shall also report to the Employer and to PCC and any moving violations for which he or she is cited while operating a Project vehicle during their tenure on the Project.

   iii) The Authorized Driver shall possess a current driver’s license for the appropriate class of vehicle he or she is operating.

   iv) The assignment of a Project vehicle to an Authorized Driver remains at the discretion of PCC. A PCC Line Manager may suspend or terminate a driver’s privilege to operate a Project vehicle for cause, including a violation of this procedure. In the event that a driver’s privilege has been suspended or terminated, and operation of a Project vehicle is a necessary requirement for his or her employment, the driver’s Employer has the option of either providing a vehicle to its employee at no cost to the Project or removing the employee from the Project temporarily or permanently.

   v) Additional requirements governing authorization to use a PCC pool vehicle are included in PCC-101.2 and PCC-101.3.
b. Permitted Uses
   i) Only Authorized Drivers are permitted to operate Project vehicles. An Authorized Driver shall not permit an unauthorized driver to operate a Project vehicle. Except for persons who are on official Project business (e.g., visitors), persons who are not employed on the Project shall not be transported in Project vehicles.
   ii) Project vehicles shall be used for official Project business only. Project vehicles are authorized for travel between the work place and the employee’s place of residence, if the employee’s job requirements include being “on call” to respond to site issues outside of regular business hours, and/or for transportation to and from business meals.

2. OPERATOR RESPONSIBILITIES
   a. Drivers of Project vehicles shall obey all Federal, state and local laws and regulations applicable to the operation of a Project vehicle. Drivers will be responsible for all fines levied by any law enforcement agency and any additional fees charged by the lessee for unpaid fines relative to their operation and use of a Project vehicle.
   b. Drivers of Project vehicles are responsible for obtaining current vehicle emissions inspections for registration renewal. For vehicles registered in Virginia, drivers of Project vehicles are responsible for obtaining and maintaining current Virginia State Inspection Certificates as required.
   c. Tampering with or modifying Project vehicles and equipment is not permitted, and vehicles shall be kept free of non-authorized external decorations such as bumper stickers.
   d. A driver shall not operate a Project vehicle while he or she is under the influence of alcohol, illegal drugs, or any other substance, including prescription or over-the-counter drugs, which may impair the ability of the driver to operate a vehicle safely.
   e. The driver of a Project vehicle is responsible for inspecting the vehicle prior to use (i.e., not driving a vehicle with evident safety defects). Required daily safety checks are specified in PCC-101.1.
   f. When precipitation causes the windshield wipers to be turned on, the low-beam headlamps shall also be turned on.
   g. Unless using a hands-free device, the driver of a Project vehicle shall not initiate a cell phone call while operating the vehicle in motion. If a call is received while operating the vehicle, the driver shall bring the vehicle to a stop at the nearest safe location before continuing to speak on the cell phone.
   h. No PCC staff person shall drive or ride in a Project vehicle unless he or she is properly restrained using a seat belt. Riding in the bed of a pickup truck is strictly prohibited. Enforcement of these policies is the driver’s responsibility.
   i. Whenever a driver drives or parks a Project vehicle in an active work zone, the flashing amber strobe light shall be activated. If disembarking from the vehicle in a work zone, the driver and passengers must also wear safety vests, hardhats, and eye protection at all times when outside the vehicle.
3. REPORTING ACCIDENTS/INCIDENTS
   a. The driver shall prepare a Work Zone Accident/Incident Report (see Attachment A) for each vehicular accident, including accidents which occur outside of the work zone. Work Zone Accident/Incident Report forms and the disposable camera kept in the glove box of each Project vehicle shall be used to document the accident. The Logistics Coordinator shall provide disposable cameras.
   b. The PCC Incident Management/Congestion Management Coordinator will analyze the Work Zone Accident/Incident Report and disseminate information about each accident to the appropriate PCC personnel. The report also meets the requirements for the investigation of work zone accidents/incidents as required in PCC-601, Incident Investigation Program.
   c. In case of personal injury or property damage, call 911 for emergency assistance. A police report shall be obtained for all accidents that involve another motorist or result in personal injury or property damage.
   d. Guidelines to be followed in the event of an accident include:
      i) Protect the accident scene. If damage is minor, move the vehicle so as not to impede traffic.
      ii) Cooperate with the police or law enforcement official. Do not admit liability or place blame for the accident.
      iii) Provide your name, address, driver’s license number, and vehicle insurance information to the other party.
      iv) Obtain the following information:
         1. The name(s), address and telephone number(s) of the owner(s) of the other vehicle(s).
         2. Identity the driver(s) and occupants of the other vehicle(s).
         3. The identity of owner’s insurance company.
         4. The driver’s license number of the other driver(s).
         5. The year, make, model and license number of the other vehicle(s).
         6. The names, addresses, and telephone numbers of witnesses.
      v) Take photographs of the accident scene using the disposable camera and document damage to all vehicles involved.
   e. The Logistics Coordinator will arrange for repairs to the PCC vehicle and for insurance recovery. See PCC-101.4.1 for specific procedures.
   f. Do not provide any statement to the press or other media.
   g. Do not give any statement to a claims adjuster representing the other driver’s insurance company.
4. **ACKNOWLEDGEMENT**

I acknowledge that I have read and understand the provisions described herein, and I agree to abide by them. I further understand that failure to comply with these provisions may result in the loss of my privilege to operate a Project vehicle and may subject me to disciplinary action by my Employer, up to and including termination.

__________________________  _______________________
Signature                          Date

__________________________
Printed Name

Attachment A: Work Zone Accident/Incident Report

Copy to:  Employer
          PCC Logistics Coordinator
Work Zone Accident/Incident Report

A. Accident Report □ Incident Report □ Date of Accid/Incid: ____________

B. Contract Number: ______________________________

C. Location: ______________________________

D. Accident /Incident Time: ____________ Weather: ____________

E. Accident/Incident Severity: □ Fatal □ Injury □ Property Damage □ Unknown

F. Traffic Control in Use
   □ Right Lane Closure
   □ Left Lane Closure
   □ Center Lane Closure
   □ Shoulder Work/Closure
   □ Lane or Road Shift
   □ Lanes divide
   □ Flagging Operations
   □ Detour/Road Closure
   □ Exit/Entrance Ramp
   □ Striping Convoy

G. Type of Accid/Incid.
   □ Rear End
   □ Sideswipe
   □ Turning
   □ Head-on
   □ Run-off road/Drop off
   □ Fixed Object

H. Road Geometrics.
   □ Straight & Level
   □ Horizontal Curve
   □ Vertical Curve
   □ Uphill/downhill

I. Speed Limit: ____________

J. Narrative (Brief description of Accident/Incident)

K. Police Report No: ______________________________

__________________________  __________________________  __________________________
Inspector’s Name              Date of Report              Telephone Number

__________________________  __________________________
PCC Review                  Date Received

8/22/2006