

Discount Tire Transport, Inc.
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The Reinalt-Thomas Corporation.

Transportation Safety Policy

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1 Scope

1.1 Purpose

Many employees operate company-owned, leased, rented, or personal vehicles in the course of their job responsibilities, on behalf of The Reinalt-Thomas Corporation, its subsidiaries, or affiliates. Employees are expected to operate these vehicles safely, and within the law to prevent accidents.

1.2 Scope

This policy applies to employees who operate Non-commercial vehicles on Company Business. Commercial drivers and vehicles are covered in the Commercial Motor Vehicle Management Program.

2 Roles & Responsibilities

2.1 Purpose

The identification, clear definition, and documentation of the roles and responsibilities of employees directly involved with the Transportation Safety Program, including regulatory compliance and safety best practices, is essential to the overall success of reducing accidents and improving roadway safety.

2.2 Corporate Safety Team

The Corporate Safety Team is responsible for the overall success of the Transportation Safety Program including, but not limited to:

1. The overall implementation of the Transportation Safety Program.
2. Providing guidance to Managers in their areas of responsibility related to the implementation of the Transportation Safety Program, including regulatory compliance and safety best practices issues.
3. Submitting periodic reports to the Executive Staff for review.
4. Reviewing and evaluating vehicle related accident reports, incident reports or relative vehicle safety issues for cause identification, behavior trends, and accident prevention enhancement options.
5. Revising and distributing approved modifications to the Transportation Safety Program to CMV Managers, Non-CMV managers, CMV drivers, and employees as necessary; and,
6. Maintaining appropriate records as required by applicable laws and regulations.

2.3 Managers of Non-CMV Drivers

A Non-CMV Driver Manager is an employee with supervisory responsibilities over employees who operate Non-CMV vehicles on behalf of The Reinalt-Thomas Corporation, its subsidiaries, or affiliates. This includes the operation of company-owned, leased, rented, or personal vehicles while conducting business on behalf of the company. Each Non-CMV Driver Manager is responsible for:

1. Implementing the Transportation Safety Program Policy within their area of responsibility.
2. Establishing employees, within their area of responsibility, authorized or approved to operate a company-owned, rental, or personal vehicle within the course of their job responsibilities; and,
3. Initiating a Claims Report for any incident or accidents involving their employee(s).

2.4 Non-CMV Drivers

A Non-CMV Driver Employee is an Employee tasked with driving a company-owned, leased, rental, or personal vehicle in the course of their job responsibilities. A Driver Employee includes a CMV designated driver when operating a Non-CMV vehicle. A Non-CMV Driver Employee is responsible for:

1. Complying with this policy.

3 Vehicle Use

3.0 Personal Vehicles on Company Business

Employees who drive their personal vehicles to conduct company business, are subject to the driver requirements below and those in Appendix A & B.

The Company does not provide Underinsured Motorist/Uninsured Motorist coverage for its vehicles. Employees should consult their insurance concerning UIM/UM coverage options in their State.

Requirements

1. Maintain a valid driver's license, in accordance with State laws. If at any time your driver's license is restricted, suspended, or revoked promptly notify the Corporate Safety Team. You may no longer drive a Personal Vehicle on Company Business until you receive written approval to do so.
2. Maintain auto liability insurance with minimum limits as mandated by their respective state for bodily injury and for property damage.
3. Maintain current vehicle registration and state vehicle inspections, as required by law.
4. Maintain their vehicle in a safe operating condition.

3.1 Company Owned Vehicles

Determined on case by case basis as the need or privilege arises, employees meeting and maintaining all necessary requirements will be authorized by their supervisor to operate a Non-CMV company-owned vehicle on behalf of The Reinalt-Thomas Corporation, its subsidiaries, or affiliates. When a company-owned vehicle is driven for personal use, only the Employee will be permitted to operate the vehicle. In the event the employee is unable to safely drive a Non-CMV company-owned vehicle, the legal spouse of the Employee may operate the vehicle on a temporary basis. The vehicle must only be operated in the Continental United States unless prior written permission is provided by the Manager.

Unless approved otherwise, company-owned vehicles may not be operated for personal use, nor may they be used to transport passengers that are not Discount Tire employees.

3.2 Rental Vehicles

1. Rental vehicles will be rented from company-approved rental car vendors
2. The Company has made provisions for insuring rental vehicles against damage; therefore, employees shall decline any additional and not required insurance coverage. This insurance does not apply when renting or extending a car rental for personal use.
3. For Liability purposes, rental vehicles will not be secured for any person that is not an active employee or candidate of The Reinalt-Thomas Corporation, its subsidiaries, or affiliates.

3.3 Unauthorized Use of Vehicles

Employees shall not allow an unauthorized individual to operate a company vehicle. Exceptions may apply. Disciplinary action may be taken up to and including termination. Additionally, rideshare or equivalent usage of vehicles is not authorized. Non-CMV company-owned vehicles shall not be used in a For Hire capacity or for employment purposes outside of The Reinalt-Thomas Corporation, its subsidiaries or affiliates.

Unauthorized use resulting in an accident, will be the full responsibility of the employee to make restitution for the damages.

3.4 Safety Requirements

1. All occupants of a Non-CMV company vehicle or personal vehicle must wear seatbelts and follow all traffic laws.
2. Anyone who operates a company vehicle or a personal vehicle on company business is required to use a hands-free device when using a mobile device.
3. Texting is not allowed while operating a Non-CMV company vehicle or personal vehicle on company business (Excludes hands-free/voice texting as long as it can be initiated without touching the device).

3.5 Disciplinary Action

1. The company reserves the right to revoke the use of a Non-CMV company vehicle or the use of a personal vehicle for company business for any reason at any time.
2. Failure to comply with any of these policies or procedures could result in disciplinary action up to and including termination.
3. Failure to maintain an acceptable driving record as outlined in Appendix B may result in disciplinary action up to and including suspension of driving privileges.

4 Accident Reporting

4.1 Purpose

One goal of the Transportation Safety Program is to eliminate motor vehicle incidents. To support this objective, all accidents and incidents involving vehicles must be reported and documented. Investigations will be conducted at the discretion of legal.

4.2 Accident Procedures

1. If able, move your vehicle to a safe location.
2. Call 911, if necessary; or,
3. Call the police and have the accident reported.

4.3 Accident Reporting

All employees involved in a vehicle accident or incident must:

1. Call Discount Tire/Hotline for assistance; (480) 606-6000 (Option 4)
2. Document WHO, WHAT, WHERE and WHEN in the incident description.
3. Take photos of vehicles and surrounding scene if possible, and promptly send to Claims, and
4. Notify their supervisor, or designee if the supervisor is unavailable, of the accident/incident as soon as possible.

Appendix A - Driver Qualification Matrix

Driver Group	Minimum Age	Prior driving experience	Drug Test	Background Check	MVR With 3-year look back	DOT Physical	Driver Skills Assessment Training	Road Test	Personal Insurance
Commercial Motor Vehicle Drivers	Reference Document "Commercial Motor Vehicle Management Program"								
Work Only - Warehouse (Non-CMV)	21	12 Months	✓	✓	✓	✓	✓	✓	N/A
Work Only -Facilities (Non-CMV)	21	12 Months	✓	✓	✓	✓	✓	✓	N/A
Employee Runs	Employee Runs are not Authorized								
Executive	21	N/A	N/A	N/A	✓	N/A	N/A	N/A	N/A
Full-Service Test Drive	18	N/A	N/A	N/A	✓	N/A	N/A	N/A	N/A
Alignment Test Drive	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fleet Sales	21	12 Months	✓	✓	✓	✓	✓	N/A	✓
RSQM	21	12 Months	✓	✓	✓	✓	✓	N/A	N/A
DTMI & Fleet Mobile	21	12 Months	✓	✓	✓	✓	✓	✓	N/A
Regional Development Leader	21	12 Months	✓	✓	✓	✓	✓	N/A	✓
Rental Vehicle Drivers	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Regional Recruiter	21	12 Months	✓	✓	✓	✓	✓	N/A	✓

Appendix B - Driver Acceptability Matrix

Number of Moving Violations Within Past 3 Years	Number of Accidents Within Past 3 Years			
	0	1	2	3
0	Acceptable	Acceptable	Acceptable	Prohibited
1	Acceptable	Acceptable	Prohibited	Prohibited
2	Acceptable	Prohibited	Prohibited	Prohibited
3	Prohibited	Prohibited	Prohibited	Prohibited
4	Prohibited	Prohibited	Prohibited	Prohibited
5	Prohibited	Prohibited	Prohibited	Prohibited

Number of DUI or DWI Within Past Three Years
1 or more
Prohibited
Prohibited
Prohibited
Prohibited
Prohibited
Prohibited

Disqualifying Driver Criteria
1 or more
Prohibited
Prohibited
Prohibited
Prohibited
Prohibited
Prohibited

Prohibited Employer may prohibit driver from driving company vehicle or using a personal vehicle on company business

Disqualifying Driver Criteria Within Past 3 Years	Reckless/careless
	Hit and Run
	Failure to report accident
	Violating out of service order (CMV)

Appendix C Driver Acknowledgement

Driver’s Acknowledgement

I acknowledge receipt of the I have read it, understand it, and will comply with it.

(Printed Name)

(Work Location)

(Signature)

(Date)