

THE TAILORED CLOSET AND PREMIERGARAGE

SAFE DRIVING POLICY

San Diego, California
Effective 2026 | California-Compliant

1. Purpose and Scope

The Tailored Closet and PremierGarage (the "Company") is committed to the safety of its team members, customers, and the general public. Because our installers and team members regularly operate company vehicles and personal vehicles on Company business, safe driving is a core job requirement — not an afterthought.

This Policy applies to ALL team members who:

- Operate a Company-owned, leased, or rented vehicle for any purpose;
- Drive a personal vehicle while conducting Company business (including travel between job sites, supply runs, or customer visits); or
- Are present as a passenger in a Company vehicle.

Violation of this Policy may result in disciplinary action up to and including immediate termination of employment, and may also result in personal civil or criminal liability.

2. Prohibited Conduct While Driving

2.1 Distracted Driving — Handheld Device Ban

California Vehicle Code § 23123 and § 23123.5 prohibit the use of a handheld wireless telephone or handheld electronic communication device while operating a motor vehicle. The Company adopts and enforces these requirements as a condition of employment.

While operating any vehicle on Company time or Company business, team members are PROHIBITED from:

- Holding or using a cell phone, smartphone, or any handheld electronic device for any purpose — including talking, texting, emailing, reading, browsing, or using apps;
- Reading or composing any text message, email, instant message, or social media post;
- Entering information into a GPS or navigation app manually while the vehicle is in motion;
- Taking photos or videos while driving; and
- Any other manual interaction with a handheld device.

Permitted hands-free use only: Team members MAY use a Bluetooth earpiece, speakerphone mounted in a hands-free cradle, or the vehicle's integrated hands-free system — provided the

device is mounted and the call is initiated before the vehicle is in motion, or by a single swipe or tap without holding the device. Even hands-free calls should be kept brief and avoided when road conditions require full concentration.

SAFE PRACTICE — What to Do Instead

- ✓ Pull completely off the road to a safe, legal stopping location before using any device.
- ✓ Set navigation before departing — do not adjust it while moving.
- ✓ Let calls go to voicemail and return them when safely parked.
- ✓ Use Do Not Disturb While Driving mode on your phone.
- ✓ If a call is urgent, find a safe location to stop before answering.

2.2 Impaired Driving — Zero Tolerance

The Company has a strict zero-tolerance policy for operating any vehicle while impaired. Team members are PROHIBITED from driving a Company vehicle or driving on Company business while:

- Under the influence of alcohol (BAC of 0.04% or above while operating a commercial vehicle; 0.08% or above for standard vehicles — the Company prohibits any detectable impairment);
- Under the influence of any illegal controlled substance, including marijuana — regardless of whether use was lawful off-duty (California law permits recreational use, but impaired driving remains illegal and strictly prohibited by the Company);
- Under the influence of prescription or over-the-counter medications that carry warnings about impaired driving, drowsiness, or operating machinery — team members must review medication labels and consult their physician if unsure; and
- Fatigued to the point where safe driving is impaired. If you feel too tired to drive safely, contact your supervisor immediately for assistance.

A team member who drives while impaired exposes themselves, the Company, customers, and the public to serious harm. Any team member suspected of driving while impaired will be removed from driving duties immediately and may be subject to testing, investigation, and termination.

2.3 Additional Prohibited Behaviors

Team members must also avoid the following while driving on Company time or Company business:

- Speeding or operating a vehicle in a reckless or aggressive manner;
- Failing to obey traffic signals, signs, or the lawful directions of law enforcement;
- Eating, drinking, or grooming in a manner that diverts attention from the road;
- Allowing passengers to distract the driver — team members should ask passengers to assist with navigation, phones, or other tasks rather than the driver;
- Driving without a valid California driver's license or with a suspended/revoked license; and
- Transporting unauthorized passengers or cargo in a Company vehicle.

3. Reporting Obligations

3.1 Accidents and Incidents

Any team member involved in a vehicle accident — regardless of fault or severity — while driving on Company business must:

1. Ensure safety first. Check for injuries and call 911 if anyone is hurt.
2. Contact law enforcement and obtain a police report number, even for minor incidents.
3. Notify your supervisor or Dana Nuesca as soon as possible — no later than the end of that business day.
4. Exchange insurance and contact information with all involved parties. Do not admit fault.
5. Complete the Company's incident report form within 24 hours.

Failure to promptly report an accident is a serious policy violation and may result in disciplinary action independent of the accident itself.

3.2 Traffic Citations and License Changes

Team members must report the following to their supervisor within 5 business days of occurrence:

- Any traffic citation received while driving on Company business;
- Any citation (on or off duty) that may affect their ability to safely or legally drive — including DUI/DWI arrests or convictions;
- Any suspension, revocation, or restriction on their driver's license; and
- Any change in insurance coverage if driving a personal vehicle on Company business.

The Company conducts annual DMV record checks on all driving team members. Driving record issues identified in these checks will be addressed in accordance with Section 5 below.

3.3 Medication Reporting

If you are prescribed medication that may impair driving, you are responsible for notifying your supervisor before operating any vehicle on Company business. The Company will work with you to make temporary accommodations where feasible. You are NOT required to disclose the specific medical diagnosis — only the driving impact of the medication.

4. Vehicle Use and Care

4.1 Company Vehicles

- Company vehicles are for business use only unless personal use has been expressly approved in writing by Dana Nuesca.
- You must have a valid California driver's license, a clean driving record meeting Company standards, and proof of authorization before operating a Company vehicle.

- Vehicles must be kept clean, organized, and free of personal items not related to the job.
- Report any mechanical issues, warning lights, or safety concerns to your supervisor immediately — do not operate an unsafe vehicle.
- Smoking, vaping, and consumption of alcohol or drugs in Company vehicles is strictly prohibited.
- Seatbelts must be worn by the driver and all passengers at all times.
- GPS monitoring is active in all Company vehicles. Location data may be used for safety, routing, and compliance purposes (see Section 6.5 of the Employee Handbook).

4.2 Personal Vehicles on Company Business

If you use your personal vehicle to conduct Company business, you must:

- Maintain a valid California driver's license at all times;
- Carry minimum California auto liability insurance (\$15,000/\$30,000/\$5,000) and provide proof of insurance to management — updated whenever your policy renews;
- Understand that your personal insurance is primary in the event of an accident; and
- Comply with all provisions of this Policy exactly as if driving a Company vehicle.

5. Consequences of Policy Violations

The Company takes driving safety violations seriously. Consequences depend on the nature and severity of the violation and may include:

Violation	Potential Consequence
Handheld device use (first offense)	Written warning; required safe driving retraining
Handheld device use (repeat)	Suspension of driving privileges and/or termination
Impaired driving (any offense)	Immediate removal from driving; investigation; likely termination
Failure to report accident/citation	Written warning to termination depending on circumstances
DUI conviction (on or off duty)	Termination if driving is a core job function
Multiple moving violations (DMV check)	Suspension of driving privileges; possible termination
Reckless or aggressive driving	Disciplinary action up to and including termination

Nothing in this Policy limits the Company's right to discipline or terminate employment at-will for conduct not specifically listed above. Consequences may be escalated based on circumstances, severity of risk, and prior disciplinary history.

6. California Legal Compliance

This Policy is designed to comply with applicable California law, including:

- California Vehicle Code § 23123 — prohibition on handheld wireless telephone use while driving;
- California Vehicle Code § 23123.5 — prohibition on handheld electronic communication device use (texting, apps, etc.);
- California Vehicle Code § 23152 — driving under the influence of alcohol or drugs;
- California Labor Code and FEHA — accommodations for disabilities and medical conditions affecting driving are handled through the Company's Disability Accommodation Policy; and
- California Health & Safety Code provisions related to marijuana impairment.

California law imposes fines starting at \$162 for a first handheld-device violation and \$285 for subsequent violations. DUI convictions carry criminal penalties, license suspension, and civil liability. The Company cooperates fully with law enforcement investigations involving Company vehicles or team members on Company business.

7. Acknowledgment and Agreement

I have read, understand, and agree to comply with the Safe Driving Policy of The Tailored Closet and PremierGarage. I understand that violations of this Policy may result in disciplinary action up to and including termination of employment. I also understand that this Policy is in addition to, and not a replacement of, any applicable laws governing driving in California.

Team Member Name (Print): _____

Team Member Signature: _____

Date: _____

Position / Job Title: _____

Return completed form to: Dana Nuesca, Owner