



S.O.C. INDUSTRIES LLC

Document Name: SambaSafety MVR Driver Safety, Accountability & Recognition Policy

Document No: SOC-HSE-PR-001

System Title: HSEQ / Driver Safety

Issue Date:
May 2026

Revision No:
01

Prepared by:
HSEQ Professional

Approved by:
General Management

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OBJECTIVE

To establish a formal, consistent, and documented policy for managing S.O.C. Industries drivers' eligibility, risk, road safety behavior, corrective/disciplinary action, and recognition based on Motor Vehicle Record (MVR) monitoring provided through SambaSafety.

This policy connects SambaSafety's traffic-light driver risk classification system, including *Green*, *Orange/Yellow*, and *Red* status, with S.O.C. Industries' internal Three-Strike Rule, driver coaching, disciplinary action, and monthly/quarterly incentive programs.

SCOPE

This policy applies to all S.O.C. Industries employees, operators, drivers, supervisors, contractors, and personnel authorized to operate a vehicle while performing S.O.C. Industries' tasks.

- Company-owned, company-leased, company-rented, or assigned work vehicles.
- Personal vehicles used for company business.
- Pump trucks, hot oil units, pickup trucks, service vehicles, and any other vehicle used for S.O.C. Industries operations.
- Employees whose job duties require driving to and/or from client's locations, yards, field operations, and/or company assignments.

GENERAL

S.O.C. Industries is committed to maintaining a safe, responsible, and compliant driving culture. Company driving creates a direct exposure for employees, clients, the public, company equipment, insurance, and client qualification requirements. All drivers are expected to operate vehicles safely, legally, and professionally at all times.

S.O.C. Industries will utilize SambaSafety MVR monitoring as the primary system for reviewing drivers' eligibility, identifying drivers' risk, and supporting corrective action or recognition decisions. Driver risk status in SambaSafety will guide internal reviews; however, S.O.C. Industries reserves the right to take additional action based on incident reports, client and insurance requirements, management review, and/or other relevant evidence.

DEFINITIONS

Term	Definition
MVR	Motor Vehicle Record. It may include license status, moving violations, suspensions, restrictions, accidents, citations, and other driving-related records.
SambaSafety	The driver monitoring platform used by S.O.C. Industries to monitor MVR status, driver's risk, and driving-related alerts.
Green Status	A SambaSafety classification indicating the driver is currently considered acceptable for normal driving duties based on available MVR information.
Orange/Yellow Status	A SambaSafety classification indicating elevated driver risk that requires company review, coaching, corrective action, including, but not limited to increased monitoring.
Red Status	A SambaSafety classification indicating high or potentially unacceptable driver risk requiring immediate management review before continuing company driving duties.
Strike	An internal S.O.C. Industries corrective action classification assigned after an MVR event, unsafe driving behavior, and/or policy violation has been reviewed.
Serious MVR Event	A major driving-related violation or condition that may result in immediate suspension of driving privileges, final warning, or termination regardless of strike history.
Preventable Accident(s)	A vehicle incident(s) in which the driver failed to take reasonable action to avoid the event, based on management, HSE, insurance, or investigation review.

PROCESS DESCRIPTION

1. Driver Eligibility Requirements

To operate a vehicle for S.O.C. Industries, drivers must:

- Maintain a valid driver's license appropriate for the vehicle being operated.



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- Remain legally eligible to drive and meet the expectations of the company, client, and insurance provider.
- Be enrolled in SambaSafety MVR monitoring when required by the company.
- Immediately report citations, accidents, license suspensions, restrictions, revocations, expirations, and/or other driving-related changes.
- Follow all company, client, federal, state, and local driving requirements.
- Complete the required driver safety training and cooperate with reviews and/or corrective action processes.

2. SambaSafety Traffic-Light Risk Classification

Status	Risk Meaning	Common Indicators	SOC Industries Action
Green	Acceptable driver risk. Driver may continue normal driving duties.	Valid license; no active serious MVR events; no unacceptable pattern of violations.	Continue standard monitoring. Driver remains eligible for monthly and quarterly recognition if all other criteria are met.
Orange/Yellow	Elevated driver risk requiring company review.	New moving violation; repeated minor violations; moderate MVR event; at-fault or preventable accident; increased risk score; failure to report citation or license issue.	HSE and Operations review; coaching or written warning; possible Strike 1 and/or 2; possible retraining; increased monitoring; loss of monthly incentive eligibility for the review period.
Red	High or potentially unacceptable driver risk requiring immediate management review.	Suspended, revoked, expired, or invalid license; DUI/DWI; reckless driving; hit-and-run; major at-fault accident; serious MVR violation; multiple violations.	Immediate removal from driving duties (pending review); possible Strike 3 or serious event classification; retraining, restriction, final warning, suspension, and/or termination depending on severity.

3. MVR Review Procedure

1. Initial Review: Before an employee is approved to drive, S.O.C. Industries may review the employee's MVR through SambaSafety to confirm legal eligibility, acceptable risk, and alignment with the requirements of the company, client, and insurance provider.
2. Continuous Monitoring: Enrolled drivers may be monitored through SambaSafety. Any new MVR event or risk status change must be reviewed to determine whether action is required.
3. Monthly Review: HSE Advisor and Operations Manager should review current *Green*, *Orange/Yellow*, and *Red* driver statuses, new alerts, license status changes, repeat violations, serious violations, coaching and disciplinary needs, and recognition eligibility.
4. Quarterly Review: S.O.C. Industries will review overall driver's safety performance, including number of drivers in each status, drivers who stayed Green, drivers who improved from *Orange/Yellow to Green*, repeat MVR events, serious violations, training needs, incentive recommendations, and company-wide risk trends.

4. Driver Responsibility to Report MVR Changes

Drivers must immediately report any driving-related event(s) that may affect eligibility to operate a company vehicle or comply with company's business. Reportable items include traffic citations, moving violations, vehicle accidents, license suspension, license restriction, license revocation, license expiration, DUI/DWI charge or conviction, reckless driving charge or conviction, and any modifications affecting legal driving eligibility.

Failure to report an MVR-related event may result in disciplinary action, even if the event is later identified through SambaSafety.

5. Three-Strike Rule

SambaSafety Status / Event	SOC Internal Response	Possible Strike	Typical Corrective Action
Green	No corrective action required.	No strike	Continue normal monitoring.
Orange/Yellow - first minor event	Coaching and review.	Strike 1	Verbal coaching, review of MVR event, expectations reminder, driver acknowledgment, documentation.
Orange/Yellow - repeated or moderate event	Written warning and retraining.	Strike 2	Written warning, mandatory driver safety training, corrective action plan, increased monitoring, possible temporary restriction from high-risk assignments.
Red or repeated Orange/Yellow events	Management review and restriction(s).	Strike 3	Final written warning, suspension of driving privileges, removal from client assignments, suspension from work if applicable, possible termination.
Serious MVR event	Immediate action.	May bypass strikes	Immediate removal from driving duties, final warning, suspension, termination, and/or other management-approved action(s).



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6. Serious MVR Events

Certain MVR events or driving behaviors may bypass the Three-Strike Rule and result in immediate action. Serious events may include, but not limited to:

- DUI or DWI, drug or alcohol-related driving offense, reckless driving, or hit-and-run.
- Driving with a suspended, revoked, expired, or invalid license.
- Major at-fault accident, leaving the scene of an accident, vehicular assault, or fatality-related violation.
- Falsification of driving records or failure to report a serious citation or license status alteration.
- Any event that makes the driver unacceptable per the requirements of the insurance, client and/or, S.O.C. Industries.

Possible company's action may include, but not limited to immediate removal from driving duties, final written warning, suspension of driving privileges, suspension from work, termination, or required retraining before returning to his/her driving duties.

7. Active Strike Period

Strike Level	Recommended Active Period
Strike 1	90 days
Strike 2	180 days
Strike 3	12 months
Serious MVR Event	Management review required

Strikes may become inactive after the active period if the driver has no additional MVR events, no preventable accidents, and no additional driver safety concerns. S.O.C. Industries may extend the active strike period based on severity, repeated behavior, client requirements, or insurance concerns.

8. Disciplinary Action Program

S.O.C. Industries will apply disciplinary action based on the severity, frequency, and risk level of the MVR event and/or SambaSafety classification. Disciplinary action may include verbal coaching, written warning, mandatory retraining, increased monitoring, final written warning, suspension of driving privileges, removal from certain assignments, suspension from work, and/or termination.

Disciplinary decisions may consider SambaSafety status, MVR event type, license status, driver's history, prior strikes, severity of the violation, preventability, client and insurance impact, whether the driver self-reported the event, and cooperation during the review.

9. Monthly Incentive and Recognition Program

A driver may qualify for monthly recognition if, during the review month, the driver remains in Green Status, has no new SambaSafety MVR alerts, has no license suspension/restriction/expiration/revocation, has no preventable vehicle accident, no active Strike 2 or 3, has no serious client driving complaint(s), and completes required inspections and driver safety training(s).

- Suggested recognition(s): Safe Driver of the Month, certificate of recognition, gift card or bonus, recognition during a safety meeting, company-wide internal announcement, and/or entry into quarterly recognition giveaway.
- Drivers in *Orange/Yellow or Red* status are not eligible for a monthly incentive during the applicable review period.

10. Quarterly Incentive and Recognition Program

A driver may qualify for quarterly recognition if, during the full quarter, the driver remains in Green Status, has no new MVR violations, has no preventable accidents, has no license status issues, has no active disciplinary action, completes required inspections and training(s), and demonstrates professional driving etiquette.

- Suggested recognition: Quarterly Safe Driver Award, Clean MVR Recognition, Most Improved Driver Award, Road Safety Leadership Award, safety monetary compensation or gift card, company-branded item, team lunch recognition, or annual safety award consideration.
- A driver who improves from *Orange/Yellow Status to Green* Status may be considered for Most Improved Driver recognition if corrective actions are completed and no additional violations occurred during the review period.

11. Driver Safety Scorecard

Category	Points	
Green Status in SambaSafety	30	
No new MVR violations	20	
Valid driver's license with no restrictions/suspensions	20	
No preventable vehicle accident(s)	10	
No active strikes	10	
Complete inspections	5	
Complete required training	5	
Total	100	
Score	Rating	Action



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90-100	Excellent	Eligible for incentive
80-89	Good	Continue monitoring
70-79	Needs Improvement	Coaching recommended
60-69	At Risk	Corrective action required
Below 60	High Risk	Management review required

REFERENCES

- SambaSafety MVR monitoring and driver risk reports.
- S.O.C. Industries driver safety, vehicle inspection, and incident reporting requirements.
- Applicable federal, state, and local motor vehicle laws.
- Client-specific driving and site safety requirements.
- Company insurance and driver qualification requirements.
- OSHA, DOT/FMCSA, and other applicable regulatory expectations where relevant to the vehicle, job, and/or operation.

RECORDS CONTROL

NAME	WHO?	HOW?	WHERE?	TIME	USER	DISPOSITION
SambaSafety MVR review records	HSE Advisor	Download/report review	SambaSafety / HSE files	Per company policy, insurance, and client requirements	HSE / Operations / Management	Retain or archive per records procedure
Driver risk status reports	HSE Advisor	Monthly/quarterly review	HSE driver safety folder	Per company policy	HSE / Operations	Retain or archive
Strike and corrective action forms	HSE Advisor / Operations Manager	Signed forms	Employee/driver file	Per company policy	HSE / Management	Retain or archive
Driver's training records	HSE Advisor	Certificates/attendance records	Training folder / platform	Per company policy and client's requirements	HSE / Operations	Retain or archive
Monthly recognition records	HSE Advisor	Scorecard / approval record	HSE driver safety folder	One year minimum or per policy	HSE / Management	Retain or archive
Quarterly recognition records	HSE Advisor	Quarterly review report	HSE driver safety folder	One year minimum or per policy	HSE / Management	Retain or archive
Driver acknowledgment forms	HSE Advisor	Signed acknowledgment	Employee/driver file	Duration of employment plus required retention	HSE / Management	Retain or archive

CHANGE CONTROL

SUMMARY OF MODIFICATIONS	
Document preparation and initial issue. Includes SambaSafety MVR Traffic-light Risk classification, Three-Strike Rule, disciplinary action, and monthly/quarterly recognition requirements.	Version 1 / Revision 01
DETAIL OF DELETIONS	
None. Initial issue.	N/A

RESPONSIBILITIES

Role	Responsibility
Drivers	Drive safely and legally; maintain valid license; immediately report citations, accidents, and license modifications; follow company's driving procedures and regulations; complete assigned training(s); cooperate with MVR reviews; maintain professional conduct on the road.
HSE Advisor	Review SambaSafety MVR alerts; support monthly and quarterly reviews; maintain records; recommend corrective action; coordinate driver safety training; track strikes and incentive eligibility; support management with driver risk decisions.
Operations Manager	Review driver status with HSE; enforce driving restrictions; support coaching and corrective action; ensure drivers are assigned appropriately based on risk status; participate in monthly and quarterly reviews.
General Management	Approve major disciplinary actions; support incentive programs; determine whether <i>Red</i> Status drivers may return to driving duties; ensure fair and consistent application of the policy.
Supervisors / Dispatch	Confirm drivers assigned to work are eligible to drive; communicate any observed driving concerns; provide and maintain required documentation, coaching, and follow-up actions.
Human Resources / Administration (if applicable)	Maintain confidential recordkeeping, employment-related/disciplinary action documentation when required.

Non-controlled area



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VALIDATIONS

This procedure is approved for implementation by the undersigned representatives. Signatures confirm review, approval, and authorization to communicate and apply the policy within S.O.C. Industries.

HSEQ Professional	Operations Manager	General Management
Signature: _____ Date: _____ Name: _____	Signature: _____ Date: _____ Name: _____	Signature: _____ Date: _____ Name: _____

APPENDIX A - DRIVER ACKNOWLEDGMENT

I acknowledge that I have received, reviewed, and understand the S.O.C. Industries SambaSafety MVR Driver Safety, Accountability & Recognition Policy.

I understand that S.O.C. Industries uses SambaSafety MVR monitoring to review driver eligibility, driver risk, and driving behavior. I understand that my SambaSafety status may affect my ability to operate company vehicles, receive incentives, and/or remain assigned to driving duties.

I agree to immediately report any citation, accident, license suspension, restriction, revocation, expiration, or other driving-related issue that may affect my eligibility to drive. I understand that failure to follow this policy may result in coaching, retraining, disciplinary action, suspension of driving privileges, or termination.

Driver's Name	_____
Driver's Signature	_____
Date	_____
Supervisor / HSE Representative	_____