

ADROIT ADVANCED TECHNOLOGIES

DRIVER TRAINING PROGRAM

Applicants must meet the criteria below in order to transport for Adroit Advanced Technologies.

- A. At least 21 years old.
- B. Valid California Driver's License.
- C. Valid personal car insurance.

1. PRE-REQUISITES

- **Background check:** All applicants are subject to Live Scan testing.
 - Adroit confirms the applicants background is compliant with CPUC standards to ensure passenger safety.
- **Drug and Alcohol consortium enrollment:** Applicants must take a drug and alcohol test and get enrolled on a random quarterly testing program.
- **TB test:** California law requires that school staff and volunteers working with children are free off infectious tuberculosis (TB) disease.
- **3rd party mechanic inspection:** Applicants must have their vehicles inspected by a licensed mechanic.
- **In house vehicle inspection:** Applicants must have their vehicle inspected by an Adroit operations employee to ensure the car is clean and appealing for the customers.

2. POST-REQUISITES (Supplementary)

- **Personal Interview:** All applicants will have a one on one interview with an account manager.
- **Safety Certification:** Applicants must take the Pass Certification course.

- **In house training:**
- **Mobile App training:** Applicants learn to operate the mobile app to ensure they only use the device while the vehicle is not in movement.
 - Downloading the app
 - How to report incidents
 - How to communicate with dispatch
 - How to report route updates
- **Safety and communication:**
 - Applicants are trained to handle students behaviors and to ensure safety during transportation.
 - Applicants should always wear their identification badge.
 - Applicants are trained to communicate with the students, families and school staff.
- **Equipment training:** Applicants receive training on setting up Car seats, booster seats, safety harnesses and buckle guards. Furthermore, drivers using wheelchair accessible vehicles are tested to ensure they follow California rules of transportation.

3. CODE OF CONDUCT

- Drivers should not make unapproved stops while a passenger is in the vehicle.
- Drivers should not discuss politics and religion with the passengers.
- Drivers should not operate their mobile device for anything other than reporting route updates.
- Drivers must report incidents and ensure passenger safety.
- Adroit has zero tolerance for drugs and alcohol use while driving for Adroit.
- Drivers should not provide any food or beverage to the passengers.
- Drivers must inspect their vehicle every morning before accepting trips.

4. CONTINUOUS MONITORING

- Adroit monitors driver behavior and phone usage with software, any aggressive or reckless driving or improper use of their mobile device will lead to removal of privileges to drive for Adroit.
- Drivers negative changes in the DOJ will result in removal of privileges.
- Vehicles are inspected by the company and a 3rd party mechanic every 12 months.

I certify that the information above is true and correct.

Bilal Seadan COO

Print name and title

[Handwritten Signature]

Signature

11/19/2018

Date