
POLICY STATEMENTS
Policy No. 26.3
Motor Vehicle Safety

Effective Date:
February 16, 2018

This policy supersedes Policy No. 26.2 dated April 11, 2012.

I. PURPOSE

- A. The purpose of this policy is to create a program across the Company for the safe operation of Company owned, leased or rented Motor Vehicles and the use of personal Motor Vehicles for Company business. It will establish the safety of drivers, passengers and the public and minimize losses, damages and claims against the Company.

II. SCOPE

- A. This Company policy applies to all employees the Company who may be engaged in the operation of any Company Motor Vehicles or the use of the employee's personal Motor Vehicle for Company business on either public or private property.

III. DEFINITIONS

- A. Company means MDU Resources Group, Inc. and all divisions and companies directly or indirectly majority-owned by MDU Resources Group, Inc.
- B. Company Vehicle means a Motor Vehicle that is owned, leased or rented by or on behalf of the Company.
- C. Motor Vehicle means any conveyance licensed for over-the-road use and other transportation equipment such as All Terrain Vehicles, Utility Terrain Vehicles, mobile construction equipment and other off-road vehicles.
- D. Personal Motor Vehicle means a Motor Vehicle owned or controlled by an employee of the Company.

IV. POLICY STATEMENT

- A. The operation of all Company Motor Vehicles and all Personal Motor Vehicles for Company business shall, at a minimum, be in accordance with this policy and all federal, state and local laws.
- B. Motor Vehicle Licenses: Drivers of a Motor Vehicle shall possess a valid Motor Vehicle driver's license issued in the state of their residency. This license must have the appropriate classification and any required endorsements needed for operating the Motor Vehicle(s). An international driver's license may be acceptable, subject to advance approval from the Company in writing. Drivers of Company Motor Vehicles may be subject to a driver's Motor Vehicle Record (MVR) check; if such record shows a suspension or revocation of driving privileges, the driver will not be authorized to operate a Company Motor Vehicle during the period of such suspension or revocation unless the Company, at its sole discretion, elects to allow drivers with suspended licenses to operate a Company Motor Vehicle if issued a "probationary" or "court-restricted" license.

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Policy No. 26.3
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- C. **Company Motor Vehicles:** Certain employees have been designated to drive Company Motor Vehicles and are allowed to commute to and from their residence with the assigned Motor Vehicle. This shall be the only authorized personal use of such Motor Vehicle unless otherwise authorized by the employee's supervisor. Incidental stops while conducting Company business shall not be considered a violation of this policy.
- D. **Personal Motor Vehicles:** There are situations in which employees use Personal Motor Vehicles for Company business. In these cases, employees are typically reimbursed on a per-mile or prearranged monetary allowance. For those employees utilizing a Personal Motor Vehicle on Company business, automobile liability and property damage insurance coverage must be maintained for the Motor Vehicle as prescribed by State law in which it is operated or by the employee's operating company or business unit, whichever is greater. Employees using a Personal Motor Vehicle for Company business on a regular basis will be required to provide evidence of insurance coverage and may be subject to the MVR standard as defined in section G.
- E. **Rental Motor Vehicles:** Motor Vehicles may be rented by employees for Company business in certain circumstances. While operating a rental Motor Vehicle on Company business, all requirements of this policy shall apply. The Company carries rental Motor Vehicle coverage; employees should decline the optional coverage offered by the rental company.
- F. **All Terrain Vehicles and Utility Terrain Vehicles:** In the course of conducting Company business, employees may operate an All Terrain Vehicle (ATV) and Utility Terrain Vehicles (UTV). Supervisors and employees should receive proper training to ensure that ATVs and UTVs are operated safely and manufacturers' recommendations are followed to minimize the number and severity of workplace accidents.
- G. **Motor Vehicle Record Standard (MVR):** Before an employee may drive a Company Motor Vehicle as a regular part of the employee's job responsibilities, three years of the person's driving history will be evaluated by an appropriate Company representative. The three-year period must be the three-year period immediately preceding the date of evaluation.
- H. **The Company requires drivers of a Company Motor Vehicle, or drivers of a Personal Motor Vehicle on Company business, to adhere to the following policy parameters while operating the Motor Vehicle, whether or not the cellular phone, personal digital assistant, converged device, texting device, computer or other electronic device is Company owned or personally owned:**
1. Driving safely should be the driver's only task.
 2. Employees must comply with all federal, state or local regulations which may exist to control usage of electronic devices while operating a Motor Vehicle.
 3. When placing or receiving a call at any time while operating a Motor Vehicle, the employee should safely drive his or her Motor Vehicle off the road to a location where the Motor Vehicle can be stopped and placed in "Park" without risk to the employee or any third-party. If pulling off the road is not possible, usage of electronic devices as herein described shall be limited to the "hands-free" mode of the device.
 4. Employees should consider modifying their voice mail greeting to indicate that they are unavailable to answer calls or return messages while driving.

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5. Employees shall not send or review received text messages while the Motor Vehicle is in motion and not placed in "Park".
6. Employees shall not operate any electronic device while the Motor Vehicle is in motion and not placed in "Park", including but not limited to a personal digital assistant, converged device, pocket PC, binaural headset-based audio device such as an MP3 player or laptop computer, including Company-owned or personally-owned devices.
7. Employees should program navigation systems before the trip is started, not while the Motor Vehicle is in operation.

- I. In the event of a Motor Vehicle accident or incident, the employee's Company cell phone records may be reviewed as part of the investigation.

V. ADMINISTRATION

- A. The General Counsel has responsibility for the overall administration of this policy and related procedures. Establishment and implementation of procedures to administer the policy is the responsibility of the Business Unit presidents.

Reviewed: /s/ Daniel S. Kuntz
Vice President, General Counsel
and Secretary

Approved: /s/ David L. Goodin
President and Chief Executive Officer