

VEHICLE MAINTENANCE POLICY

Compliance

It is **KUTHALA GROUP INC** directing the day-to-day activities of the company. As such, everyone employed, either directly or indirectly with **KUTHALA GROUP INC** subject to all governing laws outlined in the Highway Traffic Act.

Responsibility

Drivers

Each Broker/Owner is responsible for documenting and logging the maintenance that is completed for each vehicle he operates for **KUTHALA GROUP INC** copies of all invoices for all repairs must be submitted. Broker must adhere to the Corporate Maintenance Policy. All submitted reports must be turned in by the 15th of the month following the work and must adhere to the preventive maintenance schedule outlined by the company.

Dispatch

The dispatch is responsible for collecting and policing this policy, if drivers are flagged by the Safety & Compliance Department, the dispatch will cease to assign work to the necessary units. Support will be provided by the Safety & Compliance department when required.

Safety & Compliance Department

The Safety & Compliance Department is responsible to ensure that all the Brokers Month Maintenance Reports have been turned in, in accordance with Regulations 575 Parts 11 and 111 of the Highway Traffic Act. It is also responsible to ensure that any and all issues regarding Monthly Maintenance Reports are brought to the attention of both the driver and the dispatch department.

Contingent

If there is any discrepancy between the Safety & Compliance Department, driver and/or dispatchers, the interpretation of the Highway Traffic Act will be determined by the President. As in all instances, company policy will not supersede the law.

All **KUTHALA GROUP INC** trucks and trailers will be given a full service every 6 months (Annual Safety is also part of full service).