

# INSURANCE CARDS BY STATE

## EFFECTIVE 5/1/2025

AUTOMOBILE INSURANCE IDENTIFICATION CARD			
California			
This policy meets the requirements of section 16056 or 16500.5 of the California vehicle code and is a commercial or fleet policy.			
Company #: 24147		Insurance Company Name: Old Republic Insurance Company	
		P.O. Box 789	
		Greensburg PA 15601-0789	
The above insurer certifies that the coverage provided by this policy meets the minimum liability limits prescribed by the law.			
Name and Address of Insured		POLICY NUMBER	
Nova Group, Inc.		MWTB 313092 25	
a Quanta Services Company		EFFECTIVE DATE	
185 Devlin Road		5/1/2025	
Napa CA 94558		EXPIRATION DATE	
		6/1/2026	
VEHICLE DESCRIPTION			
YEAR	MAKE/MODEL	VEHICLE IDENTIFICATION NUMBER	
FLEET			
Agent: Lockton Companies, LLC			
Claim Reporting Number: (800) 747-5256			
Note: Lockton is not the insurance carrier.			
THIS CARD MUST BE CARRIED IN THE INSURED MOTOR VEHICLE FOR PRODUCTION UPON DEMAND			

AUTOMOBILE INSURANCE IDENTIFICATION CARD			
Washington			
Company #: Company Name: Old Republic Insurance Company			
The above insurer certifies that the coverage provided by this policy meets the minimum liability limits prescribed by the law.			
Name and Address of Insured		POLICY NUMBER	
Nova Group, Inc.		MWTB 313092 25	
a Quanta Services Company		EFFECTIVE DATE	
185 Devlin Road		5/1/2025	
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AUTOMOBILE INSURANCE IDENTIFICATION CARD			
Wisconsin			
Company #: Company Name: Old Republic Insurance Company			
The above insurer certifies that the coverage provided by this policy meets the minimum liability limits prescribed by the law.			
Name and Address of Insured		POLICY NUMBER	
Nova Group, Inc.		MWTB 313092 25	
a Quanta Services Company		EFFECTIVE DATE	
185 Devlin Road		5/1/2025	
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# Short Haul Exemption

**(For general Nova operation, we operate under a short haul exemption. Exceptions include crossing state lines, a multi-day trip, hauling from one location to another. For that, a log book is required. This only applies to CMV, trucks 10,001 lbs GVWR and up.)**

What to say at the scales if asked for a log book:

I stay within specified air miles of my work reporting location (100 miles CA & WA)

I leave from and return to the same work reporting location each day

I work not more than 12 consecutive hours each day

I have at least 10 hours off duty separating each 12 hour on duty period

My employer maintains time records for at least 6 months that include my starting time, my ending time and the total number of on-duty hours each day.

## Drivers Daily Log

(24 hours)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
 (month) (day) (year)

Original - File at home terminal.

Duplicate - Driver retains in his/her possession for 8 days.

From: \_\_\_\_\_

To: \_\_\_\_\_

1. Off Duty
2. Sleeper Berth
3. Driving
4. On Duty (not driving)

Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	1	2	3	4	5	6	7	8	9	10	11	Total Hours

Remarks

Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	1	2	3	4	5	6	7	8	9	10	11

Shipping Documents:

DVL or Manifest No.  
or

Shipper & Commodity

Enter name of place you reported and where released from work and when and where each change of duty occurred.

Use time standard of home terminal.

Recap: Complete at end of day	70 Hour/ 8 Day Drivers	A.	B.	C.	60 Hour/ 7 Day Drivers	A.	B.	C.	*If you took 34 consecutive hours off duty you have 60/70 hours available
On duty hours today, Total lines 3 & 4		A. Total hours on duty last 7 days including today.	B. Total hours available tomorrow 70 hr. minus A*	C. Total hours on duty last 5 days including today.	A. Total hours on duty last 8 days including today.	B. Total hours available tomorrow 60 hr. minus A*	C. Total hours on duty last 7 days including today.		

Total Miles Driving Today	Total Mileage Today
Truck/Tractor and Trailer Numbers or License Plate(s)/State (show each unit)	

\_\_\_\_\_  
Name of Carrier or Carriers

\_\_\_\_\_  
Main Office Address

\_\_\_\_\_  
Home Terminal Address



## **Nova Group Equipment Transfer Form**

### **Equipment Transfer Instructions**

1	Inspection to be completed prior to moving Equipment
2	Transferring project / location approval signature
3	Receiving project / location approval signature
4	Completed form transmitted to equipment@novagrp.com
5	Address any/all questions with Nova Equipment Division
6	Equipment Division updates all tracking systems

Date:	
Nova Equipment #:	
Serial OR Vin #:	
License Plate # and State:	
Equipment Description:	
Current Job # and Location:	
Transfer Job # and Location:	
Hours / Mileage:	

### **Equipment Information:**

		Operational Status			Notes
#	Inspection Items:	Yes	No	N/A	
1	Plates & Registration current & correct				
2	Horns and Alarms working				
3	All Lights in working order				
4	Seats and Belts in working order				
5	All Brakes in working order				
6	Steps and Grab bars functional				
7	Roll over protection in good condition				
8	Windows, Wipers, Mirrors functional				
9	Windshield free of cracks				
10	Gauges and Controls in working order				
11	Steering and Suspension in working order				
12	Fluids checked (any leaks)				
13	Tires/Tracks in good working order				
14	Operator Manual included				
15	Other:				

### **Equipment Transfer Approvals**

#	Task	Date	Signature
1	Current Job Inspector: _____		
2	Equipment Recipient: _____		
3	Equipment Department: _____		

### **Equipment Department Admin Checklist**

#	Task	Date	N/A?	Signature
1	Vista Tracking Updated			
2	Job Billing Updated			
3	Zonar Tracking Updated			
4	Equipment Disposal Requested (TDS)			
5	NECS Updated			

File Information:

- 1 File Name: Nova Equipment Transfer Form.xls
- 2 File Location: S:\Equipment Tracking\Equipment Transfer
- 3 Form Revision: 10/22/2020



## Equipment Inspection Form

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Job No.: \_\_\_\_\_

Location: \_\_\_\_\_

### Vehicle Information

Equipment Type (Make/Model/Year):			
Equipment Number:		License Plate (State & Number):	
Engine ID:		Registration Date:	
Miles/Hours:		VIN, SN, or PIN:	

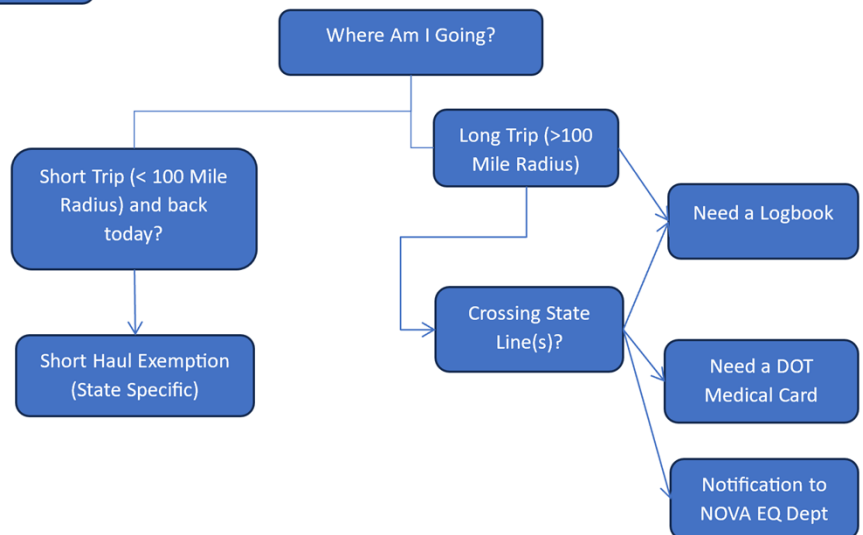
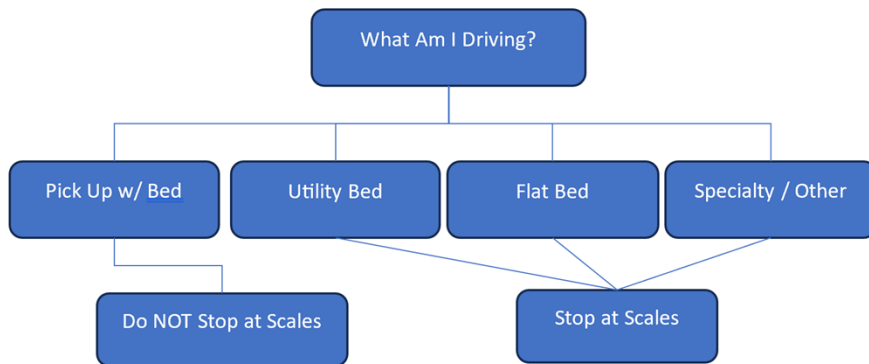
### Vehicle Damage / Notes

<div style="position: relative; width: 100%; height: 100%;"> <div style="position: absolute; top: 5px; left: 50%; transform: translate(-50%, -50%);"><u><b>FRONT</b></u></div> </div>		ARE THE REGISTRATION AND INSURANCE IN THE GLOVE BOX AND CURRENT?  YES / NO
<div style="position: relative; width: 100%; height: 100%;"> <div style="position: absolute; top: 5px; left: 50%; transform: translate(-50%, -50%);"><u><b>TOP</b></u></div> </div>		
<div style="position: relative; width: 100%; height: 100%;"> <div style="position: absolute; top: 5px; left: 50%; transform: translate(-50%, -50%);"><u><b>LEFT (Driver) SIDE</b></u></div> </div>	<div style="position: relative; width: 100%; height: 100%;"> <div style="position: absolute; top: 5px; left: 50%; transform: translate(-50%, -50%);"><u><b>RIGHT (Passenger) SIDE</b></u></div> </div>	
<div style="position: relative; width: 100%; height: 100%;"> <div style="position: absolute; top: 5px; left: 50%; transform: translate(-50%, -50%);"><u><b>BACK</b></u></div> </div>		

## DOT COMPLIANCE – VEHICLES

**Nova Group policy requires DOT compliance at all times, on and off the public roads.**

As projects are ramping up, it's a good time to remind ourselves that the requirements for driving a vehicle, vary by the type of vehicle AND the trip you are taking. Here are some simple flowcharts to use as a reminder regarding stopping at scales, and driver logs / exemptions. As always, if you aren't sure please ask BEFORE you leave the site or yard!



Please do your part to contribute to a safe driving culture at Nova Group.

- EQ Manager, Chris Chell [cchell@novagrp.com](mailto:cchell@novagrp.com)
- EQ Accounting, Cathie Rowe [crowe@novagrp.com](mailto:crowe@novagrp.com)
- EQ Maintenance, Hunter Aiello [hunter.aiello@novagrp.com](mailto:hunter.aiello@novagrp.com)
- General EQ (hours/miles, transfer, Zonar) [equipment@novagrp.com](mailto:equipment@novagrp.com)



## EQUIPMENT DAMAGE REPORTING

**Equipment damage, whether caused by Nova Employees,  
the public, subcontractors, or even bad luck, must be reported.**

Recently, a trailer was returned to the yard after project use with it's pigtail zip tied to the truck. It appears that the plug came loose during use and was dragged for some ways. Once discovered, the driver made a roadside repair with the supplies at hand, problem solved right?

Investigation of this situation exposed a series of issues:

- The damage was not reported to the EQ Team or the supervisor
- Zonar pre and post trip inspections were not conducted on a CMV
- This condition would have been a DOT violation if we were stopped
- The driver did not complete a driver log for the day,  
but was operating outside of the 100 mile exemption radius.
- The driver may have been over hours with drive time and work onsite.  
This cannot be verified since we don't have a log.



Conducting our operations within DOT compliance is required of Nova Group.

If you don't know what to do, ask!

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File Information:

1. File Name: EQ Flash – Hitching and Hauling
2. File Location: S:\Operations\Equipment\Equipment Flashes
3. Revision: 11/10/2022





## Hitching and Hauling

### Best Practices and Easy Mistakes

We all have A LOT going on every day and with out attention often split, it's easy to make a mistake when hitching up a trailer for a quick trip or hooking up to a trailer you aren't familiar with!

Some common mistakes we see:

- 2" vs. 2-5/16" ball; Most heavy-duty trailers with ball receivers are for 2-5/16" balls. A 2" ball in a commercial receiver can slip off and dump the trailer, creating a very dangerous situation.
- Some pintle hitches work with a ball, but not all.
- Keeper pins; don't get in a hurry and tow without.
- Safety chains; must be used every time. Ensure they don't drag and cause sparks.
- Trailer brakes / run away brakes; do not defeat, bypass, or ignore trailer brakes.
- Lights and signals; must be used and checked pre and post trip.
- Worn attachments; check balls, rings, receivers, etc. pre and post trip.

If you aren't positive that you have the right stuff or have a question, ask for help!

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# EQUIPMENT FLASH



## Driver Qualification – Road Test

Per 49 CFR (Code of Federal Regulations) part 391, any person drives a commercial motor vehicle must complete a road test and be issued a certificate of driver's road test. What does this mean to Nova Group? Any employee that has the potential to drive a commercial motor vehicle (GVWR over 10,001) needs a documented road test and to demonstrate that they can safely operate the equipment they are being instructed to use. That means anyone who could jump in a 1-ton or bigger & specialty rigs. The Equipment Team is partnering up with the Safety Team to get these road tests completed. The SSHO for each site will perform a road test, like your DMV drivers license test, and issue driver cards. The expiration date on the driver card will be the date your license expires and serve as an extra reminder to get license renewals sent into HR, another DQ file requirement.

We appreciate your cooperation in participating to get these completed on our journey of DOT/FMCSA compliance!

### Road Test Definition from 49 CFR:

*As a minimum, the person who takes the test must be tested, while operating the type of commercial motor vehicle the motor carrier intends to assign him/her, on his/her skill at performing each of the following operations:*

- (1) *The pre-trip and post-trip inspections*
- (2) *Coupling and uncoupling of combination units, if the equipment he/she may drive includes combination units;*
- (3) *Placing the commercial motor vehicle in operation;*
- (4) *Use of the commercial motor vehicle's controls and emergency equipment;*
- (5) *Operating the commercial motor vehicle in traffic and while passing other motor vehicles;*
- (6) *Turning the commercial motor vehicle;*
- (7) *Braking, and slowing the commercial motor vehicle by means other than braking; and*
- (8) *Backing and parking the commercial motor vehicle.*

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**NOVA GROUP DRIVER CARD**

NAME Good Driver		STATE CA
NON-REG	REG-NON CDL	CDL
INTERSTATE		INTRASTATE
ISSUE DATE 1/25/23	EXP. DATE 12/31/24	

### File Information:

1. File Name: EQ Flash – Driver Qualification – Road Test
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## VEHICLE SAFETY - SEATBELTS

**Nova Group policy requires all vehicles and equipment to be operated legally at all times.**

Recent jobsite audits have shown a lack of seatbelt use on company vehicles off road. Nova Group considers the seatbelt on a truck or vehicle to be just as important as the ROPS or seatbelt on a forklift, loader, or any other equipment. Further, the EM-385 requires all vehicles to be operated in legal, on-road fashion at all times.

Specific unacceptable conditions observed include:

- Seatbelt defeating mechanisms
- Sitting on top of the seatbelts while buckled

We are arguably at greater risk of injury while driving off road. Conditions of the jobsite can lead to roll overs, losing control, unexpected obstacles, etc.



Please do your part to contribute to a safe driving culture at Nova.

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# EQUIPMENT FLASH



REV: 10/20/2021

## ZONAR INSPECTION

Nova Group has adopted and rolled out our Fleet Management System over the last few years, supported by Zonar Systems. This includes telematics (GPS) installed on our Equipment, and the EVIR tools (Electronic Verified Inspection Reporting). To date, use of the EVIR has been encouraged as we roll it out, but not required. Going forward, Nova will now require daily, or as used, EVIR inspection of all equipped assets in the fleet. EVIR inspections are DOT compliant, cloud based, and accessible in real time to Equipment, Safety, and the Project Teams.

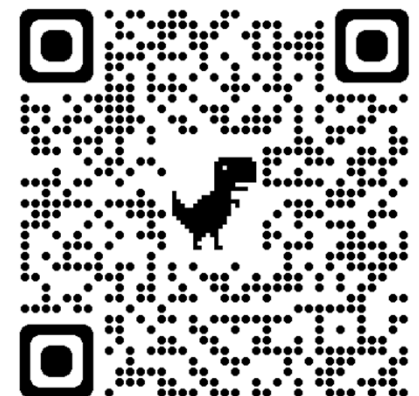
Refresher training video is available by clicking the link or scanning the QC Code below. Please always feel free to reach out to the Equipment Team with any questions, concerns, or needs.

### PRO TIPS on EVIR:

- Zonar cards must be registered to employees. A quick email with the Operator ID and employee name to the Equipment team works great.
- Zonar cards can be scanned through a wallet or hardhat, no need to take them out every time.
- Leave the EVIR powered ON when placing back in the charging cradle. This ensures the report gets uploaded.



[EVIR Inspection Video Training](#)



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File Information:  
1. File Name: EQ.Flash Zonar Inspection  
2. File Location: S:\Operations\Equipment\Equipment Flashes  
3. Form Revision: 10/20/2021



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## VEHICLE PREVENTATIVE MAINTENANCE

NOVA EQUIPMENT continues to improve our fleet through maintenance, repairs, and replacement and we hope that is being seen on the jobsites across the company. One way we are working to achieve that goal is to increase access to vehicle service and repairs for our teams. In the North West for example, we have set up accounts with a regional Jiffy Lube franchise. We also have access to Goodyear services nationwide through Quanta. While the EQ Team does take an active role in dispatching mechanic services for our yellow iron, we rely on the project teams to complete the regular maintenance on our trucks and vehicles. Even though most of our vehicles don't reach oil change mileage frequently, we should be changing the oil every 6 months at a minimum. Costs are covered by the EQ Division and are already built into the rates. Please reach out to the EQ Team to locate and set up a PM shop for your jobsite!

EQ Manager, Chris Chell [cchell@novagrp.com](mailto:cchell@novagrp.com)

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**Thank you for your help in maintaining our fleet!**

