Vehicle Use Policy

As an authorized driver of a Company Vehicle, you assume the duty of obeying all motor vehicle laws, proper maintenance of the vehicle, and full compliance with the policies and procedures that are outlined in this policy.

Your permission to use a Company Vehicle is restricted. You are **PROHIBITED** from doing the following in a Company Vehicle at any time:

- Driving a Company Vehicle when under the influence of any amount of alcohol, marijuana, or illegal drugs.
- Driving a Company Vehicle under the influence of any drug (even if prescribed) or substance that may affect your ability to drive.
- Using, storing, or possessing any alcohol or illegal drugs in a Company Vehicle, whether you are the driver or a passenger.
- Using mobile devices or phones, except for hands-free operation for authorized business purposes only.
- Using a Company Vehicle for any reason other than business purposes is prohibited. In other words, you are prohibited from using a Company Vehicle for personal use. This prohibition includes personal errands, recreational activities, etc.
- Permitting any other person—even another Company employee—to drive a Company Vehicle. You at all times lack authority to give such permission to another person. The extent of your permission to drive a Company Vehicle stops with you.
- Permitting any person, other than a Company employee in the course and scope of employment, to ride as a passenger in a Company Vehicle. You are specifically prohibited from permitting your family members from riding as passengers in a Company Vehicle.

You are **REQUIRED** to do the following in a Company Vehicle at all times:

- Adhere to all traffic laws, including but not limited to posted speed limits and traffic controls.
- Maintain a valid driver's license. In particular, maintain a valid driver's license of the type required to operate the Company Vehicle.
- Report any motor vehicle accident to your supervisor within 30 minutes **AND**:
    - Report the accident to police.
    - Wait at the scene of the accident until directed by the police to leave.
    - Document the damage to any vehicles or other property with photos.
    - Do not accept liability for a motor vehicle accident at the scene. Others, such as the police, must have an opportunity to complete their investigation.

- Inform your manager if you are involved in any motor vehicle accident or receive any moving violation—whether in a Company Vehicle or a personal vehicle.
- Report to the **insurance carrier** as well as your insurance agent/broker **within 24 hours** of the incident.
    - Prompt reporting of claims reduces the cost of the claim.

You are **PERMITTED** to do the following in a Company Vehicle, but this permission is strictly limited to the scope below. You lack permission to go outside the scope below while using a Company Vehicle.

- Drive a Company Vehicle to and from your residence and the Company office or work site. Deviation from a reasonable route between these points is prohibited. Personal errands enroute between these points is also prohibited.
- At all times, the requirements and prohibitions listed above remain in effect.

I have read and understand the Company's Vehicle Use Policy. I agree to refrain from the prohibitions and adhere to the requirements above. I authorize the Company to obtain and review my driving record at any time while I am an authorized driver. I agree that failure to comply with this policy may lead to disciplinary action up to and including termination.

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Employee (Print)

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Employee (Signature)

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Date