**USE OF COMPANY VEHICLES**

**Some of our employees may be required to use a motor vehicle leased, owned or rented by the Company in the course of their jobs, or they may be required to use a personal vehicle for Company work. The Company has different policies applicable to the use of Company vehicles and the use of personal vehicles for Company work.**

Company Vehicle Policy

**Operation of motor vehicles is a necessary part of our business. Operation of motor vehicles exposes our company to losses, both financially and to our company’s reputation. As a result, the following policies are endorsed by management as part of our commitment to operate all aspects of our business in a safe and responsible manner.**

**• Authorized drivers – only those specifically authorized by management may operate company vehicles for company business. This includes drivers of company-owned vehicles and employees operating personal vehicles on company business. Proper maintenance of vehicles, i.e., checking oil, notifying management of any mechanical problems, is required.**

**• Motor Vehicle Records (MVRs) will be obtained and evaluated periodically based on established criteria by management before any employee or designated person is allowed to operate a company-owned vehicle or a private vehicle on company business.**

**• The following MVR evaluation criteria (on or off-the-job violations) will disqualify all persons as authorized drivers:**

* **Driving under the influence of drugs or alcohol.**
* **Hit and run accident.**
* **Failure to report an accident.**
* **Operating a vehicle under a suspended or revoked license.**
* **Homicide, assault or a felony arising from the operation of a motor vehicle.**
* **Reckless driving/speed contest/racing.**

**• Use of drugs or alcohol is strictly prohibited!**

**• There will be no personal use of company-owned vehicles without the express written authority of management.**

**• Seat belt utilization is required of all drivers and passengers in company-owned vehicles and in vehicles operated on company business.**

**• All accidents must be reported to the police and to management immediately!**

• On a monthly basis, no later than the second business day of each month, any employee driving a company vehicle must provide all gas, oil, and repair records to the Service Manager

**• Failure to qualify or to comply with the above requirements will disqualify you from operating company-owned vehicles.**

###### Use of Personal Vehicles

**In addition to all of the requirements applicable to the use of company-owned vehicles (except for the use of such vehicles exclusively for Company business), employees who use their personal vehicles to perform sales call activities must abide by the following rules. Employees who use their personal vehicles to perform sales call activities will be reimbursed for fuel.**

**We require a reliable vehicle on which our parts, supplies and tools can be safely secured at all times. The vehicle must be in good running order and cosmetically acceptable.**

**You are also required to provide us with the following information and must keep this information updated for our files:**

1. **A copy of your current valid drivers license**
2. **A copy of your car insurance policy stating:**
3. Employees Name
4. Make, Model and Year of vehicle being driven
5. Coverage limits as stated above
6. Insurance Policy Expiration Date
7. **A copy of your vehicle license plate.**
8. **On an annual basis, an odometer statement.**