



Fleet Vehicle Use Policy

I, _____ . understand and acknowledge that part of my job responsibilities may include the operation of a Company vehicle and a personal vehicle to get to and from work. As a driver of a company vehicle or personal vehicle used in the course of business duties, I acknowledge and agree to adhere to the following and accept these terms as a condition of employment :

Operators of Company Vehicles - Conditions and Requirements

1. Operate Vehicles in a safe manner and in compliance with all applicable laws.
2. Immediately report all incidences, including but not limited to accidents, property damage, theft, loss, etc. suspensions, revoked or suspended license, arrests, etc
3. Maintain a current and valid operator's license with insurance
4. Transport Company personnel and property only.
5. Company vehicles are not for personal use.
6. Immediately report all maintenance and/or safety issues.
7. Maintain the vehicle in a safe and clean condition at all times
8. Lock and secure the vehicle at all times ..
9. Perform required vehicle inspections per Company policies and procedures.
10. Adhere to all applicable DOT regulations.
11. Responsible for all content including but not limited to: Equipment, tools, supplies, documents. money. credit cards and other company assets.
12. All fuel purchased on my company card will be purchased for the company vehicle. I am responsible for turning in an itemized receipt from the pump for this fuel.
13. I will not allow any other drivers to drive the company vehicle.
14. Not to exceed the posted speed limit.
15. Purchase most economic fuel as recommended by manufacturer grade.
16. I will not smoke any tobacco products in the vehicle or while driving
17. I will not text or perform other activities while driving that may distract me.
18. Do nothing to disable or interfere with the GPS tracking system on the vehicle. If there is an anticipated issue.
19. Fill the fuel tank if less than 1/2 full.
20. Not drive if medically unable.
21. Report any personal or physical conditions that change the employees ability to operate a vehicle in a safe and legal manner and stop driving immediately.

Operators of Personal Vehicle:

Applies to employees who use personal vehicles in the course of performing their regular job duties. Includes but not limited to branch and department manager and sales personnel.

1. Maintain adequate insurance coverage, including but not limited to, bodily injury and property damage or the minimum required by state law. Provide proof of insurance if requested by the Company.
2. Maintain my vehicle in a safe working condition at all times.
3. Immediately report all vehicles related incidents, including but not limited to accidents, property damage, and injuries that occur while in the course of work.



- 4. Immediately report all driving related incidences, including but not limited to citations, tickets, suspensions, revoked license, arrest, etc. regardless if incident occurs during the performance of work or during personal time
- 5. Operate Vehicles in a safe manner and in compliance with all applicable laws.

I acknowledge and accept the following:

- 1. The Company may at its discretion, run MVR checks and that any of the following can result in disciplinary action including termination:
 - a. Excess moving violations
 - b. Suspended/revoked license
 - c. Serious violations, including but not limited to, DUI, reckless driving, excess speeding, criminal arrest, etc
- 2. In the event I am involved in an auto loss and/or issued a citation
 - a. acknowledge that I must attend a "driver safety class" per the following terms;
 - b. I am responsible for the cost of the course.
 - c. Time away from work will be applied to PTO or unpaid or I must schedule the class during non-work hours.
 - d. Must attend and complete the course within 45 days of the event that has resulted in my having to take the class.
 - e. Failure to attend and successfully complete the class will result in my termination from employment.
 - f. Not permitted to drive company vehicle to said class.

Rental Vehicles:

- 1. Rental vehicles are to be rented in the Company name in order for Company coverage to be effective. Failing to rent a vehicle in the Company name will not provide insurance coverage or reimbursement for expenses associated with vehicle damage or financial liability.

FAILURE TO ADHERE TO THE ABOVE REFERENCED ITEMS WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

Employee Signature: _____

Date: _____