

V 110 - COMPANY VEHICLES

Policy:

The Company will operate as few vehicles as possible. Only employees whose job duties require a vehicle will be provided with a Company vehicle or given an allowance. It will be at the Company's discretion whether to furnish a Company vehicle or allowance.

Procedure:

An AUTHORIZATION TO ISSUE A COMPANY VEHICLE must be filled out and signed by both the manager/supervisor and employee, then approved by the President and sent to the Human Resource Department in order for a Vehicle to be issued.

Company-owned vehicles will be kept at the location to which they are assigned unless the driver is authorized to change by his supervisor. Any changes in garage locations or drivers of Company-owned vehicles must be brought to the attention of the Fleet Manager and Human Resources for insurance purposes.

All vehicle purchases shall be approved by the President.

Any employee required and authorized to periodically drive his privately-owned vehicle on Company business will be reimbursed at a mileage rate which will be established.

In the event an employee who drives a company vehicle is going to be off work for over two (2) weeks, the vehicle should be returned to one of the offices. *If an employee leaves the country for any length of time, the vehicle should be returned to one of the offices.* The Fleet Manager and Human Resources Department should be notified.

Any employee who is disabled for any length of time whether out on Workmen's Compensation or Short or Long Term Disability must park their vehicle at the main office during the duration of their disability. Vehicles are not provided during that time for light duty. The employee will be expected to use their own personal vehicle until they receive a full-duty release.

No person under the age of 18 years shall operate a Company-owned vehicle or other equipment unless authorized by the President or Vice President.