

V 130 - FIELD FLEET MAINTENANCE POLICY

All Company vehicles and vehicles for which employees receive a car allowance must be kept neat and clean. Both the interior and exterior will be washed (and/or vacuumed) and cleaned at least once a week. Tools shall be secured and all excess materials removed. **NO BUMPER STICKERS OR DECALS ARE PERMITTED ON THE VEHICLE**, other than those which the company or county issues.

Ensure that the vehicle receives regular maintenance, inspections, and repairs as needed thus keeping dents removed and the vehicle in safe operating condition at all times. All repairs must be authorized through the Fleet Manager before taking the vehicle to any outside service station. Vehicles that are not in a safe condition will not be operated.

Make arrangements to have the vehicle assigned to be inspected as required (i.e. Maryland Emissions Control Inspection or Virginia State Inspection).

If your company vehicle is registered in Maryland, you will receive an emissions test slip to have the vehicle inspected within a certain month. Should you fail to get the inspection within the assigned month, you will be responsible for paying the late fee. The Company will pay for the actual inspection fee.

Virginia registered vehicles are required to have a yearly inspection. The month the vehicle is due is shown on the windshield sticker.

If you receive a ticket for driving on an expired sticker in Virginia or failure to get the emission test in Maryland (Maryland tags are suspended for not having a current Emissions test), you will be responsible for paying the fine and for points on your license.

Driver's responsibility:

Inspection to be performed before Driving

- Driving Lights
- Turn Signals
- Brake Lights
- Tire Inflation
- All Material is Secured

Tag expiration date of tags. If you have not received stickers 15 days prior to expiration date, notify the Vehicle Coordinator immediately.

Remove the keys when leaving a Company vehicle for any reason.

Keep truck & toolboxes locked at all times, if not in use. **Any incident that is a result of the keys left in the vehicle will be the employees' responsibility.**

Keep generators and equipment that can't be stored in the toolboxes or inside the vehicle locked and chained up in bed of truck. Company, owned/leased vehicles are to be used **ONLY** for official company business and used as designed. Personal use of a Company owned/leased vehicle is **NOT** permitted.