

V 150 - FLEET POLICY—OFFICE STAFF VEHICLES

Superintendents and office personnel who are assigned Company vehicles are to follow the following general guidelines:

Use of the vehicle is to be confined to the principle driver.

Use of the vehicle on paid time off would be permitted; however if the length of the trip is in excess of 200 miles one way, it is requested that the employee obtain permission from an officer of the Company.

Employees will refrain from drinking alcohol or use of any drugs which may affect their ability to operate the vehicle in a safe manner.

Employees are expected to maintain the vehicle mechanically. The interior and exterior are to be kept neat and clean. It is the responsibility of the driver to arrange to have any safety defect corrected immediately.

No modifications will be made to the vehicle without prior permission from an officer of the Company.

Employees must keep the Company advised of any changes in the status of their driving licenses. Only those with a valid license are permitted to operate Company vehicles.

Because an employee has permission to use a Company vehicle for personal use, he/she must report his personal mileage on a form to Accounting quarterly. This will be added to his W-2 at the end of the year. Employees are also required by the IRS to maintain records of business use. Questions about this matter should be directed to the Fleet Manager or the Vice President.

If you are involved in an “at-fault” or preventable accident while operating a Company vehicle you will be responsible for paying up to the first **\$1,000.00** of damage sustained.