VEHICLE USE AGREEMENT-COMPANY VEHICLES

All employees operating a company owned vehicle agree to operate the vehicle according to the following guidelines. Failure to adhere to these guidelines may result in revocation of an employee's privilege to operate company vehicles or termination under some circumstances.

- Employee must maintain a proper and current driver’s license for the type of company vehicle that they are operating and notify management immediately if they no longer have a valid license.
- Employee will notify the company of any citations received while operating a company vehicle.
- Employee is responsible for maintaining a MVR within established company guidelines.
- Employee must follow generally accepted safe driving practices and obey traffic regulations.
- Employee will ensure that all occupants of a company owned vehicle are properly wearing safety belts while the vehicle is in motion.
- Employee is responsible for ensuring that the vehicle is properly maintained. This includes having the vehicle serviced at regular service intervals by a qualified mechanic. The company will reimburse the employee for the cost of vehicle maintenance.
- Employee authorizes the company to obtain and review the Motor Vehicle Record of the employee.
- The vehicle may be used for non-business use in accordance with the conditions outlined in this agreement. The employee agrees to operate the vehicle in such a manner that will not expose the company to excessive liability or risk.
- Spouses may operate a company owned vehicle provided they are over the age of 25. The personal use privilege is not extended to children, parents, in-laws, brothers or sisters, or to any other person.
- Company owned vehicles are not be used for family vacations.
- Employee is financially responsible for any parking or traffic violations while operating a company owned vehicle.
- Employee must report all accidents within 12 hours of the occurrence to their manager.
- Employee will be responsible to pay any deductible in the event an accident is deemed avoidable.
- Employee will not make any modification or add equipment (CD players, stereos, cellular phones, etc.) to any company owned vehicles.
- Vehicles are not to be loaned to any employees not allowed to operate company vehicles.
- No non-employees are allowed to operate vehicles.
- No hitchhikers are allowed in vehicles.
- Towing of mobile homes, travel trailers, or any type of recreational or utility trailer is prohibited.
- Employee is responsible for parking cars in safe and legal areas off public ways.
- The use of alcohol and controlled substances prior to and during operation of any vehicle is prohibited.
- Any hazardous substances, chemicals or dangerous goods (as defined by law) are prohibited from being carried in a company car.

This authorization may be terminated by the company at any time.

I have read, understand, and agree to comply with the above conditions authorizing me to drive a company vehicle.

________________________________________________________________________
Employee Signature

Date

________________________________________________________________________
Please Print Name

________________________________________________________________________
APPROVED: Program Administrator

Date