Vehicle use policy

This policy has been prepared as an orientation on what is expected of you in the operation and maintenance of your company vehicle. ____________________________ will provide you with safe, dependable transportation. In turn, you are entrusted to use good judgment and have a complete understanding of the responsibilities involved, both of which are necessary to continue to drive a company-provided vehicle on company business.

Any driver of a company vehicle (or driving on company business in any manner) must meet the following requirements:

- Possess a valid driver’s license
- Maintain an acceptable driving record per company policy ____________________________
- Follow the guidelines stated in this policy at all times

USE OF VEHICLE

You have been provided a company vehicle primarily to assist you in your job. Its use is strictly limited to business purposes. It may not be used for personal reasons.

Loaning the vehicle to friends, neighbors, relatives or anyone else is in violation of company policy.

From time to time, you may have a need to carry business associates; however, transporting strangers or hitchhikers is a violation of company policy.

VEHICLE CARE

All company-provided vehicles are designated as “non-smoking” areas. You are expected to keep your vehicle in a clean, well-maintained condition.

TIRE CARE AND REPLACEMENT

Tire mileage is directly proportional to driver techniques, alignment, tire pressure and wheel balance. All of these factors are under your control. Tire pressures must be checked regularly (and kept at a PSI level as designated in the vehicle manual or as designated on the inside door panel of the vehicle) and tires visually inspected. Alignment and wheel balance problems must be corrected immediately to avoid drastic tire wear.

MAINTENANCE AND REPAIR

Neglecting to maintain a vehicle could result in the driver being charged for any resulting repairs. Unusual wear and tear above industry average or neglecting to maintain your company-provided vehicle may result in the loss of your vehicle and further disciplinary action.

It is the driver’s responsibility to have the scheduled maintenance performed at the designated intervals to ensure maximum vehicle performance for safety, operating efficiency and extended life of the vehicle:

- change oil according to manufacturer’s suggested maintenance schedule
- Keep tires inflated to the proper PSI rating
- Have tires rotated every 10,000 miles
- Frequently inspect belts and hoses for cracks, leaks or loose fittings

Driver safety checklists should be performed in writing at least once per month. Drivers should inspect all safety related equipment, including headlights, taillights, brake lights, turn signals, running lights, license plate lights, etc. Also, check tire tread for proper tread depth, windshield wipers and horn operation.

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FEDERAL MOTOR CARRIER SAFETY REGULATIONS

Maintain records of all maintenance performed on vehicles in accordance with Federal Motor Carrier Safety Regulations, Part 396 (Inspection, Repair and Maintenance). A separate file for each vehicle should be maintained to document the repair and maintenance history of each vehicle.

Vehicles subject to Federal Motor Carrier Safety Regulations (DOT vehicles) should have written pre-trip and post-trip safety inspections by the driver according to Part 396.11.

ACCIDENTS

A valid insurance card and vehicle registration shall be carried in the vehicle at all times.

In the event that you are involved in an accident, please follow these instructions:

1. When an accident involves another vehicle, obtain the following information:
   - Driver’s name (and owner’s name if different from the driver)
   - Address
   - Telephone number
   - Name of insurance company and policy number
   - VIN, vehicle year, make and model
   - Vehicle license plate number

2. If possible, obtain names, addresses and telephone numbers of any witnesses, including name, badge number, department name and address of any investigating law enforcement agency.

3. Identify yourself and show your driver’s license and insurance identification card. Do not discuss insurance policy. Do not assume the blame for the accident and, above all, do not agree to any settlement.

4. Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. Despite your opinion, the officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer might ask if you want a citation issued to the operator. If so, answer in the affirmative and explain that this is your company’s preference.

5. Note if there are any injuries reported by anyone involved in the accident.

6. It is your responsibility to notify any state and/or local agency (police, etc.) of the accident and to file the appropriate written report as required by state law, in addition to notifying __________________________ management.

7. If an adjuster or any other representative from the other driver’s insurance company contacts you for a statement (either written or recorded), refer that person to __________________________ management.

8. If it is determined that the __________________________________________ driver is at fault, you will be financially responsible for the first $ __________________________ in physical damage.

9. If you are found to be under the influence of drugs or alcohol at the time of the accident, regardless of whether you are found at fault or not, your employment will be terminated.
TRAFFIC AND PARKING VIOLATIONS

Minor violations include: Three minor violations within a 12-month period or five minor violations during a three-year period will result in loss of company-provided vehicle and losing the privilege of driving on company business, in any manner. It may also subject you to further disciplinary action, including possible employment termination.

- Speeding less than 25 mph over the limit
- Failure to wear seat belt
- Failure to stop at a stop sign or stop light

Major violations include: If you receive a major driving violation conviction, it will result in loss of company-provided vehicle and you will lose the privilege of driving on company business in any manner. It may also subject you to further disciplinary action, including possible employment termination.

- Driving under a suspended or revoked license
- Hit and run or leaving the scene of an accident
- Vehicle theft due to negligence (including failure to park the vehicle in a secure, well-lit area or parking garage, failure to lock doors, leaving keys in plain view, or leaving a vehicle running while unattended)
- Vehicular manslaughter, homicide or assault arising out of the operation of a motor vehicle
- Use of false motor vehicle documents, such as license or registration
- Failure to obey school crossing guard or any school bus violation
- Passing on the wrong side, on a hill or where prohibited
- Reckless, careless or negligent driving
- Driving on the wrong side of a divided highway
- Participating in racing or a speeding contest
- Driving while under the influence of alcohol, even if under the legal limit; driving while intoxicated at the legal limit or above; and/or driving while under the influence of drugs, whether prescription drugs or any controlled/illegal substances
- Implied consent or refusing the test
- Speeding more than 24 mph over the limit
- Eluding a police officer
- Failure to keep an acceptable motor vehicle record

Company-provided vehicle privilege or driving on company business in any manner may be reinstated after 12 months from the date of loss of privilege, provided a clean driving record (no moving violations or at-fault accidents) has been maintained, at the discretion of management.

Each driver is responsible for prompt payment of any fine incurred as a result of unlawful operation or illegal parking of the company vehicle. If an unpaid fine reaches judgment status, the fine plus a $25.00 penalty will be deducted from your paycheck.
SAFETY

It is company policy that seat belts be used at all times, not only by the driver but by all passengers as well. Drivers are prohibited from overloading and/or overcrowding a vehicle that may result in unsafe operation. It is the guideline to not carry more passengers than the number of occupant safety restraint systems in the vehicle. Drivers are responsible for wearing and enforcing the use of safety restraints by all occupants.

Driving is a full-time job. Avoid all distraction. Concentrate on the other driver by assuming that person will not do what is expected.

Roads are crowded. Consider all vehicles as potential accidents looking for a place to happen.

Beware when entering intersections. Always count to two before entering an intersection from a stoplight or stop sign.

Signal entry onto freeways and stay in the center or inside lane for ease of emergency maneuvering.

Do not insist on the right-of-way. Assume the other driver will.

During winter driving, use caution as bridges are slippery and freeze before roads because they lack the warmth of the ground under them.

Drivers must operate a vehicle only at a speed appropriate to the road, traffic and weather conditions.

Loose items that could be blown out of pickup boxes or off the flatbed should be secured before driving the vehicle.

Prior to backing a vehicle with trailer, a large truck or tractor/trailer, the driver should get out of the cab and assess the area into which the vehicle is to be backed. Look for obstructions, low hanging electrical wires, tree branches, parked cars, pedestrians or people in the area and any potential for traffic to pass behind while backing. Roll down the window and turn off the air conditioner and radio while backing so any warning sounds can be heard. Try to obtain a “spotter” to help back into the space.

Use turn signals for parking, lane changes, and all turns in shopping and office center parking lots.

Always keep a full level of windshield washer solvent.

Before night driving, wipe off your headlights.

If you are wondering whether or not you should turn on your headlights, turn them on.

CELL PHONE USAGE

■ Keep cell phone and blue tooth off while the vehicle is moving.

■ Allow voicemail to handle your calls and return them when safe.

■ If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.

■ Ask a passenger to make or take the call.

■ Inform regular callers of the best time to reach you based upon your driving schedule.

■ Under no circumstances is texting while driving allowed.

Any accident resulting from negligence due to phone or hands-free device usage will be subject to the at-fault conditions as described in the accident section of this manual.
OTHER COMPANY POLICIES

Firearms or other weapons are not allowed on owned or leased company premises including company vehicles. Possession of weapons on company property by anyone other than a licensed law enforcement officer is grounds for termination.

Drivers are not to transport any hazardous material or waste in company vehicles or in any vehicle while on company business unless such hazardous materials are ordinarily handled by the company as part of normal business operations. Non-hazardous materials transported in a company vehicle or in any vehicle while on company business that may potentially cause injury because of sudden impact must be properly secured.

Employees using personal vehicles on behalf of the business should provide a certificate of insurance from their personal auto carrier with minimum limits of $100/300/100 or $300,000 CSI.

Vehicles should be locked when parked on the premises, job sites, stopping temporarily such as at convenience stores or anytime that the vehicles are left unattended.

Under no circumstances should radar detectors, laser detectors or any other radar-detecting devices be used in a company vehicle.

Damage due to smoking will be charged back to the driver.

If you are negligent in the care of a company-provided vehicle resulting in financial loss or excessive repair, will charge back to you the fair market value of that cost.

MOTOR VEHICLE RECORD CHECK

Continued eligibility to drive a company-provided vehicle, or driving on company business in any manner, requires each driver to maintain a safe and clean driving record. This means that __________________________ reserves the right to review driving records at least once every year.

ACKNOWLEDGEMENT FORM

I have read and agree to abide by all the policies and procedures in this manual and I understand my responsibilities to drive safely and maintain a safe vehicle. I give permission to __________________________ to secure my driving record at any time.

Name (please print) __________________________ Signature __________________________

Driver’s License Number __________________________ State Issuing License __________________________

Date of Birth __________________________ Social Security Number __________________________

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