

## **ABC Corporate Vehicle Policy**

All recipients of a company car are required to follow the fleet guidelines regarding its maintenance and participate in web-based driver training or behind the wheel driver training, motor vehicle record check and vehicle policy testing, as set forth by Fleet Management and fleet Partners. The company will provide all fleet drivers with an ABC COMPANY Fleet handbook, an accident information package, an insurance card and a copy of the ABC COMPANY Fleet Policy. The comprehensive fleet policy is attached to the end of this document.

All recipients of company vehicles are required to document, on a monthly basis, the total business and personal mileage used on the vehicle. For drivers who utilize a company provided office, personal mileage includes the mileage to and from the office, vacation mileage, weekends and other non-business related driving. Certain individuals, as designated by Senior Management, will have this amount grossed-up for tax purposes. All others will reimburse the company for personal use of a company vehicle at the IRS designated rate per mile. This amount covers the cost of the vehicle's insurance, maintenance and depreciation during personal usage.

### **1. Driver Qualifications / Standards / Training**

#### **a. Driver Qualifications**

- i. Any applicant or employee who is routinely or periodically required to operate a company-owned or leased motor vehicle shall be required to show evidence of qualification to operate such vehicle or vehicles, including possession of a valid and legal drivers license and a current copy of the employees motor vehicle record. The employee must also show evidence of qualification to operate commercial type vehicles if so required and shall possess the appropriate Commercial Driver License (CDL) as required by the appropriate Provincial government.
- ii. An applicant or employee may be requested to demonstrate his or her skills, knowledge, abilities and qualifications through a web-based driver training program, on-the-road evaluation, physical, or psychophysical tests or other such procedures as may be necessary or appropriate.
- iii. A copy of each employee's driver license record shall be obtained from the appropriate driver licensing authority as part of the process of determining an applicant or employee's qualifications to operate a motor vehicle in the course of employment.
- iv. The employer shall maintain appropriate records for each employee / driver including crash involvement, convictions for motor vehicle law violations, results of testing procedures or evaluations and traffic safety instruction programs completed.

#### **b. Driver Qualifications**

- i. All drivers must initially meet and continue to meet driver performance standards as determined by the employer, including maintenance of a satisfactory driving record during the course of employment. A satisfactory driving record means no more than 5 unsafe driving points or 2 crashes during a two-year period.
- ii. All employees are to be provided with a copy of such driver safety standards as may be published by the employer and as may be modified periodically.
- iii. It is also recommended that the personnel or human resources department request from the appropriate licensing authority a copy of any employee's master driving record whenever it is determined that any one of the following has occurred on the employee's record:

- (a) The employee accumulates 4 or more driver record points;
- (b) The employee has been referred by the licensing authority for a driver improvement re-examination;
- (c) The employee's driving entitlement has had terms & conditions imposed, driving privileges restricted, suspended or revoked;
- (d) The employee has been suspended for failure to appear in court to answer a traffic violation; and /or
- (e) The employee has been involved in two or more crashes within a two-year period.

c. Driver Qualifications

- i. All employees covered under this driver policy shall successfully complete a web-based traffic safety training course at least every two years. Such a program at a minimum, shall contain information on vehicle familiarization, occupant restraint and safety systems, safety belt use, defensive driving techniques and the effects of alcohol and other drugs on driver improvement.
- ii. Employees who experience repetitive traffic convictions and /or crashes shall successfully complete a comprehensive traffic safety training program as deemed appropriate by the employer.\
- iii. Employees who drive specialized motor vehicles (either on or off street) will be required to successfully complete periodic training programs for these types of vehicles.
- iv. Behind the wheel driving assessments may be required periodically as deemed necessary or appropriate by the employer. This instruction and review of driving strategies may be provided through the use of web-based driver training and /or the use of an employer's vehicle.
- v. The employer must document how and when training is presented and certify that the employee can safely operate the vehicle. Any instructors that are utilized must be qualified by appropriate experience and education.

**Vehicle Expenses**

**General Vehicle Expenses**

Gasoline

- Fuel card holders should use their fuel card for gasoline purchases The Corporate American Express card should be used to pay for business related gasoline expenses for those who do not have a fuel card.
- All gasoline purchased for the company vehicle is reimbursable, except for gasoline used for vacation travel or through the fuel program.
- Use only regular unleaded gasoline in the company vehicle
- Personal mileage will be reimbursed to the company at the IRS designated rate per mile
- Tolls, Parking, Car Washes are all reimbursable.

Rental Car

- The Corporate American Express card is preferred when incurring rental charges for business travel, not relating to vehicle repairs due to an accident. \*Any gasoline purchased for a rental vehicle must be purchased with the AMEX card and expensed under the automobile rental account

**Vehicle Maintenance Expenses**

- Use the ABC COMPANY Service Program for all vehicle maintenance
- You should receive pre-authorization from ABC COMPANY for all non-routine Auto Maintenance over \$100\*
- You are responsible for the proper care and maintenance of your company vehicle

### Tickets and Towing

- Parking tickets, traffic citations and towing charges not related to accidents or maintenance, are not reimbursable.
- Your RSD and the NSD will be informed of all outstanding tickets and citations.
- Outstanding tickets and citations that have been brought to the company's attention will be paid for immediately by ABC COMPANY and then deducted from either the employees salary or their next expense report

### Pre-Authorized Expenses

You should receive pre-authorization for the following:

- Special Programs
- Professional Relations
- Non-Routine Auto Maintenance over \$100\* \$50.00\*

### General Policy Information

All employees who drive a company car or drive as part of their ABC COMPANY business activities shall participate in the web-based Motor Vehicle Safety Program. All ABC COMPANY employees shall promote safe driving and vehicle maintenance, thereby minimizing the potential risk of injury to themselves and the public, financial loss, and legal liabilities. The hiring of employees who will drive as part of their ABC COMPANY business activities is contingent upon a review of the candidates driving record.

Assignment of a company vehicle is a privilege and not a right of employment. If the care of your company vehicle, its contents, or your individual driving record demonstrate that you should not be given the privilege to drive a company vehicle, this privilege may be revoked without prior notice. ABC COMPANY reserves the right to revoke the vehicle privileges of any employee with respect to company owned or leased vehicles at its sole discretion.

ABC COMPANY will conduct a yearly Motor Vehicle Record Review of the driving records of all employees and their eligible spouses who have the privilege of driving a company vehicle. This is to ensure that the driver remains eligible to drive a company vehicle. If, in such review, it is discovered that accurate information regarding driver record history or any new infractions have not been reported by the driver (with respect to either or both of the driver and/or his/her spouse), the company may take action. Please refer to the Threshold Classifications section of this policy statement to see the corrective actions that may be taken by ABC COMPANY against non-complying.

## **Practices**

### **Employee Responsibilities:**

All employees who drive as part of their ABC COMPANY business activities shall:

1. Maintain a valid driver's license, use seat belts, and refrain from driving when under the influence of alcohol, drugs or when using medications which are not to be used while operating machinery.
2. Maintain familiarity with ABC COMPANY's Motor Vehicle Safety Guide and, if they have any questions about the policy, contact the Fleet Administrator.
3. Maintain a valid, unrestricted (except for corrective lenses) driver's license required by the state where each such employee claims residency. All changes to your driver's license are to be reported immediately to the Fleet Administrator. This disclosure is to be made using the Driver's Self-Disclosure Form (Appendix A).
4. Limit the use of the company vehicle to people who are authorized as eligible drivers by ABC COMPANY.
5. Provide prior driver history information to the Fleet Administrator regarding any vehicular accidents or any moving violations that have occurred within the last three years, upon his/her hiring. Employee shall disclose this information on the Employee Accident/Violation History Self-Disclosure Form (Attachment B). The same information shall be disclosed with respect to eligible spouses who drive a company vehicle. Spouses shall disclose this information on the Spouse Accident/Violation History Self-Disclosure Form (Attachment C).
6. Follow the Company Accident Reporting Procedures, by reporting (verbally or in writing) any accidents or damage to the company vehicle to ABC COMPANY's accident management company, within twenty-four (24) hours of the occurrence. Moving violations are to be reported within twenty-four (24) hours after the final determination of the exact infraction that has occurred. This information should be sent to the Fleet Administrator, by using the Driver's Self-Disclosure Form (Attachment A). When an accident or traffic violation occurs while an eligible spouse drives the car, the responsibility for disclosure is placed upon the employee. Failure to disclose this information may result in disciplinary action against the employee.
7. Be prohibited from driving a company vehicle or any vehicle for business purposes if his/her license currently is revoked for any reason.
8. Maintain the company vehicle in accordance with the manufacturer's and the company's recommendations and policies.
9. Not transport or maintain illegal or hazardous substances in a company vehicle.

### **Eligible Family Member Driver Responsibilities:**

Currently, the only family member that ABC COMPANY deems eligible to drive the company vehicle is the employee's spouse. Eligibility of each spouse will be contingent upon a satisfactory review of such individuals driving record. No other family member or other person shall be authorized to drive a company vehicle. Any infraction of this rule may result in a loss of company vehicle privileges to the employee or termination of the employee.

The eligible spouse shall adhere to and comply with the conditions contained in numbered paragraphs 1-9 with respect to any company vehicle that such spouse is entitled to drive.

## **Payments for Accidents, Traffic Violations, and Parking Tickets**

ABC COMPANY will not reimburse fees, fines and penalties for parking tickets and traffic violations. This is the responsibility of the driver.

ABC COMPANY will pay for all damages that occur to the company vehicle as a result of the employee's or eligible spouse's first accident where they are found to be at fault. However, the employee is responsible for payment of the insurance deductible for any accidents that occur subsequent to the employee's first accident, in the event the employee has been deemed to be at fault.

If the employee does not pay for a parking ticket, traffic violation or insurance deductible by the payment due date, ABC COMPANY may pay the amount due and any finance and late charges incurred and deduct the amount so paid from the employee's salary. Employees may be subject to disciplinary actions for failure to comply with the terms and conditions herein.

When damage to a company car occurs because the employee is negligent in their operation of the vehicle, ABC COMPANY reserves the right to require the employee to pay the insurance deductible or for all damages if they do not exceed the deductible limit. The NSD, the appropriate RSD, the Director of Human Resources and the Fleet Administrator will determine payment responsibility in such circumstances.

## **Recording Mileage**

All vehicle drivers are required to record both personal and business miles for each month. All MSRs, MSSs, MCCs, MCMs, DMs, and RSDs are to report total mileage minus personal mileage on their Gelco Expense reports. Personal mileage includes: week-end use, any non business related driving, vacations, trips to and from the regional office, if this is your primary place of work, and the mileage recorded for your first business call in the morning, if you are out in the field. These miles will be reimbursed to the company through a Gelco deduction.

Certain executives will have their personal mileage recorded through Finance. However, they are still required to report the business, personal and odometer reading on a monthly basis to the Fleet Department. This information will be shared with the Finance Department on a regular basis.

## **Reordering Cars**

Each driver is required to notify Fleet Management, in writing, when his or her vehicle reaches the 45,000-mile mark. This will allow the Fleet Department to make any adjustments to the mileage tracking that is currently being done. The projection determines when the car should be reordered. The current lease terms are three years or 55,000 miles. No vehicle will be replaced until they meet one or both of these criteria.

Once the Fleet Department has identified a car for replacement, the driver will receive a vehicle selector form from our Fleet Partner. This should be completed and returned to the Fleet Partner as soon as possible. If the driver has been sent a selector form in error, please notify Fleet Management as soon as possible and discard the selector form. If you have not reached at least 51,500 miles and you receive the selector, again, please notify Fleet Management and discard the selector form.

## **Accidents**

All drivers are required to report accidents to our current risk management company and Fleet Department within 24 hours of the incident. This must be done via telephone, possibly followed by a completed Driver Self Disclosure Form (Attachment A). . Currently, our risk management company will arrange a rental car and provide the name of an auto body shop, approved to do estimates on the damaged vehicle.

## Threshold Classifications

**ABC COMPANY shall assign points against each driver based on the following:**

Offences/Violations	Points
Conviction of an alcohol or substance abuse related driving offense	10
Conviction of Negligent Homicide	10
Conviction of Manslaughter	10
Conviction of Hit and Run	10
Refusal to submit to a Blood Alcohol Content (BAC) test	7
Conviction of reckless driving	5
Non-disclosure, failure to report accidents or violations within the company's allotted time frame, failure to follow company procedures, failure to follow mandated guidelines	5
Excessive speed/+25 m.p.h.	5
Accident – (preventable)	3
Conviction of a moving violation	1
Failure to pay for violation or insurance deductible	1
Incident/Non-preventable accident <i>(This includes someone hitting your parked vehicle.)</i>	1

All points will remain on the driver's record for a period of thirty-six (36) months before they are removed. Infractions that have been removed from the driver's current record shall, however, still be considered when driver record reviews are performed.

## Employee Threshold Classes

Allowable points per Threshold	Time Period (Months)	Company Action
<b>A</b> 2-3 points	12	<ul style="list-style-type: none"> <li>· Verbal warning</li> <li>· Discussion between Manager and employee</li> <li>· Discuss employee's record with employee</li> <li>· Discuss desired improvement</li> </ul>
<b>B</b> 4-6 points	12	<ul style="list-style-type: none"> <li>· Written warning</li> <li>· Discussion between Manager and employee</li> <li>· Discuss employee's record with employee</li> <li>· Discuss desired improvement</li> <li>· Watch safety video and take written test[1][1]. (driving/company car privileges may be revoked if test score is not acceptable)</li> </ul>
<b>C</b> 7-9 points	24	<ul style="list-style-type: none"> <li>· Written warning</li> <li>· Discussion between Manager and employee</li> <li>· Discuss employee's record with employee</li> <li>· Discuss desired improvement</li> </ul>

- Driver Training Course<sup>[2][2]</sup> (driving/company car privileges may be revoked if test score is not acceptable)
  - Loss of personal use privileges of company vehicle privileges. (minimum one year for DUI/DWI conviction)
- D** 10 or more                      24
- Written warning
  - Discussion between Manager and employee
  - Discuss employee's record with employee
  - Discuss desired improvement
  - Driver Training Course<sup>2</sup> (driving privileges shall be revoked if test score is not acceptable)
  - Loss of personal use privileges of company vehicle privileges. (minimum one year for DUI/DWI conviction)
  - An employee identified as being in or reaching the "D" threshold may be subject to termination.

**Spouse Thresholds Classes**

Allowable Points	Time Period (Months)	Company Action
2-3 points	12	Loss of driving/company car privileges for 6 months
4-6points	24	Minimum of 1 year loss of driving/company car privileges up to permanent loss of privileges
7 -9 points	36	Minimum of 3 years loss if privileges up to permanent loss of driving/company car privileges
10 or more	36	Permanent loss of driving/company car privileges

**I have read the policy and understand its content.**

First Name:

Last Name:

Address:

City:

State:

Zip Code:

**I Agree - Click Here To Continue To The Quiz**