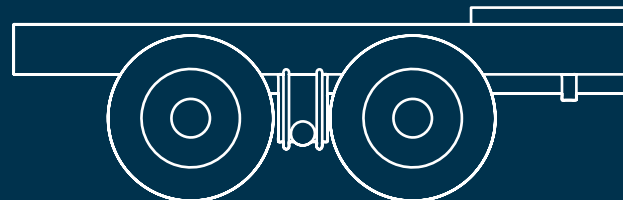




COMPANY FLEET VEHICLE & ALLOWANCE POLICY HANDBOOK

2021



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PURPOSE

To state the Sunkist Growers and Fruit Growers Supply (“the Company”) policies and procedures relating to the acquisition, use, maintenance, reassignment, reimbursement and disposal of fleet vehicles and vehicle allowances. This policy is subject to change, at any time, for any reason should the Company determine to limit, reduce, or eliminate an employee’s privilege to fleet vehicles and/or allowances.

SCOPE

This policy applies to all employees authorized to drive on Company business. This includes when driving:

- Any company owned vehicle assigned to a specific employee
- Any unassigned company owned vehicle (i.e. Site Based Pool Vehicles)
- Any employee owned vehicle for business purposes

The Company, in its sole discretion, has the right to assign fleet vehicles or vehicle allowances to employees for business purposes. These vehicles and allowances are not considered part of an employee’s compensation. The Company also has the right to take away any employee’s assigned fleet vehicle or vehicle allowance, at any time, for any reason, with or without prior notice to the employee.

EMPLOYEE RESPONSIBILITY

Any employee operating a fleet vehicle or their own vehicle on Company business agrees to abide by this Company Fleet Vehicle and Allowance Policy and to allow their driving records to be evaluated and monitored by the Company or its designee. Any employee operating a fleet vehicle or their own vehicle on Company business is responsible for operating the vehicle according to state laws and codes and with the utmost regard for their personal safety, the safety of others, and the protection of the fleet vehicle. Employees are responsible for maintaining their driver’s license privilege according to state requirements and ensuring any personal vehicle used for business purposes is insured with a recommendation of limits no less than \$100,000/\$300,000 (per accident for bodily injury/

all bodily injuries). Failure to fulfill these responsibilities may result in the revocation of all driving privileges, and in disciplinary action up to, and including, termination of employment.

Employees who drive a fleet vehicle must complete and submit a DMV, Authorization for Release of Driver Record Information Form. As a condition of driving any fleet vehicle, the Company reserves the right to check the driving records of each employee, at any time, to assess compliance with this requirement. Employees are required to have, at all times, a valid unrestricted driver’s license issued in the state of residence for the class of the fleet vehicle being operated. Employees must have an acceptable driving record and rating as determined by the Company’s insurance provider.

All employees driving fleet vehicles must meet the following criteria:

- Three or less moving violations within the last 3 years; and no serious moving violations within the past 3 years (excessive speeds of 15 mph+ over speed limit, racing, reckless driving).
- Two or less moving violations within the last year.
- No license suspensions or revocations during the last 3 years.
- No alcohol or drug related convictions (including but not limited to DUI, DWI, BAC, Open Container, and Controlled Substance violations) during the last 3 years.

If any employee’s driving record or compliance with this policy is found to be unsatisfactory, the employee will be subject to disciplinary action, up to and including loss of driving privileges. Employees are required to notify fleet management if, at any time, the status of their motor vehicle license changes. If an employee must drive as an essential function of their position, and is found to have an unsatisfactory motor vehicle record, the employee may be subject to termination.

PERSONAL VEHICLE USE FOR BUSINESS PURPOSES

Employees, who are not receiving a vehicle allowance or do not have an assigned fleet vehicle, are encouraged to use Site Based Pool Vehicles when possible to conduct company business. If a Site Based Pool Vehicle is not available, an employee may use their personal vehicle instead. Employees who use their personal vehicles are responsible to comply with the vehicle and driver safety rules described within this policy. Employees are eligible to be reimbursed for their personal mileage while conducting company business. Employees using their personal vehicle for business purposes, regardless, if they receive a vehicle allowance or not, are responsible to ensure they maintain their driver license privileges and their vehicle insurance coverage in accordance with this policy and all applicable laws and regulations.

MILEAGE REIMBURSEMENT - PERSONAL VEHICLE USE FOR BUSINESS PURPOSES

The Company will reimburse business mileage for those employees who do not have a vehicle allowance that use their personal vehicles for business purposes. Employees must submit their mileage, travel dates, locations, and business purpose(s) using a Company approved mileage tracking method as outlined by the Company's Finance Department.

VEHICLE ALLOWANCE - PERSONAL VEHICLE USE FOR BUSINESS PURPOSES

If an employee has incurred vehicle business expenses in excess of the monthly allowance amount, the employee is responsible for submitting an expense reimbursement request for the excess in accordance with the Company's Finance Department policy.

Employees who receive a vehicle allowance are generally **not** permitted to use Site Based Pool Vehicles. There may be situations where an employee's personal vehicle is not available or unable to safely transport items or people for a business related trip or purpose. Under these limited circumstances, the employee may use a Site Based Pool Vehicle to conduct company business. Employees who receive a vehicle allowance are not allowed to have a fleet vehicle.

SITE BASED POOL VEHICLES

Employees who are not assigned fleet vehicles, or given a vehicle allowance, may be allowed to use Site Based Pool Vehicles for business purposes. Employees who use Site Based Pool Vehicles may use the vehicles to travel between working locations, and, if necessary with approval, may use the vehicles to travel between working locations and their homes. Employees may engage in de minimis personal activities such as stopping to buy food or picking up the employee's own children on the way home, provided that such use be minimal. Those employees authorized or required to take a vehicle home with them are limited to the most direct route between home and the business-related destination, with an allowance of 10 miles off-route to accommodate personal use during their normal commute. Any other non-business use is strictly prohibited. Without limiting the generality of this prohibition, Company vehicles may not be used for any non-business use when not commuting between home and the business-related destination and may not be used on days when the employee is not required to be actually using the vehicle for company business. The employee shall defend and indemnify the company for any and all losses and claims related to a violation of the non-business use prohibition.

Employees who from time to time use Site Based Pool Vehicles agree to the following:

- Each driver must complete and submit the DMV, Authorization for Release of Driver Record Information Form and the Pool Vehicle Release Form prior to driving any Site Based Pool Vehicles.
- Inside each Site Based Pool Vehicle there will be a folder that includes a vehicle insurance card, mileage log, and an Accident Report Kit. This folder must remain inside the vehicle and the mileage log must be completed.
- Fuel cards are to be left inside each Site Based Pool Vehicles, and may only be used to fill up that specific vehicle. The vehicle should have a full tank of fuel upon its return to its home location.

COMPANY ASSIGNED VEHICLES - ELIGIBILITY FOR ASSIGNED COMPANY VEHICLES

Eligibility for a fleet vehicle assignment is based solely upon business need. However, even if an employee meets the eligibility criteria, the employee may not automatically be

included in the program. Participation in the program will be evaluated by management that oversees that employee, position, and/or workgroup. Qualification for participation is subject to current business needs and will be reevaluated accordingly. Eligibility will be addressed as needed, including the time when a replacement vehicle is requisitioned. Prior to a new employee receiving a fleet vehicle, or if a new position is created that may warrant a fleet vehicle, the employee's supervisor must provide authorization to add any additional fleet vehicles to the current fleet program. Fleet vehicles may be assigned to employees based on the requirements of their assigned responsibilities, position, and anticipated amount of travel.

The following criteria are guidelines that will be considered:

- Employees who normally drive an average of 12,000 miles per year may qualify for an assigned fleet vehicle.
- Employees who may not meet the mileage criteria may be assigned a fleet vehicle, if it is a business necessity, and the employee's supervisor authorizes the assignment of a fleet vehicle.

An employee must also meet all the qualifications as follows:

- Must be at least 21 years of age (some exceptions may apply).
- Must have at least one year of experience in the class of vehicle to be operated.
- Must complete all required driver trainings as deemed necessary by the Company.
- Must meet all licensing requirements.

An employee will not qualify if, during the last 36 months, they have had or been involved in any of the following situations or incidents:

- Any other vehicle related felony.
- Conviction of sale, handling, or use of drugs.
- Automobile insurance canceled, declined, or not renewed.
- Convicted of an alcohol or drug related offence while driving.
- Had driver's license suspended or revoked.
- Convicted of 3 or more speeding violations or one or

more other serious violations.

- Been involved in three or more chargeable accidents.

Employees will not be allowed to continue participation in the fleet program unless the above-stated eligibility requirements are met at all times.

COMPANY ASSIGNED VEHICLE ACQUISITION, SELECTION, AND EQUIPMENT

Company employees who have been approved to participate in the fleet vehicle program will have a fleet vehicle selected for them. The appropriate fleet vehicle will be selected based on the employee's role, responsibilities, and travel requirements. Vehicle cost and fuel efficiency will also be taken into consideration. All fleet vehicles will be equipped with factory minimum standard equipment in addition to any equipment required to perform the essential job functions safely and effectively. Removal or switching of standard equipment from a fleet vehicle is prohibited.

COMPANY ASSIGNED VEHICLE REPLACEMENT PROCEDURES

A fleet vehicle will be replaced at the end of the lease term and/or a maximum of 125,000 miles. The fleet management will notify the employee's supervisor that the vehicle is due for replacement and provide a timeline for transition. Fleet vehicle replacement specifications are prepared by fleet management with input from supervisors. Prior to any fleet vehicle being replaced, fleet management is required to get approval from the CFO, regardless if the vehicle is being replaced or was previously budgeted. After approval from the CFO, and upon approval from the employee's supervisor a new vehicle will be ordered.

After an order for a replacement fleet vehicle has been placed, no repairs are to be made on the existing fleet vehicle without approval of the fleet management.

PERSONAL USE OF COMPANY ASSIGNED VEHICLES

Company vehicles are provided primarily for business purposes. Employees are not permitted to use company vehicles for vacation, personal recreational trips or to tow any kind of personal trailer. All personal mileage must be tracked and reported to payroll.

MILEAGE TRACKING REQUIREMENTS FOR COMPANY ASSIGNED VEHICLES

Employees who have been assigned a fleet vehicle must report all mileage, business and personal. The mileage record must be updated and reconciled as outlined and requested by payroll to ensure an accurate accounting of mileage. Any personal mileage, after the reconciliation is complete, will be billed back to the employee based on current fleet vehicle costs and calculated as taxable wages based on the IRS Fair Market Valuation method. If the employee does not provide proper mileage records, then the value of all miles recorded will be charged to the employee as personal. Mileage should be recorded at the start and end of each trip. Mileage does not need to be recorded every time the vehicle is started or stopped throughout the day, but upon completion of the business trip, errand or delivery. Employees are required to report mileage using the approved methods as outlined by fleet management, payroll and finance.

LEAVE OF ABSENCE OF EMPLOYEES ASSIGNED COMPANY VEHICLES

If an employee who is assigned a company fleet vehicle is placed on a leave of absence and is unable to work, they may keep the vehicle in their possession for up to 7 calendar days. If the employee is unable to return to work after 7 days, the fleet vehicle and keys must be relinquished to their supervisor by the 8th day of absence until their return to work. If the employee is on an approved long-term leave of absence, the employee may not keep the fleet vehicle in their possession for the duration of the leave and must relinquish the vehicle and keys to their supervisor by the 8th day of absence.

TERMINATION OF AN EMPLOYEE WITH AN ASSIGNED COMPANY VEHICLE

Repossession of an assigned fleet vehicle is the responsibility of the employee's supervisor, in cooperation with fleet management. The employee must immediately relinquish the fleet vehicle to their supervisor at time of termination along with keys, fuel card, registration and any other fleet vehicle documentation.

SALE OF ASSIGNED COMPANY VEHICLES TO EMPLOYEES

When the Company is ready to sell or otherwise dispose of a fleet vehicle, the employee assigned to that fleet vehicle may be afforded the first opportunity to purchase the vehicle before any other disposition is made. If the employee does not elect to purchase the vehicle, it will be offered to other employees for purchase. The Company reserves the right to determine whether an employee shall be entitled to purchase the vehicle.

In the event that an employee elects to purchase the fleet vehicle from the Company, the price to be paid shall be as set by Company, as determined by fleet management. If an employee is not purchasing the fleet vehicle, it must be surrendered to the Company at the time of transfer or termination, or at the time of delivery of a new fleet vehicle as applicable.

DE MINIMIS NONTAXABLE PERSONAL USE

Small personal detours while driving a fleet vehicle during the work day are authorized, and are considered de minimis by the IRS. Such personal detours while on company business do not need to be recorded as personal mileage.

WITHDRAWAL OF COMPANY ASSIGNED VEHICLE PRIVILEGES

The privilege of driving a fleet vehicle for business purposes may be withdrawn by the Company at any time. Such privilege will be revoked immediately for any of the following reasons:

- Abuse or misuse of the fleet vehicle or failure to comply with the rules and procedures stipulated in this Company Fleet Vehicle and Allowance Policy.
- A driving record that, in the sole discretion of the Company, becomes deficient during the course of operating a fleet vehicle, which, under certain circumstances, may be grounds for termination.
- Conviction or guilty pleas to driving a fleet vehicle under the influence of alcohol or a controlled substance.
- Multiple at fault accidents and/or multiple at fault traffic violations in a single calendar year while driving a fleet vehicle.

- If an eligible employee is on a leave of absence or long-term disability.

RULES FOR USE OF ALL COMPANY VEHICLES

Sunkist and FGS provides company owned and leased vehicles to be used as described in this policy. Failure to adhere to this policy will result in appropriate disciplinary actions, including revoking of employee driving privileges and possible termination of employment. In some cases, the employee may be liable for absorbing the cost of repairs and/or deductibles due to negligence or gross misconduct associated with violation of the fleet vehicle policies and procedures.

The following are rules that, regardless of fleet type, apply to any employee driving for business purposes:

- Fleet vehicles may not be used for outside work, side projects, or personal business ventures.
- Fleet vehicles are not permitted to be used for vacation travel.
- Personal trailers, including boats and recreational vehicles, are not to be towed while using a fleet vehicle and are not permitted to be used on days when the employee is not performing Sunkist or Fruit Growers related work.
- Only authorized employees are allowed to operate fleet vehicles. No family members, friends, or otherwise, are allowed to drive any fleet vehicle. Family members and friends are allowed to be passengers in fleet vehicles, but only when driving the de minimis personal use described above.
- No personal pets are allowed in fleet vehicles with the exception of work related or service animals.
- Employees who are assigned a fleet vehicle may use the fleet vehicle to travel to/from their primary work location.
- Employees are not permitted to smoke in fleet vehicles.
- Any trip outside of the continental U.S. for business or personal reasons (or outside Canada for Canadian drivers) is not permitted.
- Affixing bumper or window stickers is not permitted
- Fleet vehicles that are unsafe or in need of repair should not be operated or used.
- Vehicles should not be driven in any manner that is unsafe, including reckless driving and speeding.

- Firearms are NOT permitted in any company vehicle with the exception of Northern Operations Timberland Management.
- Employees should not leave the scene of an accident or make a false accident report.
- Employees should not attempt to elude any law enforcement officer in a company vehicle.
- Fleet vehicles are never to be driven while under the influence of alcohol or any controlled substance.
- Consumption of alcohol or illegal drugs by anyone in the fleet vehicle is prohibited.
- The transport of hitchhikers or strangers is prohibited. This policy has been established by Company's insurance carrier and must be observed for the protection of the employee, their passengers, and the Company.
- The acceptance of any form of compensation from any individual for carrying passengers or material is prohibited.
- Cellular phones and other portable devices may not be used while operating a fleet vehicle unless the vehicle is equipped with Bluetooth and the hands-free option is being used.

Facility management is responsible for enforcing the above, as well as conducting vehicle safety trainings with employees, and communicating fleet related safety procedures and policy updates.

Any exceptions to these rules requires advance, written approval by an authorized Company Officer. Violation of these rules may result in disciplinary action such as removal of driving privileges and/or termination of employment. In addition, the employee shall defend and indemnify the company for any and all losses and claims related to a breach of any of the above rules.

MAINTENANCE AND UPKEEP OF ASSIGNED COMPANY VEHICLES

Employees assigned to a fleet vehicle are responsible for ensuring the vehicle is maintained properly and all maintenance work is done by reputable service locations.

General maintenance includes:

- Fluid changes
- Brake jobs
- SMOG checks

- Tire changes, rotations, and alignments
- Any services required by the fleet vehicle leasing company
- Any services outlined in the vehicles maintenance schedule

The employee is responsible for immediately reporting any damage, faulty equipment, or other needed repairs to their supervisor and fleet management. The employee is responsible to ensure the fleet vehicle is safe to operate on the road. Employees should complete a weekly vehicle walk around inspection to make sure the vehicles exterior is in good repair. Employees must replace burned out bulbs, fuses for lights, turn signals, headlights, and broken horns immediately. Vehicles should be inspected quarterly with the employee’s supervisor to ensure the vehicle is in good repair. If any out of the normal “wear and tear” damage to a fleet vehicle is found during a quarterly inspection, the employee may be financially responsible to pay for such damages.

The fleet vehicle leasing company contracted by the Company manages the maintenance and repair records for all fleet vehicles. Employees who are assigned a fleet vehicle are required to ensure the fleet vehicle remains in good operating condition. The employee is responsible for adhering to any instructions relating to the acquisition, maintenance, and repair of the fleet vehicle. Employees are responsible for ensuring the vehicle is well maintained through preventative maintenance.

Employees assigned a fleet vehicle are required to accurately enter the mileage and unit number as required on all forms, correspondence, and fuel transactions. Failure to do so may result in loss of use of the fleet vehicle.

Fleet vehicles do not generally require waxing and/or detailing. If any fleet vehicle requires cleaning of the interior, it must be approved by the fleet management prior to having any services done. Basic carwash services can be done bi-monthly. Carwashes will be reimbursed upon proper receipt documentation and/or they can be charged on the fleet fuel card issued if purchased during fueling at a gas station. The Company will not reimburse tips paid to vehicle wash attendants. The employee is responsible for keeping the fleet vehicle clean and orderly, as job conditions permit.

Use of fuel cards provided by the Company is restricted to purchases of fuel and approved car washes if purchased during fueling at a gas station. Each fuel card is to be used only for the fleet vehicle to which it is assigned. It cannot be used for personal, rental, or other fleet vehicles.

LICENSE AND REGISTRATION OF ASSIGNED COMPANY VEHICLES

The fleet vehicle leasing company will handle all license and registration requirements for all fleet vehicles registered to the Company. Employees will receive copies of license and registration renewal confirmations via email. In addition, all vehicle license and registration forms will be mailed directly to the employee and should be placed immediately in their fleet vehicle. If additional information or services are required, employees will be notified by the fleet vehicle management company (i.e. SMOG checks). It is the employee’s responsibility to complete any of the required services in a timely manner, and submit all documentation to the appropriate contacts immediately upon completion. Any out of pocket expenses related to licensing and registration will be reimbursed to the employee.

If any registration tags or license plates are stolen from a fleet vehicle, the employee must notify the fleet vehicle leasing company immediately.

INSURANCE OF ASSIGNED COMPANY VEHICLES

The Company provides insurance coverage for fleet vehicles and has both comprehensive and collision damage coverage. Insurance cards are emailed to the assigned employee or designated site based fleet vehicle contact. The employee’s supervisor is responsible for ensuring that a copy of the insurance card has been printed and is kept in the glove box of the fleet vehicle.

DRIVER SAFETY TRAINING REQUIREMENTS

Sunkist and FGS are committed to providing and maintaining a safe working environment for our employees and protecting the citizens of the communities where we conduct business. Operating a vehicle on company business, whether the company’s or your own, is a privilege and, as such, is governed by our safety policies and procedures. We are committed to providing and maintaining a safe working environment for our employees and protecting the citizens of the communities where we conduct business from injury and property loss.

Upon DMV clearance, all employees authorized to operate any company vehicle will be required to participate in driver safety training. The vehicle driver courses required is based on the vehicles and locations employees may be driving. All employees are required to complete an overview of driver safety practices. Employees are not permitted to operate any company vehicle until the required driver safety training courses have been completed. Driver’s safety training will be required every year and may vary year to year depending on the vehicles or equipment being operated.

REPORTING VEHICLE ACCIDENTS AND INCIDENTS

Public liability, property damage, and collision coverage are carried on all company fleet vehicles. Any accident, regardless of the amount of damage, must be reported immediately. If you are involved in an accident while driving your fleet vehicle, you must contact fleet management (800) 505-7475 and your supervisor immediately. All fleet vehicles have Vehicle Accident Packets to assist in documentation of any accident or incident. Vehicle Accident Reports must be completed and submitted to EHS and fleet management within 24 hours of the accident. Any report submitted using incorrect forms or old documents will be rejected. Employees are not authorized to approve or make any repairs to any fleet vehicle. Repairs will be managed by the Company’s insurance carrier and fleet management. Failure to report accidents will result in appropriate disciplinary actions, which could include revoking of employee driving privileges and possible termination of employment.

ACCIDENT PROCEDURES

If anyone one is hurt during an accident, immediately call for medical assistance.

All motor vehicle accidents involving fleet vehicles or a personal vehicle being used for company business must be reported as follows:

- Get the names, phone numbers, and addresses of the owner(s) and driver(s) involved.
- Get the driver’s license numbers and license plate numbers of the vehicles involved.
- Get the names, phone numbers, and addresses of any passengers in the vehicles connected with the accident.
- Get the other party’s insurance company information and insurance policy number. Take a picture of the information if possible.
- Get the names, phone numbers, and addresses of any witnesses.
- If law enforcement officers are present at the scene, note their names, badge and station numbers. If law enforcement is not present, call them.
- If safe to do so, take photographs of vehicle damage, the scene of the accident, and all vehicles involved.
- Do not express opinions about who was at fault. Do not provide any information except as required by law enforcement.
- If the collision involves an unattended vehicle, the employee must attempt to notify the vehicle owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify law enforcement immediately to document the accident and advise them you have attempted to make contact with the vehicle owner.
- Complete the Vehicle Accident Report (located in your fleet vehicle) or available from Employee Health and Safety, if using a personal vehicle while conducting business.
- Turn in all required forms and documentation to the appropriate parties within 24 hours.
- If any employee is served a demand, claim, or summons asserting liability against the employee, contact the fleet management immediately.

FLEET POLICY ACKNOWLEDGMENT

THEFT OF ASSIGNED COMPANY VEHICLES

The employee is responsible for ensuring all necessary precautions are taken to prevent damage to, and theft of assigned fleet vehicles at all times. Whenever an employee leaves a fleet vehicle, they must properly secure the fleet vehicle by closing all windows, locking all doors, and not leaving company merchandise or equipment in plain view inside the vehicle. The employee must make sure to take reasonable precautions to safeguard the fleet vehicle and its contents.

If a fleet vehicle is stolen, the employee must immediately notify local law enforcement, fleet management, and their supervisor. The employee is not permitted to file a complaint or warrant for the arrest of any person in relation to the theft of a fleet vehicle. Employees are required to complete a Property Incident Report documenting the damage/theft. These forms should be submitted to Employee Health and Safety and fleet management within 24 hours of the incident.

The Company’s fleet vehicle insurance policy does not cover the theft of any personal property, nor will the Company reimburse the employee or passenger for any losses. To avoid the temptation of theft, personal items should not be left in fleet vehicles. Employees should arrange for their own insurance coverage on any personal items placed or left in a fleet vehicle.

TRAFFIC VIOLATIONS, TOLLS, AND REPORTING REQUIREMENTS

Employees are required to immediately report all moving violations to fleet management and their supervisor. This requirement applies to violations involving the use of any vehicle, whether fleet or personal. Any violations in a fleet vehicle—whether or not on company business—must be reported within 24 hours. Failure to report violations will result in appropriate disciplinary actions, which could include revoking of driving privileges and possible termination of employment.

Fines for parking or moving violations, towing, storage, or impoundment are the financial responsibility of the employee. Any such charges paid by the employee will not be reimbursed by the Company and should not be charged on any Company credit card. Any charges billed to the company will be charged back to the employee. Use of toll lanes is up to the discretion of the employee. All toll charges must be paid for by the employee and will not be reimbursed; unless it is the only path of travel available to the workplace. The Company will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to the Company itself as owner of the vehicle.

POLICY DISCLOSURES

The Company reserves the right, at its discretion, to change, modify, add, or remove portions of this program or to completely discontinue it at any time.

QUESTIONS

Please contact fleet management with any questions regarding the Company Fleet Vehicle and Allowance Policy.

- The company has provided me with a copy of the policies defining use of company vehicles. A company official has reviewed these policies with me, and I understand and agree to comply with them.
- I agree to abide by all maintenance requirements outlined in this policy. I have received a copy of the Accident Reporting instructions and have been trained on its use in the event of an accident.
- I agree to comply with its instructions and understand that it is my responsibility to inform my direct supervisor as soon as possible following any accident or incident. I further understand that it is my responsibility to notify proper law enforcement agencies as soon as possible and to prepare a written report describing the accident events.
- I agree not to operate any vehicle while under the influence of drugs or alcohol. I fully understand that, should I be found operating a company vehicle while under the influence of drugs or alcohol, it shall constitute grounds for immediate revocation of driving privileges and possible termination.
- I agree to drive only when I am alert and in full control of my assigned vehicle. If I am not, I will not drive or I will pull over until such time as I am fully in control.
- I agree to abide by all federal, state and local laws and ordinances regarding the operation and storage of the company-assigned vehicle. In addition, I understand that it is my responsibility, as a holder of a driver’s license, to remain informed of and to fully comply with current and future laws and ordinances governing the operation and storage of motor vehicles.
- I understand that I must report to the company any suspension, revocation or cancellation of my driver’s license prior to the operation of a company vehicle or any vehicle on company business.
- I agree to allow the company to request copies of my Motor Vehicle Report as often as the company sees fit.
- I understand that my use of any company vehicle or privilege to drive on company business may be revoked or restricted in accordance with the provisions outlined in company policies, which I have read and reviewed.
- Should the revocation or suspension of these privileges affect the performance of my assigned job responsibilities, I understand that this may constitute grounds for suspension without pay or dismissal from my position.
- I understand and agree that using handheld devices are dangerous and distracting and I agree not to operate a company vehicle or my personal vehicle, on company business, while doing so.
- I acknowledge that I have read this policy in its entirety, and understand all of its contents. I further agree to abide by all conditions as stated in this policy.

Printed Name

Signature

Date

