



# Company Vehicle Policies and Procedures

## Eligibility to Drive a Company Vehicle

Employees eligible for assignment of a company vehicle are selected at the discretion of the company's Chief Executive Officer and President. Prior to vehicle assignment, eligible employees must prove that he or she has a valid driver's license which is not suspended or revoked. CDS will also review your driving record and will periodically run a Motor Vehicle Record (MVR), as a requirement of our insurance carrier, during your assignment of a vehicle.

## Withdrawal of Company Vehicle Privilege

The privilege of driving a company vehicle may be withdrawn for any of the following reasons:

- Abuse or misuse of the vehicle or failure to comply with the rules and procedures stipulated in this company policy.
- A driving record which becomes deficient during the course of operating a company vehicle which, under certain circumstances, may be grounds for dismissal.
- Conviction or a guilty plea to driving a company vehicle under the influence of alcohol or an illegal controlled substance.
- If an eligible driver has a long-term disability, his/her assigned vehicle could be reassigned to another driver. Upon recovery from the disability and return to work, the driver maybe assigned another vehicle.

## Driver Responsibilities

Eligible drivers are responsible for driving their vehicle in a safe and professional manner. Employees must know and abide by all driving laws in all areas where they operate their company vehicle. Additionally, employees must maintain a current, valid driver's license for the state in which they are living. If for any reason, an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the Human Resources manager be notified immediately.

## **Safety Guidelines**

It is mandatory that seat belts be used by all occupants of a company vehicle at all times without exception. It is the company driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be reported for repair by the employee immediately. CDS reserves the right to revoke the driving privilege of any driver not complying with this policy. In addition, CDS expects all employees to drive defensively during business and personal travel, to obey all traffic laws, and prohibits employees from driving under the influence of drugs and alcohol, including prescription drugs. Company vehicles should not be used to transport flammable items, firearms, or other hazardous materials. Texting while driving is not allowed in company vehicles.

## **Traffic Violations**

Excessive speeding violations and/or accident history may exclude a driver from being covered by company-provided insurance and may make them ineligible to receive a company-provided vehicle. Should you, for any reason, receive a summons for a traffic violation or a parking ticket, you must pay it as soon as possible. All traffic violations and parking tickets should be reported to the Fleet Administrator as quickly as possible. Under no circumstances are traffic and parking fines to be charged to the CDS.

A driver with three (3) moving violations or any combination of three accidents and/or moving violations within a three-year period will be prohibited from driving a company vehicle. Any driver with a violation associated with alcohol or drugs will be prohibited from driving a company vehicle until the "State" reissues a current and valid driver license. This type of violation may also be grounds for immediate termination at the discretion of management.

## **Personal Use of a Company Vehicle**

Company vehicles while intended primarily for CDS business use, may also be used for commuting to and from work and for limited personal use "on an emergency basis only." Evening and weekend travel is prohibited unless conducting company business after normal business hours. No other drivers are permitted to operate a company vehicle. Family members (non-CDS employees) should not be permitted to ride in the company vehicle.

Additionally, the Internal Revenue Service requires CDS to include the value of commuting to and from work in your gross wages; the value is subject to FICA and unemployment taxes. CDS will account for this transaction on a semimonthly basis.

### **CDS also prohibits:**

- The transport of a hitchhiker or stranger. This policy has been established by our insurance carrier and must be observed for the protection of the employee and the company.
- The use of a company vehicle for anything other than the tasks pertaining to the employee's job and responsibilities at CDS.
- The acceptance of any form of compensation from any individual for carrying passengers or material.
- **Smoking is not allowed in company leased vehicles.**

### **Vehicle Maintenance**

Every driver of a company vehicle is expected to maintain his or her assigned vehicle in a safe operating condition. Maintenance schedules outlined in your vehicle's owner manual should be adhered to and along with documentation that prescribed service work was completed. Particular attention should be paid to the maintenance requirements for keeping the warranty of your vehicle in effect.

Enterprise Fleet Services handles the maintenance on most vehicles. Keep the Enterprise card in the glove box and present when service is needed. We recommend oil changes every 5,000 to 7,000 miles (depending on the vehicle/manufacturer specifications) with tire rotation every other oil change. The transmission should be serviced around 60,000 miles. If the vehicle needs to be towed, call the number on the back of the card (800)325-8838 and they will assist you.

Vehicles that do not have maintenance covered by Enterprise must use the other approved service providers as established by the Fleet Administrator.

Also, never leave a company vehicle at a service facility without specific instructions as to what work needs to be done. It is the employee's responsibility to call the CDS Fleet Administrator for pre-approval of all work (beyond the normal routine maintenance needs, such as oil changes and tire rotation.)

### **Gas Card**

Exxon Mobile gas cards are issued for gas purchases. Keep the card in the glove box and use for fuel purchases only in the company assigned car. Gas cards are only active on weekdays (Monday-Friday). Always use your own PIN number and current vehicle mileage when purchasing fuel.

## **License Plates**

License plate stickers are renewed the month due and will be mailed to you the last week of the renewal month. Please note the month of renewal of your vehicle and if the sticker is not received, contact the Fleet Administrator. Keep the vehicle registration card in the glove box.

## **Garaging**

The company driver is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and/or its contents at all times. Whenever you leave a company vehicle, please follow these precautions:

- Roll up all windows
- Lock all doors
- Do not leave merchandise and equipment in open view inside a car, which may tempt a break-in. Lock all valuable items inside the trunk when the vehicle is left unattended.

When traveling outside your residential area, make sure to take reasonable precautions to safeguard the vehicle and its contents. When possible, select an off-street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.

## **Driving Outside the United States**

A company vehicle may not be driven outside the U.S. for any reason.

## **Attachments**

Trailer Towing - Your company vehicle should not be fitted with a trailer hitch to pull a trailer or boat without prior authorization from the Fleet Administrator. In addition, your company vehicle should not be used to push another vehicle.

Bumper Stickers - No bumper or window stickers should be affixed to a company vehicle unless prior consent is received from the Fleet Administrator.

## **Company Vehicle Odometers**

Company vehicle odometers shall be governed in accordance with the following federal odometer laws and regulations:

1. Change of mileage indicated on the odometer is prohibited. No person shall disconnect, reset or alter the odometer of any motor vehicle with intent to change the number of miles indicated thereon.
2. Operation of a motor vehicle with knowledge of disconnected or non-functional odometer is prohibited.
3. No person shall, with intent to defraud, operate a motor vehicle on any street or highway knowing that the odometer of such vehicle is disconnected or non-functional.

Criminal penalties: Any person who knowingly and willfully commits any of the items listed above is liable to be fined not more than \$50,000 or imprisoned not more than one year, or both.

Any CDS employee who knowingly violates the federal laws specified above will be immediately terminated and the company may pursue available civil remedies.

## **Insurance**

Insurance cards will be kept in the glove box at all times. Only you, the employee, are authorized to drive the vehicle.

## **WHAT TO DO IN CASE OF AN ACCIDENT**

- ❑ The driver must notify the local police and/or state motor vehicle authorities of the accident
- ❑ All accidents, no matter how seemingly inconsequential, must be reported to the Fleet Administrator.
- ❑ A CDS accident reporting form must be filled out as completely and as quickly as possible for submission to the Fleet Administrator.
- ❑ You will be contacted by the CDS insurance carrier (Nicoud Insurance) for a verbal statement regarding the accident.
- ❑ If the employee was at fault in an accident while driving a company vehicle, there is a **\$500** deductible for collision coverage which is the financial responsibility of the employee.

- ❑ If the employee grants permission for someone to drive their assigned vehicle, the employee will be considered financially responsible for all damages and vehicle repairs.

## **Stolen Vehicle**

If your company vehicle is stolen, report the theft immediately to the local police and to the Fleet Administrator. Obtain a copy of the police report filed. Maintain one copy for your personal files and submit another to the Fleet Administrator.

Any attempted break-in or theft of items from a company vehicle must be reported to the local police department. The Company requires that the following information be provided to the Fleet Administrator:

- ❑ The name, badge and precinct number of the police officers responding to your call.
- ❑ A list by model and serial number of any equipment which was stolen.
- ❑ The date and location of where the theft occurred.

## **How to Report an Accident**

If you are involved in an accident, it is necessary to follow the procedure outlined below:

1. If anyone is hurt, call for medical assistance.
2. Immediately following an accident, stop and investigate what damage might have occurred to the vehicle.
3. Get the names and addresses of the owner(s) and driver(s) involved, license number and registration number of the car(s) involved and the names and addresses of any passengers in the vehicles connected with the accident.
4. Get the name of the other party's insurance company and insurance policy number.
5. Get the names and addresses of witnesses, if any.

6. If law enforcement officers are present at the scene, note their names, badge and precinct numbers. If no police officers are present, try to have one called to the scene of the accident.
7. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
8. Sign no statements for anyone except an identified representative of the CDS insurance company covering the company vehicle.
9. Contact the Fleet Administrator and Human Resources manager within the first 24 hours preceding the accident so a preliminary accident report may be taken.
10. Keep a copy of the company's authorized accident reporting form for your records.
11. Complete all reports required by local law enforcement and state motor vehicle authorities. If you need help in completing these reports, request help from your local police department, state motor vehicle office, or the Human Resources manager.
12. If any demand, claims or summons is served to an employee involved in an accident asserting liability against the employee, contact the company Fleet Administrator immediately.
13. If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately telling them that you have attempted to make contact with the owner.

There are NO EXCEPTIONS to the above requirements. Failure to comply with this procedure could have serious consequences for CDS and your association with the company.

Fleet Administrator          Sarah Wessels          Ext. 1007

Human Resources          Michelle Kavanagh          Ext. 1001

CDS Direct: 217-528-8936          Toll Free: 800-367-1508

# CDS Accident Report

Date of Loss: \_\_\_\_\_ Time of Loss: \_\_\_\_\_

Company Vehicle Involved: \_\_\_\_\_

Year                      Make                      Model

VIN#: \_\_\_\_\_

Location of Accident \_\_\_\_\_

Employee (Driver's Name) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ License # \_\_\_\_\_

Description of Accident \_\_\_\_\_

\_\_\_\_\_

Company Vehicle Damage (Where) \_\_\_\_\_

Police Report Agency \_\_\_\_\_

Report Number \_\_\_\_\_

Officer \_\_\_\_\_

Ticket Yes or No? \_\_\_\_\_ Where is Vehicle? \_\_\_\_\_

## Other Party Information:

Driver Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Insurance Co. \_\_\_\_\_ Driver License #: \_\_\_\_\_

Vehicle \_\_\_\_\_

Year                      Make                      Model                      Vehicle License #

Passenger's Name \_\_\_\_\_ Injured Y or N? \_\_\_\_\_

Address \_\_\_\_\_

Passenger's Name \_\_\_\_\_ Injured Y or N? \_\_\_\_\_

Address \_\_\_\_\_



## Company Vehicle Policy Acknowledgement Form

CDS may provide a company vehicle to you to be used solely for the purpose of transacting CDS business. A company-provided car, while intended for business use, may also be used for commuting to and from work and for personal use on an Emergency Basis Only.

Additionally, the Internal Revenue Service requires CDS to include the value of commuting to and from work in your gross wages; the value is subject to FICA and unemployment taxes. CDS will account for this transaction on a semimonthly basis.

### ***INSURANCE***

Insurance cards will be kept in the glove box at all times. Only you, the employee, are authorized to drive the vehicle. For insurance purposes, family members (non-CDS employees) should not be permitted to ride in the company vehicle.

### ***VEHICLE MAINTENANCE***

Enterprise handles the maintenance of most company owned the vehicles. Keep the Enterprise card in the glove box and present to the repair shop when service is needed. Oil changes should occur every 5,000 miles with tire rotation every other oil change. If the vehicle needs to be towed, call the number on the back of the Enterprise card (800-325-8838) and they will assist you. For those vehicles not having vehicle maintenance covered by Enterprise, please utilize the other approved locations for service and/or contact the Fleet Administrator or your manager.

### ***GAS CARD***

Exxon Mobil gas cards are issued for gas purchases. Keep the card in the glove box and use for fuel purchases only in the company assigned car. Gas cards are only active Monday-Friday. Always use your own PIN number and enter the current mileage when purchasing fuel.

### ***LICENSE PLATES***

License plate stickers are renewed the month due and mailed the last week of the renewal month. Please note the month of renewal and if the sticker is not received, contact the Fleet Administrator immediately. Keep the vehicle registration in the glove box.

### ***ACKNOWLEDGEMENT***

By signing below, I acknowledge that I have read and understand the company vehicle policies and procedures and agree to keep the company vehicle clean, in good running condition and adhere to all state and local driving safety regulations. Your vehicle privileges and/or continued employment could be affected by abuse of the company vehicle policies. ***You also acknowledge that smoking is not allowed in company leased vehicles.***

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_