



<b>Policy:</b> Vehicle Policy	<b>Effective Date:</b>  4/1/17
<b>Policy Number:</b>	
<b>Revision Date:</b> 5/3/17	

**Summary:**

Palmer Trucks may require an employee to conduct business while traveling. This policy will address the management of company assets, expectations for safety of the employees whom are drivers, and guidelines for Reimbursement of the Business Use of Personal Vehicles.

**Purpose:**

To establish guidelines, standards and controls for:

- Driver Responsibilities When Driving a Company Vehicle
- Company Vehicle Assignments
- Business Use of Employee Vehicles
- Car Allowance Program
- Company Vehicle Accident Reporting

*These guidelines will be reviewed regularly and revised, when appropriate.*

**Responsibility:**

It is this organizations policy that all employees must provide their own ground transportation to, and from, work. Exceptions to this are documented throughout the policy.

Employees who violate company policies may be disciplined. Failure to comply with the conditions and terms of this policy can result in the loss of use of the company vehicle, revocation of approved vehicle, revocation of participation in the car allowance, and/or disciplinary action up to and including immediate dismissal.

The management of each department is responsible for implementation and compliance with this policy.

This policy is applicable to the assignment and use of company provided vehicles by authorized Palmer Group employees. This policy also establishes standards for the business use of employee provided vehicles.

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## **Definitions:**

**Company Vehicles:** Motor Vehicles that are assets of Palmer Trucks.

**Assigned Company Vehicles:** These units are vehicles that one individual is primarily the driver. These units would be assigned to delivery drivers and outside sales persons. These units are not to be taken home and must be returned to the company parking lot at the close of business daily, unless they are out of town on business.

**Unassigned Company Vehicles:** These units are vehicles which are not designated to a particular individual. These units include chase cars, service trucks, and other delivery vehicles.

**Salesperson Vehicles:** These units would be assigned to an individual and can be taken home during non-business hours. It was once referred to as a Demo.

**Chase Car:** Unit used to assist in the transportation or moving of vehicles to customer, vendor, locations, or factory.

**Commuting:** The use of a company vehicle for travel between the employee's residence and his or her principal work location. Under Internal Revenue Service (IRS) regulations, the benefit of using a company vehicle for commuting is considered taxable income to an employee and the value of the personal use of the company vehicle will be included in his or her compensation.

**Business Mileage:** Mileage driven while conducting company business.

**Business Use of Personal Vehicles:** Any vehicle not owned by the company.

**Mobile Service Units:** Vehicles that are equipped and used to perform service to customer vehicles

**Runzheimer International:** A firm specializing in business vehicle reimbursement programs, will administer the plan for Palmer Trucks.



## 1. Driver Responsibilities

The safety and well-being of our employees is of critical importance to the organization. We therefore have a responsibility to not only protect ourselves when on the road, but also should do our part to protect those around us. Employees that are required to drive on company business will be expected to consistently apply, and follow, all the safety procedures below. Failure to adhere to these procedures may result in disciplinary action up to and including termination of employment.

- Employee must have a valid driver's license
- The company vehicle is to be driven defensively and follow all laws, regulations for vehicle operation and traffic safety.
- All drivers and passengers are required to wear seat belts at all times
- Company vehicles are not to be driven while under the influence or have in their possession alcohol, illegal drugs, controlled substances or medications that may impair vision, or driving capabilities. *Specific details of this procedure may be found in the Company's Drug and Alcohol policy.*
- Employees are to inform their manager when taking medications that may create a safety risk.
- Employees are prohibited from carrying weapons, even with a permit or license while conducting company business either in a company vehicle or personal vehicle while on company business.
- Employee is responsible for all traffic and parking tickets in both company vehicles and personal vehicles while on company business
- Accidents, traffic violations or other tickets in a company vehicle must be reported immediately to the employee's direct supervisor.
- **PLEASE NOTE** you must file with the state a certificate of compliance. The state must verify you had insurance at the time of the occurrence. Failure to do so, will result in the suspension your license.
- Employees are to notify their direct supervisor immediately upon the suspension or loss of a driver's license.
- Employees are required to obtain fuel from designated fueling facilities where available.
- Employees are to refrain from using a cell phone while the vehicle is in motion unless a hands free device is being used. Commercial vehicles are mandated to use a hands free device by DOT law.
- Employees are responsible to keep the interior and exterior of the company vehicle clean and free of clutter.
- Employees are to notify their supervisor of schedule and emergency repairs issues.
- Only authorized repairs may be done. An estimate must be signed by the employee's direct supervisor and a Purchase Order must be given to perform repairs.



- Only authorized employees of the company are permitted to operate or use a vehicle. Family members are not authorized to use company vehicles.
- Any unsafe driving witnessed, monitored by technological device, by credible source, or by management or other employees, will be considered a violation of this policy.
- Drivers with a Commercial Driver's License will be subject to DOT regulations.
- Upon review of a drivers' motor vehicle record, Palmer Trucks reserves the right to prohibit persons to drive company vehicles for any questionable violations.
  - The general guideline is 3 or more minor violations within 3 years or a major violation. This includes, but not limited to, a 20 + over speed violation suspension or DUI within 3 years.
- Once driving privileges have been revoked, affected associates are ineligible to drive any vehicle (including rental cars or personal cars) on company business. The loss of driving privileges will result in re-assignment and/or termination of employment.
- Once revoked, driving privileges will not be restored until an associate's driving record meets company standards.



## 2. Company Vehicle

- All company vehicles will be tracked and logged by an asset number, in addition to, license plate number.
- Company vehicles are to be driven for business purposes only, unless previous authorization is granted.
- When a vehicle assignment is initiated or terminated by an employee or specific work group, a Vehicle Assignment Form must be completed and turned into the department manager.
  - Vehicle Assignment Form can be found on the Intranet under the “Company Car” tab.
    - <http://intranet/vehicleLog/>
- Temporary or ‘unassigned vehicle’ assignments do not require a form. One example would be when an authorized employee uses a vehicle that belongs to someone who is out on vacation, or a chase car driver.
- Assigned and unassigned company vehicles for business uses must be returned to the company parking lot at the close of business daily, unless they are out of town on business.
- Salesperson vehicles can be taken home by assigned individuals during non-business hours and can be used for personal use. The drivers’ responsibilities stated above still apply.
  - Mileage must be recorded and tracked separating business and personal mileage on a daily basis.
    - *Mileage and other vehicular behavior may be obtained through GPS or other technological monitoring devices.*



### **3. Business Use of Personal Vehicles**

An employee who is authorized to drive their personal vehicle for company business for interim assignments will be reimbursed at the current mileage rate.

- To receive reimbursement the employee must submit a vehicle reimbursement form to their Department Manager or immediate supervisor.
  - Form located on Intranet under “Company Car – Mileage Log Sheet”  
<http://intranet/pdf/mileagelogsheet.xls>
- The employee is responsible to have adequate personal insurance. The employee is to discuss with their insurance company the limits and business requirements.
- Under no circumstances will the company assume responsibility for any damage and / or loss to the employee’s vehicle.

### **4. Vehicle Reimbursement Program (Runzheimer)**

#### **I. Introduction to the Program**

Palmer Trucks’ goal is to provide a fair and equitable vehicle reimbursement program to our employees – one that is accurate and flexible, and meets the needs of individuals, as well as, the company.

The program adheres to the IRS’s Revenue Procedure for a ‘FAVR’ (fixed and variable rate) plan. Under this, eligible employees will be reimbursed for using their own vehicle for company business.

It is the employee’s responsibility to read this policy (Section 4), Vehicle Reimbursement Program Runzheimer, thoroughly. Strict adherences to the guidelines included in this policy are required to participate in the plan.

#### **II. Eligibility**

In order to qualify for participation in the PALMER TRUCKS Vehicle Reimbursement Program associates must –

1. Be an active, full-time employee
2. Hold a position whose job requirements necessitate the use of a vehicle and travel of the minimum of 5,000 business miles in a calendar year. Participation in the program may be terminated based on a change in job responsibilities or a change in driving territory that reduces the annual business miles driven to below the minimum requirement. An employee driving less than 5,000 business miles may still be on the program however they may see a portion of their reimbursement become taxable.
3. Possess a current, unrestricted driver’s license
4. Have a satisfactory driving record. The company reserves the right to cancel a program participant’s eligibility to participate in the vehicle reimbursement program when, in the opinion of the company, the participant has a record of repeated accidents or moving violations. High risk participants will be required to participate in company-sponsored driver safety training programs.
5. Have a passenger vehicle, van, SUV or truck. Note - Motorcycles are not approved for a monthly fixed reimbursement.



### III. Starting on the Program

Associates will be added to the program at the beginning of the calendar month following the date approval is received by the Manager. Until the start of the calendar month, the participant will be reimbursed for business miles driven through the Travel and Expense (T&E) process, and will be paid at the current standard mileage reimbursement rate.

Upon enrollment, eligible participants will receive a communication from Runzheimer International. This will outline the level of participation and provide login information to [www.runzheimer.com](http://www.runzheimer.com).

**NOTE:** *An auto allowance will not be paid while the individual is on leave (Short term / Long term Leave). The individual will be reactivated on the program once he/she returns from leave.*

### IV. Program Participant's Responsibilities

Participants in the Palmer Trucks' Vehicle Reimbursement Program are responsible for the following:

1. Registering their personal vehicle and auto insurance coverage upon enrollment into the program and again in the future upon a change in personal vehicle and/or insurance:
2. Proof of insurance identifying at least the minimum limits required by Palmer Trucks through the Runzheimer Program must be supplied.

The following is the level of coverage required:

- Comprehensive : \$1000 Deductible or less
  - Collision: \$1000 Deductible or less
  - Bodily Injury: \$100,000/\$300,000
  - Property Damage: \$50,000
  - Uninsured Motorist: \$100,000/\$300,000
3. Maintaining an accurate monthly record of business miles driven, authentication for such mileage (e.g. date of travel, starting destination, ending destination and purpose for the trip) and end-of-month odometer reading from your vehicle.
  4. Like any business reimbursement, inaccurate reporting or misleading reporting of business miles will result in disciplinary action. The company maintains the right to conduct unannounced audits of vehicle odometer readings/mileage logs to confirm the accuracy of reported business miles.
  5. Car Rentals and Business Mileage:  
In the event a participant rents a vehicle due to needed personal vehicle repairs or maintenance, mileage should be normally logged as business miles and submitted to Runzheimer for variable cost reimbursement as if you were using your personal vehicle.
  6. This mileage reimbursement does not apply to business trips where you fly to the customer/prospect site and then rent a car. This expense is filed through the normal Travel & Expense process.
  7. Palmer Trucks is not responsible for reimbursing for rental car fees during any maintenance of your personal vehicle.



8. Participant MUST notify their immediate manager within one business day if:
  - a. If their driver's license is suspended or revoked.
  - b. If they have had a traffic accident while on company business.
  - c. If they have been charged with a DUI/DWI (regardless of conviction) at any time.
9. Routine maintenance must be performed as outlined in the Owner's Manual supplied by the vehicles manufacturer. Routine maintenance includes, but is not limited to, oil and filter changes, tire rotation, tire replacement and brake maintenance.
10. Promptly attending to tickets for traffic violations, illegal parking, etc. Such expenses cannot be included on a travel expense report, and are solely the responsibility of the employee.
11. The vehicle must be operated in a safe manner, use seat belts, and refrain from driving when under the influence of alcohol, drugs, or medications that are not to be used while operating machinery.

#### **V. Administration and Communication**

Runzheimer International, a firm specializing in business vehicle reimbursement programs, administers the Vehicle Reimbursement Program for the Palmer Group. Specific questions regarding the administration of this plan should be directed to Runzheimer Customer Service at 1-800-548- 6998.

#### **VI. Vehicle Reimbursement Program - Defined**

The company reimburses driver participants for business related fixed and variable costs associated with using their personal vehicles.

The rate a participant is reimbursed is specific to:

- The program base vehicle.
- The participant's geographic location.
- Annual business mileage. The reimbursement based on these factors is outlined on the Vehicle Standard Cost Schedule that is provided to each program participant.

#### **VI.1. Types of Reimbursable Costs**

The program provides reimbursements for both fixed and variable expenses.

Fixed Reimbursement payment for:

- Vehicle depreciation
- Auto insurance
- Taxes (sales tax and any state-wide applicable motor vehicle taxes such as excise tax or Ad Valorem tax))
- License and registration fees

The fixed allowance payments are for expenses that are incurred as a result of owning or leasing a vehicle. This reimbursement amount is determined for the driver's geographic area and is based on business usage, annual miles reported and the company's base vehicle. Reimbursements for "fixed" costs are paid on the 15th of the month.



Variable Reimbursement payment for:

- Fuel
- Normal tire wear
- Regular maintenance

This portion of the reimbursement is calculated on a cents-per-mile rate, multiplied by each business mile reported. Fuel costs are reviewed monthly and can lead to the cents-per-mile increasing or decreasing each month as appropriate. Reimbursements for “variable” costs are paid on the 15th of the month

## **VI.2. The Vehicle Cost Schedule**

A document called a “Vehicle Standard Cost Schedule” is generated for each participant. The schedule summarizes the reimbursement. Due to varying vehicle costs throughout the country, fixed and variable operating costs are gathered for specific geographic locations and for specific driving conditions. These costs are researched and reviewed regularly to determine the appropriate rates for participants.

The major factors in determining the Vehicle Cost Schedule are:

- Base Vehicle:
  - This is a vehicle chosen by the company that serves as the basis for the reimbursement calculation. This vehicle has been deemed:
    - To portray an image consistent with the organization’s standards
    - It is a good representation of the type of vehicle that is suitable to accommodate the job responsibilities of the employee.
  - Although your reimbursement will be based upon the “base vehicle,” you are not required to purchase/own exact model.
  - If the price of your vehicle exceeds the amount stated for the base vehicle, the additional cost of buying/owning a more expensive vehicle will be by you.
- Specific Geographic Location:
  - Reimbursements are based on the cost of owning and operating the base vehicle in the specific geographic area where the participant resides and travels on business.
- Annual Business Mileage:
  - The annual business mileage each participant drives is considered in the development of the reimbursement amount. Individuals who drive higher mileage incur greater depreciation costs and, therefore, will receive higher fixed payments than lower mileage drivers.

The Retention Cycle is the tool used to calculate the depreciation component of the fixed reimbursement. There are several Retention Cycles each accounting for a specific range of annual business miles.



New employees to the auto reimbursement program will be positioned in a retention cycle that accounts for someone who travels 5000 or more business miles annually.

IRS regulations require mileage for all participants to be reviewed annually to determine if retention cycle changes are warranted. Reimbursements will be adjusted accordingly for those eligible for a cycle change.

### **VI.3. Procedures for Reimbursement**

#### **A. SUBMITTING MILEAGE:**

Each participant must maintain monthly business mileage and authentication of such. Mileage must be submitted via [www.runzheimer.com](http://www.runzheimer.com) by the 4th calendar day of each month regardless of weekends or holidays (for the previous calendar month's mileage).

Failure to submit your request timely will result in a delay of your variable cost reimbursement or complete removal of reimbursement plan.

#### **B. WHAT IS CONSIDERED A BUSINESS MILE?**

IRS Publication 463 specifies an organization may reimburse participants for 'business mileage' only. Reimbursement is not provided for the participant's normal daily 'commuting miles' between home and primary office location.

First, determine your primary office location. If a participant works at a company store or office location (ie. where his/her desk and PC are located), that location is the participant's primary office location.

- Miles from home to office = commuting
- Miles from office to home = commuting

If Participant's job responsibilities include traveling to clients or attending meetings/conferences that are not located at the primary office location, the following would apply:

- Miles from home to office = commuting (cannot report these miles)
- Miles from office to client ABC = business
- Miles from client ABC to client EFG = business
- Miles from client EFG to home = business
- Miles from home to attendance at a conference/meeting offsite = business
- Miles from conference/meeting offsite to home = business

In the event Business Mileage entries not conforming to these requirements are reimbursed to any employee, such employee will be required to repay the Company for such mileage reimbursement upon request.

Intentional misrepresentation of any material requirements of the Program, including, without limitation, falsification of mileage records for financial gain, is a violation of the Company's Code of Business Conduct and will constitute grounds for disciplinary action up to and including termination.



### C. VEHICLE REIMBURSEMENT PROGRAM REQUIREMENTS

To be eligible for completely a tax free reimbursement, certain IRS requirements must be followed.

If a participant's vehicle and auto insurance is in accordance with IRS requirements, the individual will be considered "in-compliance" and receive a tax free reimbursement.

In the event a participant's personal vehicle and/or insurance fails to meet one or more of the above requirements, the IRS mandates PALMER TRUCKS levy a consequence. IRS Requirements for the program include:

**INSURANCE:** The auto insurance carried on your vehicle must meet the coverage minimum required in the program. Proof of insurance (an Insurance Declaration document) detailing the specific level of coverage secured on your personal vehicle and the start and end dates of the policy must be submitted when you first start in the program and proof must be resubmitted again with any change in vehicle and/or insurance. **INSURANCE CARDS ARE NOT ACCEPTED.**

The following is the level of coverage required:

- Comprehensive: \$1000 Deductible or less
- Collision: \$1000 Deductible or less
- Bodily Injury: \$100,000/\$300,000
- Property Damage: \$50,000
- Uninsured Motorist: \$100,000/\$300,000

Failure to provide insurance will result in the suspension of any payment.

**MILEAGE:** Participants must drive a minimum of 5,000 business miles annually.

**PRICE:** The personal vehicle used in the program must have had an MSRP sticker price (in the year it was on the dealer's lot brand new) + sales tax of at least 90% of the value of the "base vehicle" your reimbursement is patterned against.

Once your vehicle qualifies for 'price', you do not need to qualify for price again until such time in the future when you replace your personal vehicle.

**AGE:** The vehicle driven by the participant must not be older than the number of years used in the "retention cycle".

For example, if your retention cycle is 3 years/60,000 miles, and the calendar year is 2012 then you must have a 2009 model year vehicle or newer (calendar year 2012 – 3 year cycle = 2009). In this example, a 2009 model vehicle qualifies for age until December 31, 2012.



**STRAIGHT-LINE DEPRECIATION:** The reimbursement may not be paid with respect to a personal automobile for which the employee has claimed depreciation using a method other than straight-line.

**IRS ANNUAL UPDATE:** In January of each year, each associate must complete the IRS mandated update, which entails verifying if the information on record for your personal vehicle is still accurate, and submitting proof of valid insurance. The IRS update must be completed between January 1st and January 31st.

#### D. REVOCATION

Enrollment in the program is a privilege not a right and may be withdrawn at any time and for any reason. When that privilege is abused or exercised in a manner that is inconsistent with the company's business needs, enrollment and/or use will be terminated.

Although not all-inclusive, the following is a list of circumstances that will result in withdrawal of the privilege of participation in the program:

- Abuse or misuse of a vehicle.
- Failure to comply with the guidelines, rules or procedures set forth in this policy or any other instructions by the company directed to a program participant.
- A deficient driving record
- Any condition that prevents the associate from performing the essential functions (i.e. driving) of his or her job with or without reasonable accommodation up to company standards. Upon recovery and a return to fulltime work, the driver may again be made eligible under the program.

A determination that a program participant operated a vehicle while his/her driver's license was unconditionally suspended or revoked while participating in program,

Violations of this program for the financial gain of the employee. Such a violation is but is not limited to, falsifying business mile records.



## **5. Telematics Devices**

When applicable units will be equipped with Telematics devices for routing, performance, and safety purposes. These devices monitor the business activities of the company assets. Employees that are required to drive on company business will be expected to consistently apply follow driver responsibilities and adhere to the additional applicable guidelines below. Failure to adhere to these procedures may result in disciplinary action up to and including termination of employment.

- Tamper and or disable the devices
- Misuse or abuse of company vehicles during non-working hours
- Excessive mileage or unauthorized trips with the company vehicle

## **6: Accident Reporting**

The procedures for reporting an accident are outlined below: In the event of an accident the driver must:

1. Take all necessary precautions to protect the scene of the accident from further accidents.
2. Contact emergency personnel
3. Contact the police
4. Obtain other Party's information including driver's license and insurance if possible.
5. Collect multiple contact information, address, and phone numbers for other party.
6. Provide identifying information, insurance, and driver's license
7. Accident Data Collection Form.
8. Answer police and or emergency personnel questions
9. Make no comments implying responsibility for the accident
10. Contact your immediate Manager or a representative of the Palmer Group
11. Assist in the completion of Accident Form located on the intranet. The following information will be collected.



### Accident Form

\* Denotes a required field

Completed By: *	<input type="text"/>	Phone:	<input type="text"/>
Department:	<input type="text"/>	Date Completed:	4 <input type="text"/> 28 <input type="text"/> 2014 <input type="text"/>
Location: *	<input type="text"/>		

#### Information About the Accident

1) Date of incident: \*    4  28  2014

2) Time of event: \*     :       Check if time cannot be determined

3) Persons Involved: \*

Name:

Name:

If they were hurt, and sought medical attention please complete the [OSHA Work Comp Form](#)

4) Where did the issue occur?

5) Provide a detailed description of what happened, include time table or sequential description. ( 8:03, Truck was parked, Second Fortlift was started up)

6) What damages are currently visible?



7) What is the next step or plan of action?



**Environmental**

- Inadequate Safeguards  
lack of handling or safety devices; unsafe design; unguarding machinery; lack of safe work
- Improper or Defective Equipment  
poorly maintained, broken, cracked, rough, slippery, worn equipment, inappropriate personal protective equipment
- Location Hazards  
poor layout; congestion; insufficient space for storage; poor lighting etc.
- Poor Ergonomics  
heavy lifting; poor workstation design; excessive bending twisting or reaching; inadequate tools; poor control/displays; Poor housekeeping; and proper piling or placing; clutter; spillage; or breakage
- Weather Related  
Excessive Heat, Cold, Ice, Rain, Sun Glare, Foggy, Darkness
- Not Otherwise Classified

**Personal**

- Body conditions  
physical impairment; illness; fatigue; emotional upset; intoxication
- Lack of skill or knowledge



Improperly trained; inexperienced; uninformed; unaware etc.

- Adequate skill or knowledge but failure in execution.  
Chance taking; unauthorized or unnecessary use of equipment or tools; failure to use  
or deliberately make safety or control devices ineffective; failure to do what should  
have been done in particular situation
- Improper apparel  
Failure to use personal protective equipment; ( eye, face, hand, head, hearing, respiratory etc.) ; Loose clothing jewelry etc.
- Not Otherwise Classified

**8) Equipment or Vehicle Involved:**

**9) What are the circumstances in this case that were different than previous work performed?**

**10) Additional Information:**

**Contact Jake Nichols on the completion of the Certificate of Insurance form for the state.**  
**Failure to provide this form will result in your suspension of your license.**



## 7. Test Drive

Our responsibility to the customer is to ensure that our service work is completed. Part of the process is to test drive the unit. We are subject to DOT / CSA regulations and require to abide by the regulations. These rules are included in the vehicles policy.

- Have a valid commercial driver's license on your possession
- Have your medical card and medical certificate i.e. long form with you in your possession
- Have the repair order with you
- Have a dealer plate in the front window.
- Pre-check the vehicle for
- Functioning lights, turn signals, and mud flaps.
- Vehicles should be equipped with fire extinguisher and triangles. A set in a duffle bag is located in the service office.
- Follow the test drive route authorized by the service manager.
- Do not change lanes if possible. Stay in your lane.
- Wear your seatbelt
- Do not test drive in adverse conditions. (Weather emergencies or severe traffic situations)
- Do not talk on your cell phone. Talking on a cell phone in a commercial vehicle is prohibited.
- Do not speed over the posted speed limit

Please Note- If you are pulled over and have a warning or violation by the DOT, you must present the documentation to your supervisor immediately.

## 8. Mobile Service

We will assist our customers in the repairs of their vehicles by facilitating means to select and arrange a solution to a disabled truck. This may include the use of third party vendors and towing companies.

Palmer Trucks **WILL NOT** repair units on the roadside. For our employee's safety and insurance regulations any work on public roads will not be made. Diagnostics, minor repairs, and preventive care may be conducted in a safe and secure location, such as a parking lot, rest area, vendor or customer lot or building.



## 9. Related Policies

### A. MVR Reporting

- Upon hiring or assigning of a company car a Motor Vehicle Record (MVR) will be run to verify a clean driving record.
  - An Annual review of the MVR for each assigned company will be performed.
  - An MVR will verify if the employee license is valid and indicate a safe driving record.
  - Several keys to determine eligibility for driving:
    - i. Job definition: Someone who drives a vehicle all the time or is supplied a company car are scrutinized more than someone who rarely drives a vehicle. For example, a full time or part time driver poses a greater risk for the company than an office person who might take a company car to the bank once a week.
    - ii. Date of Birth: In looking at younger drivers we look at frequency of violations. Many 18-21 years olds have several violations in a short time span. In that case, we look to see if the pattern has continued or if they have several years without violations.

### B. Vehicle Inspection

- A daily visual inspection of the proper working order of the vehicle should take place. Please notify your immediate supervisor if attention is needed that would exhibit unlawful or unsafe operation.
- Formal Inspection should be completed:
  - Annually
  - Change of Assigned Driver or Department
  - New Asset
  - Disposal



## 10. Appendices

- Resources may be found on the Intranet under Company Car.
- Runzheimer New Driver Orientation PowerPoint
- Insurance Cards for Vehicles
- Mileage Log Sheet
- MVR Report Form
- Vehicle Inspection Form
- Vehicle Assignment Form
- Accident Form i.e. Property Damage Accident (Under Safety on the Intranet site)

Additional Information pertaining to the policy:

- Asset List
- Runzheimer schedule of drivers
- Company Vehicle List

**Acknowledgment:**

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Certain positions may not require driving a vehicle, company asset or personal vehicle in order to perform the work. A non-driving form must be completed to ensure the individual is restricted from use. Failure to comply will result in discipline including termination.

**Date:**

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**Employee:**

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**Position:**

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I (employee name) \_\_\_\_\_ have been notified by my employer, Palmer Trucks, that my license is not compliant with the insurance company's requirements. I understand that I will not be allowed to drive a company vehicle until this situation is resolved or has fallen off of my record.

**Employee Signature:**

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**Supervisor Name:**

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**Supervisor Signature:**

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