

PERMITTED USE OF COMPANY VEHICLE POLICY

Company vehicles are provided to support company business and are to be used only by qualified and authorized employee exclusively for company-authorized business purposes. Authorized drivers must adhere to the company's fleet safety policy when operating a company vehicle.

Driver Selection

Prior to employee approval for use of a company vehicle, Management will verify that the employee's driver's license is valid and undertake a motor vehicle record review to identify any driving infractions/moving violations and at-fault accidents over the last 5 years.

Management will follow our company motor vehicle review criteria to determine if an individual employee is eligible to operate a company vehicle based on number and severity of driving infractions/moving violations and at-fault accidents.

Further, Management will undertake this same review at least annually to ensure the employees' licenses remain active and to verify that the employee's motor vehicle records remain clear or acceptable based on our company's motor vehicle review criteria.

Any employee driver license or motor vehicle record review that determines that an employee is in violation of company guidelines will result in the immediate revocation of employee driving privileges and possibly other formal disciplinary actions, if applicable.

Approved Company Use

Approved company use of vehicles includes any activity performed as part of a job description and to carry out our company's daily operations. This includes:

- Travel from one job to another
- Travel from one customer or client to another
- Travel from your office, business location or home base to perform business tasks, such as to pick up supplies and inventory, check post office box, make bank deposits, etc.
- Commuting to and an employee's home residence to report to the employee's assigned work location for each shift, subject to IRS rules and when pre-approved by Management.

Non-Approved Company Use

Personal use of company vehicles is not permitted (unless approved by Management) and includes, but is not limited to:

- Running personal errands
 - Use for personal travel
 - Use during non-working hours
 - Personal commercial use (such as delivery or passenger transport services)
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Authorized Drivers

The use of company vehicles is restricted to employees of the company only.

Non-employees such as spouses, children, other relatives, or friends are **not authorized** to drive company vehicles at any time unless approved by Management.

The company will consider any unauthorized use of vehicles by non-employees as the equivalent of theft and the driver may be held responsible (liable) for the consequences and costs of any accidents which occur during an unauthorized use.

Allowing other company employees to drive an assigned company vehicle is not permitted unless approved by Management.

Driver Responsibilities

Employees permitted to operate company vehicles will act to ensure the safe operation of the vehicle and will:

- Adhere to all local, state, and federal traffic laws and regulations.
- Practice safe driving behaviors to protect both people and property.
- Follow all vehicle maintenance policies.
- Maintain a clean interior and exterior of the vehicle.
- Adhere to all company vehicle safety policies and procedures including proper use.
- Not engage in any distracted driving, including cell phone usage while the car is in motion.
- Notify your supervisor of any accident, incident or moving violation as soon as possible.

Prohibited Actions

The following actions while operating a company vehicle are prohibited and may result in the immediate revocation of driving privileges and/or termination of employment:

- Consumption of any alcoholic beverage while operating a company vehicle, and/or any driving while suffering an impairment caused by such consumption.
 - Consumption of any prescription, over the counter or illegal drug or substance while operating a company vehicle, and/or any driving while suffering an impairment caused by such consumption.
 - Consumption of any cannabis product (legal or illegal) while operating a company vehicle, and/or any driving while suffering an impairment caused by such consumption.
 - Driving while distracted, including due to the use of cell phones and other electronic devices, grooming, eating, etc.
 - Reckless or retaliatory driving of any kind that endangers the public.
 - Aggressive driving which includes, but is not limited to, speeding, tailgating, failing to signal lane changes, running red lights and stop signs, weaving in and out of traffic, yelling, making obscene gestures and excessive use of the horn, etc.
 - Violating any county, state or federal traffic laws and regulations.
 - Not reporting any moving violation(s) incurred by you to your supervisor.
 - Not reporting any vehicle accident(s) or incident(s) to your supervisor as soon as possible.
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- Picking up and transporting non-authorized passengers. Non-authorized passengers include, but are not limited to, individuals not affiliated with our company and/or not conducting a specific company business purpose.
- Use of any radar or other detectors that identify the presence of law enforcement, speed traps, etc.
- Use for any ride-share or food delivery services such as Uber, Door Dash, etc.
- Delivery of any unauthorized materials.
- Failure to properly secure company-owned equipment and materials inside of company vehicles that results in the theft of or damage to such property, including the company vehicle.
- Failure by driver or passengers to use passenger restraints while the vehicle is in motion.
- Any other driver actions deemed by Management to put employees, the general public, the company vehicle, company property or the property of others at risk of injury or damage.

Employees driving company vehicles may be evaluated or observed on a random basis, after call-in complaints, and after an accident. If violations of this Permitted Use of Company Vehicle Policy are found, employee may be subject to disciplinary action such as termination of company vehicle driving privileges and termination of employment, if circumstances warrant.

I have read and understand this policy and agree to abide by this policy and all the requirements contained within.

Employee Name

Employee Signature

Date

The materials provided to you are only samples and are provided for informational purposes only. The sample forms, policies and procedures are **not** customized for your business or your industry and may not be adequate or appropriate for your particular circumstances. The way in which you create and implement your forms, policies and procedures will have significant legal, tax, and other implications for your business, and you should **always** consult with your own attorney, accountant, and other business advisors before implementing such forms, policies, or procedures. The information, methods and suggestions provided to you are **not** to be considered or taken as legal, tax, or any other professional advice. Westfield®, a registered trademark of Ohio Farmers Insurance Company, accepts no responsibility whatsoever for providing these materials to you or for your use of them, regardless of whether you modify them. Moreover, materials provided to you are **not** to be construed as any kind of approval or certification by Westfield that you have adequately mitigated the risks of your business, whether as an employer or as a provider of goods or services. Westfield does not accept any obligation to update you or revise the materials, regardless of any changes in applicable law, events affecting your business or industry, or any other circumstances. Adoption of the materials or any provisions contained therein does not necessarily qualify you for particular insurance policies or coverages. Please contact your Westfield agent if you have any questions about your insurance policies and/or coverages.