

Operation of a company vehicle is both a privilege and a responsibility, not a right. Drivers are responsible for the company vehicle according to state and federal laws and our Company policy. Violation of the laws and rules will result in the removal of driving privileges.

Drivers of Company Owned Vehicles

Upon hire, employees are enrolled in the Employer Pull Notice Program. This program allows CWA to receive a driver record report at least once every 12 months or when any subsequent conviction, failure to appear, accident, driver’s license suspension, revocation, or any other action is taken against an employee’s driving privilege.

Employees will be evaluated according to the following scale:

Number of Violations	Number of Preventable Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Poor	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

Any major violation is automatically considered “Poor”

“Borderline” records will be watched closely and individuals in this category will be given a warning.

Drivers are required to immediately notify the HR department if their driving status changes.

Penalties

Any driver falling into the “Poor” category will immediately be relieved of their company vehicle driving privileges.

The following will automatically place an individual in the “Poor” category:

1. Any major violation, which are defined as the following:
 - DWI in past three years
 - Failure to report an accident
 - Reckless driving
 - Making a false accident report
 - Homicide, manslaughter or assault arising from the use of a vehicle
 - Driving while license is revoked or suspended
 - Careless driving
 - Attempting to elude a police officer
 - Leaving the scene of an accident
2. Any employee permitting fellow employees, or any other person not approved by CWA to operate a vehicle assigned to them
3. Suspension of driver’s license
4. Failure to consistently drive in a safe manner as determined by management
5. Failure or refusal to take a drug test
6. Failure to notify management within one business day of any moving violation or accident

Scope of Use

1. Assigned driver: No person other than the employee assigned to the vehicle shall operate the vehicle unless that person is an employee of CWA and has been approved to operate Company vehicles
2. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not permitted.
3. Driver and all passengers must wear available restraints.
4. Report any accident immediately to the police and the HR department.
5. **Personal Use of Vehicles:** Company owned vehicles are to be used for company business only. Personal use of a company vehicle is prohibited. Personal trailers, including boat and recreational vehicles, are not to be pulled. Company vehicles may be driven home and used as transportation to and from work only if approved by management.
6. Employees who drive or take home a vehicle are responsible for all fines and parking expenses. The driver must make sure all items, such as laptops, are reasonably stored as to prevent theft.

Use of Personal Vehicle for Company Business

1. Anyone that uses their personal vehicle for any company business must be approved. Approval will be based on same guidelines as those for Company vehicle operation.
2. All those who use their personal vehicle for company business must observe the same policies governing the use of company owned vehicles.
3. In addition to those policies, the driver must provide a certificate of insurance that shows liability limits of at least \$100,000/\$300,000/\$50,000.

Maintenance and Upkeep

Drivers are responsible for ensuring the vehicle is well maintained. Employees must keep the level of fuel in the tank at least 1/3 full and keep the interior and exterior of the vehicle clean at all times. Turn in all receipts for fuel and car washes to the Controller. The employee is also responsible for reporting any damage, faulting equipment or other needed repairs to the HR department.

At-Fault Accidents

If you are involved in an at-fault accident, as determined by a committee consisting of HR manager, one partner, at two additional employees, CWA reserves the right to collect payment for the cost of repairs or the first \$1,000 of any cost of that accident (whichever is less).

Drug Testing

Any employee who will drive a company vehicle or personal vehicle for company business must be willing to be drug tested randomly and for cause. The drug testing procedure will follow the established Company drug policy.

Acknowledgment

This is to confirm that I have received the company Vehicle Policy and agree to abide by the rules and regulations set forth.

I understand this policy in no way constitutes a contract and cannot be construed as such, either in whole or part.

Furthermore, I understand that management reserves the right to change, modify or cancel the contents of this policy in whole or part at any time.

Employee Signature

Date

CWA Representative Signature

Date