



VEHICLE Issue & Driving Policy Form

Operation Rules

1. You are expected to operate the vehicle in a safe manner at all times and obey all laws, including all traffic laws and regulations. You are never to operate the vehicle while under the influence of alcohol, drugs, or any unauthorized substance. You are not allowed to possess any illegal substances in this vehicle or carry any weapon or firearm in this vehicle.
2. You are the only person authorized to drive this vehicle.
3. Unauthorized passengers are not allowed in the vehicle at any time.
4. Absolutely no personal use is allowed in the vehicle outside of working hours. Therefore, this vehicle can never be used for non-company business or any type of personal use (outside of business hours). NOTE: NO Supervisor or Management has the authority to waive this policy under any circumstances.
5. You are responsible for all moving and parking violations and fines that occur while this vehicle is assigned to you. If you receive a citation while this vehicle is assigned to you, the amount of the citation will be deducted in full from subsequent paycheck(s) (subject to all applicable employment laws).
6. Your driving record is a condition of your employment. You must keep your record free from violations. Should you receive any citations during working or non-working hours in any vehicle, you must provide a copy of the citation to your supervisor. Depending on the severity of the citation, you could be placed on driver probation or your driving privileges could be temporarily or permanently suspended. Failure to report any citation is a violation of this policy and can result in disciplinary action up to and including termination.
7. Company vehicles must be returned to the office immediately upon completion of your workday unless you were previously authorized to house the vehicle at a safe and secure off site location during non-working hours. Any damages that occur to the issued vehicle while being kept by you outside of CUI's premises, including at your residence overnight (instead of returned to office parking area), are the full responsibility of you.
8. You are required to wear your safety belt at all times while operating a company vehicle.
9. You are required to relinquish the vehicle upon request. Remember that this is a company owned vehicle and operation or use of this vehicle without the express permission of the Company will be considered theft or other violation of applicable law.

Vehicle Operation Monitoring

1. CUI vehicles are equipped with a device that monitors vehicle operations including, but not limited to speed, location, breaking, idle times and routes. Monitoring such usage allows the Company to identify ways to increase driver safety. Operation of a CUI vehicle constitutes consent to monitoring of vehicle usage.
2. When GPS monitoring reveals that an employee may have engaged in conduct in violation of this policy or acceptable business practices, the Managers shall evaluate all relevant information. In determining whether corrective action is warranted, consideration shall be given to the nature, severity and frequency of the violation(s). Disciplinary action, up to and including termination, shall be the recommended course of action for the following:
 - a. Reporting work hours on time statements that are inconsistent with GPS data;
 - b. Excessive hard breaking;
 - c. Excessive Speeding;
 - d. Use of the Company vehicle beyond authorized work hours
 - e. Use of a Company vehicle for personal reasons

f. Use of a Company vehicle by anyone other than the authorized employee (immediate termination).

NOTE: Employees are hereby informed that a “zero tolerance” approach will be taken and termination is possible when a monitoring device is removed or tampered with in any way.

Cell Phone Usage

1. You are prohibited from texting, talking, taking photos or surfing the Internet while driving for work.
2. Regardless of how fast traffic is moving, you must pull into a rest area or parking lot and stop the vehicle before placing or accepting a cell phone call.
3. Employees charged with traffic violations for using their cell phones while driving will be responsible for the resulting liabilities.
4. If you disable or tamper with any devices installed to limit the usage of cell phones while driving, you will be subject to discipline, up to and including termination.

Care and Maintenance

1. You are responsible for the condition of your assigned vehicle or any other company vehicle while it is in your care.
2. Operators of company vehicles are responsible for their safe operation and cleanliness.
3. All routine and scheduled maintenance costs are the responsibility of the company. It is your responsibility to make sure the vehicle that you have been issued completes its regular maintenance schedule.
4. Any subpart damage caused by continuous operation of a failed or failing part (i.e. squealing brakes, engine overheating, check engine light on, chips in windshield causing a crack) or failure to complete maintenance that is due will be seen as a violation of this policy and disciplinary action may be taken including, but not limited to, payroll deduction for the part(s) and/or labor, and/or termination of employment.
5. You are not permitted to apply any stickers, decals, and other non-company issued products/materials or alter the appearance or structure of the vehicle.
6. The vehicle will be returned in the same condition that it was issued, less normal fair wear and tear.
7. The vehicle must be kept in a safe and secure environment. You are responsible for theft of the vehicle and its contents if it is broken into.

Accidents

1. All vehicle accidents, damages or loss of property must be reported to your supervisor immediately and the Corporate Office within four (4) hours of the event. You are required to take a drug test within 8 hours of any accident. Within twenty-four (24) hours the Accident/Damage/Liability report along with the employee statement is required to be sent to the Corporate Office.
2. Any unreported accidents, damage to the vehicle, theft of equipment or property, unauthorized use of the vehicle, and all at-fault vehicle accidents will result in disciplinary action up to and including termination. ANY AT-FAULT ACCIDENT IN THE FIRST NINETY (90) DAYS FROM HIRE DATE OR A SECOND ACCIDENT DURING ANY TIME OF EMPLOYMENT MAY RESULT IN TERMINATION. (If you are involved in an at-fault accident after your first 90 days of employment, you will be required to park the vehicle at the company facility after each work day for a period of 90 days.)
3. An employee having an at-fault accident will be responsible for the repair costs up to the first thousand dollars (\$1,000.00). Payroll deduction or employee payments will be deducted in ten percent (10%) increments until employee debt is paid in full.
4. It is agreed and understood that payroll deduction will begin when the accident is reported. The investigative process will then determine fault and whether any amounts are to be reimbursed.

Termination

Upon termination, the company owned vehicle and all tool(s)/equipment must be returned immediately. Failure to do so will result in the company contacting local law enforcement to report theft. Violators will be prosecuted to the fullest extent of the law.

I have read and accept the aforementioned responsibilities. I further acknowledge that these policies apply when driving any company or non-company vehicle during working hours. Additionally, I acknowledge that I understand that I am responsible for all traffic citations and will pay those in the form of a deduction on a subsequent paycheck.

CUI Vehicle Number

Last Five Digits of VIN

DRIVER Printed Name

SUPERVISOR Printed Name

DRIVER Signature

Date

SUPERVISOR Signature

Date