

**DRIVING SAFETY GUIDELINES POLICY**

IT IS THE POLICY OF RENTAL LEASING SERVICES THAT NO INDIVIDUAL SHALL BE HIRED:

1. IF HE/SHE HAS HAD THEIR LICENSE SUSPENDED WITHIN THE PAST TWO (2) YEARS OF HIRE DATE
2. IF HE/SHE HAS HAD FIVE (5) OR MORE POINTS ON THEIR DRIVING RECORD WITHIN THE PAST TWO (2) YEARS
3. UNDER THE AGE OF 18 WITHOUT THE PRIOR REVIEW AND APPROVAL OF THE GENERAL MANAGER (MIKE DELORENZO). THIS EMPLOYEE MUST HAVE A MINIMUM OF A 2.8 GRADE POINT AVERAGE AND PROVIDE A COPY OF THEIR LAST REPORT CARD.

FURTHER, AS AN EMPLOYEE OF NEXTCAR / RENTAL LEASING SERVICES, IT IS YOUR RESPONSIBILITY TO ADVISE THE PERSONNEL DEPARTMENT IF AND WHEN YOU:

- A. GET YOUR LICENSE SUSPENDED, AND/OR
- B. ACQUIRE POINTS IN EXCESS OF OUR COMPANY STANDARDS (5 OR MORE)

ANY EMPLOYEE WHO FALLS INTO ONE OR BOTH OF THESE CATEGORIES SHALL BE TERMINATED IMMEDIATELY. YOU MAY BE RECONSIDERED FOR EMPLOYMENT AT SUCH TIME WHEN YOUR DRIVING RECORD IS IN COMPLIANCE WITH OUR POLICY.

IF AN EMPLOYEE RECEIVES A TRAFFIC VIOLATION IT IS ALWAYS HIS/HER RESPONSIBILITY TO EITHER PAY THE FINE OR ATTEND A COURT HEARING. AN EMPLOYEE IS NEVER TO DRIVE IN EXCESS OF THE POSTED SPEED LIMIT. IT DOES NOT MATTER IF YOU HAVE BEEN TOLD TO "HURRY". YOU MUST OBEY THE LAW.

EMPLOYEES WILL BE REQUIRED TO PROVIDE A CURRENT DRIVING RECORD AT LEAST ONE (1) TIME PER YEAR. WHEN THIS IS REQUESTED IT MUST BE DONE ON A TIMELY BASIS, COST TO BE BORNE BY THE EMPLOYEE.

I, \_\_\_\_\_, HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date