

## UNAUTHORIZED USE OF COMPANY VEHICLES

ALL EMPLOYEES MAY USE VEHICLES FOR COMPANY BUSINESS ONLY...SPECIFICALLY AUTHORIZED USES INCLUDE:

1. SHUTTLING VEHICLES FROM ONE LOCATION TO ANOTHER
2. USING A VEHICLE TO RUN ERRANDS FOR THE ACCOUNTING DEPARTMENT AS DIRECTED BY THE ACCOUNTING MANAGER
3. USING A VEHICLE TO PICK UP OR RETURN A CUSTOMER TO OR FROM THEIR DESTINATION
4. ANY OTHER USE SPECIFIED AND AUTHORIZED BY DEPARTMENT MANAGERS

THIS DOES NOT ALLOW FOR THE FOLLOWING:

1. STOPPING AT ANY OTHER LOCATION OR ANY OTHER STORE IN BETWEEN POINT "A" AND POINT "B" WHEN SENT ON A RUN. FOR EXAMPLE: 7-ELEVEN, YOUR BANK, MCDONALDS, ETC.
2. PICKING UP OR GIVING A RIDE TO ANY UNAUTHORIZED PERSON OR PERSONS. EXAMPLE: FRIEND, GIRLFRIEND/BOYFRIEND, HITCH HIKER, ETC.
3. USING A COMPANY VEHICLE TO GO TO LUNCH OR TO GET YOUR LUNCH

ANY OTHER USES OF A COMPANY VEHICLE OTHER THAN SPECIFIED IN THIS DOCUMENT OR SPECIFIED WITH THE PERMISSION OF A DEPARTMENT MANAGER WILL BE CONSIDERED *UNAUTHORIZED USE OF A COMPANY VEHICLE* AND ANY VIOLATOR OF THIS POLICY MAY BE TERMINATED AND PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

ALL COMPANY BUSINESS WILL BE CONDUCTED IN THE COMPANY-ISSUED VEHICLE FOR THAT LOCATION, i.e. THE MANAGER'S VEHICLE. THESE CARS ARE INSURED SEPARATELY, SPECIFICALLY FOR THESE PURPOSES.

ALL EMPLOYEES WHO WISH TO HAVE LUNCH OFF PREMISES OR TO OBTAIN LUNCH FROM AN OFF-PREMISE LOCATION, MUST USE THEIR OWN VEHICLE.

***UNAUTHORIZED USE OF A COMPANY VEHICLE WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES AND IS GROUNDS FOR IMMEDIATE TERMINATION.***

BY MY SIGNATURE, I AFFIRM THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE.

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

\_\_\_\_\_  
Date