



Personal Use of Company-owned Vehicle

Effective Date: July 2023

Scope

The scope of this policy is to establish rules pertaining to personal use of a company-owned vehicle. This policy applies to all employees with an assigned company vehicle.

Vehicle Use

Michigan Gutters, Inc recognizes that certain employees, because of their job requirements, will have an assigned company vehicle to be used solely for company business and commuting to and from work. Personal use of a company vehicle is strictly prohibited without prior written permission from management. In emergency situations, such as serious illness or a medical emergency, the authorized employee may designate an unauthorized operator to use the vehicle strictly on an emergency-only basis.

Driver Criteria

Motor vehicle records (MVRs) will be requested at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, any violations in the past three years will be grounds for an unsatisfactory MVR and cause for disciplinary actions and/or termination.

Driving a company vehicle under the influence of alcohol or any other illegal substances is strictly prohibited and is grounds for termination.

Drug/Alcohol Testing

Michigan Gutters, Inc reserves the right to conduct preemployment and/or periodic random drug and alcohol testing. Testing will be conducted by a licensed medical facility designated by the company. Any positive results will be grounds for termination.

Accident Procedures

All accidents or moving violations must be reported to the company by the end of the employee's shift or within 24 hours. The reporting requirement applies if the accident or moving violation took place in either a business or a personal vehicle.

If an employee sustains physical damage to a company vehicle as a result of their negligence, the employee is responsible for reimbursing the company for the comprehensive and collision coverage deductible, not to exceed \$5,000; payable within 10 days.

Preventative Maintenance

To retain the safety and integrity of the company vehicle, the company will conduct routine motor vehicle maintenance according to manufacturer specifications. Employees are required to conduct a visual pre-trip vehicle inspection, which includes reviewing tires, windshield wipers, brakes, mirrors and lights, and report any needed repairs to their supervisor immediately.

I have read, understand, and agree to abide by Michigan Gutters, Inc's Personal Use of Company-owned Vehicle Policy. I understand violations of this policy will not be tolerated and may include disciplinary action, including termination.

Employee name and date

Employer witness
