**TDN Electric Company Vehicle Use Policy**  
*Revised January, 2019*

**Overview**

As a driver of a company vehicle, the TDN Electric authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, following the policies and procedures outlined in this policy.

**Vehicle Fleet Purpose**

*Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees.* In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

Company vehicles may not be used for business activities of other companies.

Company vehicles may not be used for personal reasons without prior authorization by Tim Daniels.

**Driver Licensing**

TDN drivers authorized to drive company vehicles must have a valid driver’s license issued by the state of California for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver’s license is a personal expense.

**Driver Qualifications**

Driver qualifications are as follows:

1. Authorized employee of company.
2. Must be at least 21 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements
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TDN employees will **not** qualify for a company vehicle if, during the prior 36 months, the driver had any of the following experiences:

a) Been convicted of a felony.
b) Been convicted of sale, handling or use of drugs.
c) Had automobile insurance canceled, declined or not renewed by another company.
d) Been convicted of an alcohol or drug related offense while driving.
e) Had driver’s license suspended or revoked.
f) Been convicted of three or more speeding violations or one or more other serious violations.
g) Been involved in two or more chargeable accidents.
h) Was found to have operated a TDN vehicle while not in compliance with TDN's company vehicle use policy.

**Review of Motor Vehicle Record**

State Motor Vehicle Records (MVR's) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements.

**Personal Use**

TDN company vehicles are provided for business purposes. Occasional personal use is permitted with prior authorization by Tim Daniels. Personal use is a privilege extended only to the authorized employee.

The following rules apply to personal use of company vehicles:

1. Prior authorization must be obtained from Tim Daniels for any personal use.
2. Only authorized employee may drive.
3. Personal trailers, boats, recreational vehicles, or other vehicles are not to be pulled or towed.
4. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
5. Driver and all passengers must wear seat belts at all times when the vehicle is moving.
6. Report any accident immediately to police and office fleet manager (Diane).
7. Employee is personally responsible for the cost of gas used. TDN credit cards are not to be used for personal vehicle use.
Maintenance

Authorized drivers are required to properly maintain their company vehicles at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determines to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventive maintenance completed on your vehicle as required in the owner’s manual or at regularly prescribed intervals. This service should be done on your own time at a place convenient to you. The invoice for preventive service should be submitted for reimbursement with your time card.

Charge cards for Oil Changers are provided for each vehicle. Send the receipt and work sheet into the office for record keeping purposes. Vehicle repairs or service in excess of $200 must have prior approval from the fleet manager (Diane).

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned driver. TDN will not condone or excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle.

Each driver is required to report all moving violations to the office (Diane) within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business or company time.

Accidents Involving Company Vehicles

In the event of an accident:
1. Do not admit negligence or liability.
2. Do not attempt settlement, regardless of how minor.
3. Get name, address and phone number of any injured person and any witnesses.
4. Exchange vehicle identification, insurance company name and policy number with the other driver.
5. Take a photograph of the accident scene if possible.
6. Call the police immediately if injury to others is involved. You may want to call police even if there are no injuries.
7. Complete the accident report in your vehicle.
8. Turn all information over to the office (Diane) within 24 hours.
Thefts

Company vehicles that are driven to and parked at employee residences must be secured when not occupied and have contents reasonably safeguarded. In the event of theft of company vehicle or anything in the vehicle, notify local police immediately.

Driver Responsibility

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, driver’s responsibilities include but are not limited to the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
2. Obey all traffic laws.
3. The use of seat belts is mandatory for drivers and passengers.
4. Adhering to manufacturer’s recommendations regarding service, maintenance and inspection.
5. Attention to and practice of safe driving techniques and current safety requirements.
6. Restricting the use of vehicles to authorized driver only.
7. Accurate, comprehensive and timely reporting of all accidents by an authorized driver and/or any thefts of vehicle or contents to the office (Diane).

Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

1. Classification of preventable accidents includes the following:
   - Following too close
   - Driving too fast for conditions
   - Failure to observe clearances
   - Failure to obey signs
   - Improper turns
   - Failure to observe signals from other drivers
   - Failure to reduce speed
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- Improper parking
- Improper passing
- Failure to yield right of way
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving while intoxicated (DWI) or driving under the influence (DUI) or similar charges.

2. Fines for preventable accidents

In order to remind drivers of their responsibility to drive safely and defensively, a fee may be charged to the driver for each preventable accident as defined above. This fee, which applies to each accident, will be capped at the lesser of the actual damages or $1,000.00 which is to cover the deductible on our insurance policy. Any exceptions to this policy will require the approval of Tim Daniels.

ACKNOWLEDGEMENT AND CONSENT AGREEMENT

I have read the entire contents of the TDN Electric, Inc. Company Vehicle Fleet Policy and agree to comply with all requirements. I have been given an opportunity to ask questions and fully understand the meaning of the policy. By signing below, I acknowledge having receipt of this policy and consent to abide by the contents.

Name (printed)______________________________________________

Signature _________________________________________________

Today’s Date _______________________________________________