

Use of Automobiles for Company Business Policy

Acknowledgment and Consent

I have read the entire contents of the Company's Use of Automobiles for Company Business Policy and agree to comply with all aspects of the policy. I have been given an opportunity to ask questions and fully understand the meaning of the policy. Additionally, I understand that I should contact the Company's Human Resources Manager if I should have any future questions or concerns about the policy.

This policy applies to all employees who operate company-provided or personal vehicle for Company purpose. This policy excludes CDL drivers and De Minimis users.

_____ I have a company-provided vehicle or receive an auto allowance.

_____ This policy does not apply to me. I am a De Minimis user.

Vehicle Yr/Make/Model _____

License Plate No _____ State of License _____

Insurance Company _____

Policy Number _____ Expiration Date _____

By signing below, I acknowledge receipt of this policy and agree to abide by the contents of the policy. I also consent to a Motor Vehicle Record check initially upon hire and annually thereafter. I agree to complete the attached consent form and return with a copy of my driver's License and Insurance Card to the HR dept.

Signature _____ Date _____

****Copy of Driver's License and Insurance Card must be attached.**

Stafford Companies: Use of Automobiles for Company Business Policy

The purpose of this document is to establish Company policies that will:

- Help ensure the safe operation of company-provided (rental cars) and/or personal motor vehicles when used for any company use with exception of de minimis users;
- Help ensure the safety of drivers and passengers;
- Help minimize losses, damages, and claims against the Company.
- Includes: CDL Drivers. CDL drivers must also follow state regulations.

This policy applies to all employees who operate company-provided, or personal vehicles for Company purposes. This policy is waived for employees with de minimis use only. See the last page of this policy for further explanation and definitions.

Any person operating a vehicle for any Company purpose must:

1. Possess a valid United States driver's license issued by the Department of Motor Vehicles from the driver's state of residence, relevant for the lawful operation of the particular vehicle to be used;
2. For any personal vehicle, you have the following minimum limits of liability:
 - A. Bodily Injury and Property Damage \$300,000 Combined Single Limit
Medical Payments \$1,000
-----or-----
 - B. Bodily Injury - \$100,000 each person/\$300,000 each accident
Property Damage - \$100,000
Medical Payments \$1,000

Waived for employees with de minimis use only. These users are subject to the states insurance requirements and laws.

3. For any vehicle use, you must provide the following items initially upon hire and on an annual basis to the HR Dept;
 1. **Required Proof:** A) Certificate of Coverage from your insurance company; B) Copy of Valid Insurance Card; C) Valid Driver's License
 2. **Motor Vehicle Record Verification:** Give consent for a MVR check upon hire and annually thereafter.
 3. **The above information must be submitted to the HR department annually. If you have any insurance carrier or coverage changes throughout the year, please make sure that you notify us. To save you time, provide your insurance carrier our name and address and they can provide us with your information directly.**

Stafford Development Company, PO Box 269, Tifton, GA 31793

4. Understand that you will be subject to termination of employment if driving is a requirement of their job and the insurance company denies you coverage This

also applies to any employee that is not approved by our insurance carrier to operate vehicles.

5. Report **all license suspensions and revocations** to the Human Resources **within one working day** of any such violation or change.
6. Agree to operate the vehicle in accordance with all applicable laws;
7. Agree that all traffic violations and citations are the sole responsibility of the driver; and
8. Agree to notify The Stafford Companies HR Dept of any accidents, theft, damage incurred while on company business and during business hours (personal vehicle used for business purposes or a company vehicle) within the next business day.

The commission of any of the following events while operating a personal vehicle for business use or a company provided vehicle may result in discipline, up to and including the termination of employment:

1. Operating a vehicle without an appropriate and valid driver's license or after a license has been suspended or revoked;
2. Failing to obey all applicable traffic regulations while operating a vehicle,
3. Operating a motor vehicle in a reckless or unsafe manner,
4. Failing to immediately report an accident,
5. Transporting passengers who have not secured seatbelts,
6. Operating a motor vehicle while impaired by or under the influence of alcohol or drugs.

When using any personal vehicle for a Company-sponsored activity, the employee acknowledges that the employee's automobile liability insurance is primary with respect to coverage for damages and personal injury in connection with any accidents involving the personal vehicle, even if the accident occurs in connection with a Company-sponsored activity. Moreover, the employee acknowledges that the Company's insurance does not provide coverage for any damage to the employee's motor vehicle, either on a primary or excess basis.

Further Explanations/Definitions:

Company Provided Vehicles- includes vehicles that are provided to an employee to use for company business purposes with no expense to the employee, vehicles that are provided by a car allowance, and rental cars. Personal use of company vehicles is not allowed!

Rental cars – when renting a car for business use, you are excepting personal liability the same as if using your personal vehicle for business purposes.

De Minimis Use – Use of a personal vehicle for business purposes that is not consistent or on a regular basis. This type of use does not require you to keep the required insurance limits on your vehicle. You are the exception to this policy.

Business Use – any utilization of a vehicle that benefits the company. This includes company-sponsored activities. The company has the discretion to determine the requirements of business use.