

# Coating Specialist, LLC Vehicle Policy

## 1. Driver policy overview.

**Coating Specialist, LLC** company vehicle policy gives employees guidelines for obtaining, qualifying for, and using a company vehicle. A “company vehicle” is any vehicle that **Coating Specialist, LLC** assigns to employees. This policy applies to all employees who use a company vehicle, and applies during and outside of working hours.

## 2. Qualifying for a company vehicle.

To be eligible for a company vehicle, employees must complete a form and submit a copy of their driver’s license. Employees are only allowed to drive a company car if they have a valid driver’s license and a clean driving record.

A clean driving record means the employee has not been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws. **Coating Specialist, LLC** can assign and revoke access to company vehicles at its discretion.

**Coating Specialist, LLC** will pull a driving record once the form and driver’s license has been submitted.

## 3. Personal use.

**Coating Specialist, LLC**, on a case-by-case basis, allows personal use of company vehicles. Personal use includes using the vehicle for personal errands between business activities, to commute between the workplace and home, or using the vehicle outside of business hours. **[All work safety rules continue to apply when a company vehicle is used for personal purposes.]**

## 5. Company driver rules.

1. Obey traffic laws in your jurisdiction and be courteous toward other drivers.
2. All drivers and passengers operating or riding in a company vehicle ***MUST*** wear seat belts, even if airbags are available.
3. Document driving expenses.
4. Monitor gas, tire pressure, and fluid levels.
5. Report any damage or problems to your assigned vehicle immediately.
6. Report changes to your driver privileges, such as driver’s license suspension, immediately.
7. Always lock company cars.

8. Bring vehicle to scheduled maintenance appointments.
9. Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
10. Do not smoke in any company vehicle.
11. Do not lease, sell, or lend a company vehicle.
12. Do not use a phone or text while driving. [**Please pull over if it's an emergency to use your phone**]
13. Do not allow unauthorized drivers to use a company vehicle except in the case of repairs by a mechanic.
14. Keep company vehicle clean and presentable, inside and out, at all times.

Employees who violate company vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

## **6. Accident procedures.**

In case of an accident, contact Christian Vigil 970-567-0357 or Shawn Stevenson 719-243-4642 immediately. They will contact the insurance provider. Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required. Do not guarantee payment or accept responsibility without company authorization.

You will need to fill out an incident report with Coating Specialist, LLC **within 24 hours** of the incident. This form will come from the office and needs to be filled out, signed and emailed back to shawn@coatingspecialistllc.net.

## **7. The company's responsibilities.**

- Ensuring vehicles are safe before assigning them.
- Scheduling regular maintenance.
- Providing car insurance.
- Retiring and replacing cars as needed.

## **8. What the company is not responsible for.**

- Paying fines employees receive while driving company vehicles they are responsible for.
- Making bail for employees who are arrested while driving cars from the company fleet.

By signing this policy, I agree to all of the terms stated above. I am also authorizing Coating Specialist, LLC to pull my driving records. (Your driving records will be added to the Colorado Department of Transportation driving docket.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Initial: \_\_\_\_\_