



COMPANY VEHICLE POLICY

The purpose of this form is to outline the policy covering business use of vehicles owned, leased, or rented by MSD, Inc.

Please note that a company vehicle is a privilege the company provides to assist in performing job duties. Adherence to this policy ensures the safety of the driver, passengers and others on the road. The company retains the right to amend this policy at any time.

1. Only persons authorized by MSD may drive vehicles owned or leased by MSD. Vehicles may only be used for company business limited to travel to and from work, job sites, or work-related suppliers and vendors, including travel for vehicle repair. Vehicles may not be used for personal use.
2. Authorized persons are responsible for complying with all guidelines set forth in this document.
3. Periodically, Motor Vehicle Records of all authorized MSD drivers will be reviewed and, depending on outcome, the driver reauthorized, put on probation, or denied driving privileges.
4. Vehicles are to be kept clean inside and out. Regular washing and vacuuming is required.
5. Vehicles may be inspected at any time to assure they are being properly maintained.
6. Vehicles are to be parked, locked, and secured in a safe place at all times.
7. Smoking & vaping is not permitted in company vehicles; this is Ohio Law for all commercial vehicles.
8. No team member is permitted to text or in any other manner, operate their phone while driving unless utilizing a "hands free" device.
9. All vehicles are to have routine maintenance every 5,000 miles. Drivers are responsible for taking their vehicles to an approved vendor for routine maintenance.
10. Tool Crib Coordinator must be notified when service is needed.
11. Tool Crib Coordinator is to be notified if the vehicle experiences any operational changes or appearance changes (lettering, exhaust pipes, etc.).
12. Accidents are to be reported to your supervisor and the safety manager immediately. If you are involved in a vehicular accident, you will be subject to a drug screen.
13. All drivers are to follow all vehicle operations and laws and speed limits. In the event that a speeding ticket is received on a specific vehicle, MSD will pay the ticket and the employee will be asked to reimburse MSD via payroll deduction. Employee will sign a form authorizing MSD to deduct the cost of the ticket from their next paycheck.
14. If more than one speeding ticket is received within a 3 year period, this is considered a safety violation and an Employee Warning form will be issued.
15. Company vehicles may not be altered or modified in any way.
16. A \$15.00/week or \$30/bi-weekly. Partial week fee will be deducted from the paycheck for employees who have been assigned a company vehicle. This keeps all parties in compliance with IRS guidelines.

Employee Name _____

Employee Signature

Date