



Vehicle Policy

By: Administration
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RECIRCULATED: 12-31-14 / 3-11-16

POLICY: Vehicle Policy

EFFECTIVE DATE: 8-21-12

PERTAINS TO: All Employees (full and part-time)

Everything-Ice, Inc. (EI) is committed to promoting safety and responsible driving for all of its employees. To ensure that this commitment is followed through, the company has adopted a vehicle policy that requires all employees who operate company owned, leased/rented, or car allowance vehicles during the performance of their jobs, to do so in a lawful and safe manner. Use of the aforementioned vehicles will be strictly for the business of the company and will by no means be considered available for personal use in any way.

Management and supervisors are responsible for the implementation and on-going administration of this policy. An employee who, at the company's request and through the company's authorization, is asked to operate:

- a rented vehicle, leased vehicle, or vehicle for which the company provides car allowance while on Company business will do so only from licensed agencies that rent/lease vehicles meeting all state/provincial registration and inspection requirements as well as the safety requirements of this policy.

- a company vehicle will do so for company business only and no unauthorized persons will be permitted to operate a company vehicle.

- All company vehicles must not be abused in any way. All vehicles must remain clean before, during and after use. If a vehicle is in need of cleaning, the last operator of that vehicle is responsible to clean it. If EI management determines that any vehicle is returned without being clean, the last driver will be billed for the cleaning fee.



- These vehicles are company owned property and must be handled as such. Respect to the vehicle, company and other drivers must be of the utmost concern when using company vehicles; no exceptions.

Since the company has the sole discretion in determining who may operate company or company-sponsored vehicles, EI has the right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information etc. and must be made aware of any driving violations, changes to driver information and driver status immediately.

Employees are expected to take all steps necessary in avoiding endangering themselves and others while operating company or company-sponsored vehicles on company business. To ensure this, employees authorized to operate company/company-sponsored vehicles are expected to:

- ensure that all occupants, including him/her, wear safety belts when the vehicle is in operation.

- ensure that the vehicle to which the employee is assigned is maintained in a safe driving condition.

- refrain from using cellular telephones (unless they are equipped with hands-free operations), personal listening devices, and from conducting any other activities which may impede the driver's ability to focus on safely operating the vehicle while it is in motion.

- comply with respective laws governing motor vehicle operations.

Any individual who is in violation with the safety expectations listed above may be subject to potential disciplinary action by the company up to and including termination.

NOTE: Employees must report any damage or vehicle problems to his/her immediate supervisor the same day as the occurrence, NO EXCEPTIONS. Full details must be given so that the proper corrective actions may be taken. Any repair costs to these vehicles may be the sole responsibility of the driver if the company determines the issue was related to direct negligence or illegal activity.

All company drivers MUST maintain a current copy of their driver's license in the admin office. If anything changes in the employee's driving status, it must be reported to administration before the next driving occurrence to determine their eligibility.



I have read and understood the Company Vehicle Policy and agree to the terms and conditions as set out therein. I accept responsibility for ensuring that any Additional Driver(s) that I have declared are informed of any terms and conditions that they should comply with.

Driver's Signature:

Print Name:

Date: