

 <b>DW TOWER, INC.</b>	<b>Human Resources</b>		
	POLICIES AND PROCEDURES		
<b>SUBJECT</b>  <b>Company-Owned Vehicle Policy</b>	<b>ISSUED</b>	<b>REVISED</b>	<b>NO.</b>
	03/01/2007		F-004
<b>APPROVED</b>  <i>Approved with Policy A-100</i> <b>President</b>			

**Purpose:** The purpose of this policy is to communicate the guidelines and responsibilities of team members assigned to drive Company vehicles.

**Policy:** D. W. Tower, Inc. will assign a Company-owned vehicle to Field team members for Company use only. Team members assigned to Company vehicles are responsible for ensuring that routine maintenance is performed on the assigned vehicle. All team members who drive Company vehicles are responsible for maintaining a good driving record

**Scope:** This policy applies to all team members who are Age 21 or older, and who are assigned a Company-owned vehicle, and/or authorized to drive a Company vehicle.

**Procedures:**

1. The VP Operations and Area Managers are responsible for ensuring that this policy is followed.
2. Any company vehicle is provided for use in the conduct of Company business only. Team members must receive written permission from their designated supervisor for every instance of use for personal purposes.
3. All Company vehicles are required to carry a Company Safety Manual, OSHA information packet, Workers Compensation and accident report forms, a first aid kit, and a fire extinguisher at all times. Fire extinguishers must be checked on a timely basis, at least once per year. The driver of the vehicle is responsible for maintaining these items in the vehicle.
4. D. W. Tower, Inc. carries full liability insurance for all regular full-time team members who are Age 21 or older and are assigned to a Company vehicle and/or are authorized to drive Company vehicles. Only licensed drivers with a driving record acceptable to our insurance carrier will be permitted to drive Company vehicles.
5. Accident reporting procedures and the insurance card must be kept in the glove box of all Company vehicles. In addition the Company Mileage Usage Book must be kept up to date and in the vehicle at all times. The DOT requires that all compensated time be logged in the Mileage Usage Book.
6. A team member who has a Company vehicle accident during and/or after business hours must notify the Management within two (2) hours of the accident, when feasible.
7. If the vehicle accident entails a fatality, injury or towing of the vehicle, the team member will be sent for drug testing within two (2) hours of the accident.
8. Following a vehicle accident, a team member must complete the Company accident form and file a police report. A copy of the police report must be submitted to the Office as soon as possible.

9. The employee is responsible for paying any moving violations and or parking citations.
10. The assigned driver of the vehicle is responsible for maintaining the cleanliness and appearance of the vehicle as well as following manufacturer's recommended maintenance schedules. Any related expenses or repairs over \$100.00 must receive prior authorization from the Supervisor.
11. Team members are prohibited from driving a Company vehicle after consuming any substances that impair judgment or cognitive functioning. No alcohol or illegal substances may be transported in Company vehicles. Generally, team members who are found in violation of these rules will be subject to the following disciplinary actions. D. W. Tower, Inc. reserves the right, in its sole discretion, to administer any disciplinary action, up to and including termination.
  - First Violation-30 business day limitation of Company vehicle driving privileges. The team member may drive the Company vehicle only during work hours. The vehicle must be left at the Office at the end of the workday, unless the team member is working out-of-town.
  - Second Violation-Permanent revocation of all Company vehicle-driving privileges. This could result in termination of employment, if the team member's position requires that a Company vehicle be driven to perform duties.

Generally, team members who are convicted of Driving Under the Influence (DUI) of alcohol or substances that impair judgment or cognitive capabilities in a *personal* vehicle while a team member of D. W. Tower, Inc. will be subject to the following disciplinary actions. The Company reserves the right, in its sole discretion, to administer any disciplinary action, up to and including termination.

- First conviction for a DUI in a *personal* vehicle-Prohibited from using a Company vehicle for 90 business days.
  - Second conviction for a DUI in a *personal* vehicle-Permanent revocation of Company vehicle driving privileges. This could result in termination of employment, if the team member's position requires that a Company vehicle be driven to perform duties.
12. Team members must **immediately** provide written notification to the Office of any violations or changes to their driving record. D. W. Tower, Inc. checks driving records as part of the pre-employment background investigation for any team member who will be authorized to drive a Company vehicle, and periodically after employment. Any team members who fail to report a change to their driving record will be subject to discipline, up to and including termination.
  13. D. W. Tower, Inc. will conduct random inspections to ensure that vehicle maintenance is performed regularly. If the inspection indicates that the maintenance has not been performed as expected, team members assigned to the vehicle will be subject to the following disciplinary actions:
    - First Violation-Written warning.
    - Second Violation-Written warning and suspension of driving privileges for five (5) business days.
    - Third Violation- May lead to permanent revocation of Company vehicle driving privileges.
    - Fourth Violation – May lead to permanent revocation of Company vehicle driving privileges.
  14. D. W. Tower, Inc. pays for the following vehicle expenses:
    - Fuel-Company business use only

- Tire repairs
- New tires
- Emergency towing
- Fluid changes
- Major repairs
- Tune-ups

Repairs exceeding \$ 100.00 on any Company vehicle must be pre-approved by Supervisor. Team members who have repairs made prior to receipt of written approval will be subject to discipline.

15. Team members must submit written notification immediately when they determine that driving a vehicle is unsafe. The vehicle should not be used until it has been repaired.
16. The vehicle must never be loaded above the manufacturer's capacity rating.
17. Team members assigned to drive Company vehicles may be held financially responsible for neglect and misuse. Management will use have final decision on any financial penalties against the employee.

See the Substance Abuse Policy, the Discipline Policy and the Travel & Business Expenses Policy for further information.

**Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.**

No changes will be made to this policy or any deviations authorized without the express written permission of the President.