

DENT WIZARD INTERNATIONAL CORPORATION

Company Driving and Vehicle Policy

Updated: September 16, 2022

If employee has to operate a motor vehicle in the course of their duties at Dent Wizard, the following policies apply: (This includes operation of any vehicle, employee-owned, company-owned, customer vehicles, etc.)

- 1) Must have a current, valid driver's license. Any suspension, expiration or cancellation of your state driver's license requires immediate notification to your manager and Fleet Department.
- 2) Operation of a vehicle while impaired by the influence of drugs, alcohol or any other substance is strictly prohibited. Any employee arrested or charged with driving under the influence or impaired needs to notify their manager and the Fleet Department as soon as possible.
- 3) Vehicle is to be operated in a safe manner, obeying all traffic laws. Employee is responsible for prompt payment of any and all fines and court costs related to any traffic, toll or parking violations. Company reserves the right to pay and then payroll deduct for any costs that have not been promptly paid.
- 4) No texting or emailing while driving!
- 5) Large box/cargo trucks and vans used for mobile paint/wheel/keys are never to be driven **in excess of 65 mph**.
- 6) Vehicles should not be allowed to idle for more than two minutes. The waste of gasoline can be significant if vehicle is kept idling for extended periods.
- 7) Accidents – Following all accidents per Human Resources protocol, drivers will be subject to immediate Post-Accident Drug Screening and Investigation.
 - a. Post-Accident Drug Screening – A failed drug screen may result in immediate revocation of driving privileges and possible termination.
 - b. Post-Accident Investigation – Investigation may include, but is not limited to, GPS Telematic and company supplied phone record analysis to determine driver behavior and activity leading up to an accident.
- 8) You will be responsible for paying for a portion or all of the costs incurred by the Company resulting from any accident involving operation of a motor vehicle **IF** you are found to be at fault. This includes accidents involving a company-owned vehicle and any customer vehicle. **All accidents must be immediately reported as required in the vehicle accident policy. It is MANDATORY that you obtain a police report.** The amount you will pay if you are in an accident is as follows:
 - \$500 for the 1st Accident
 - \$1,000 for the 2nd Accident
 - \$1,500 for Any Accident thereafter

Note: You will be charged the **lesser** of the applicable amount listed above or the actual out-of-pocket repair cost.
- 9) Suspension and reinstatement of driving privileges following any accident will be at DWIC discretion.

Company-Provided Vehicles

These additional policies apply to employees who are provided a vehicle by Dent Wizard:

- 1) Only approved company drivers may operate a company vehicle. Dent Wizard acknowledges that your company vehicle may be used for personal matters and the rules apply equally to all types of usage. Large box/cargo trucks and vans used for mobile paint/wheels/keys are **NOT** to be used for personal usage other than driving directly to and from your home from your first and last customer stop. **Members of your family, neighbors or friends may not operate the vehicle at any time.**
- 2) If upon receiving a vehicle, it has any paint or body damage, please report to Fleet Department so you are not held responsible later on.
- 3) Lock and safeguard the vehicle at all times. **Dent Wizard tools and equipment are not to be kept overnight in vehicle unless vehicle is kept in a secure garage.**
- 4) Keep the vehicle cleaned inside and out and in good working order at all times. Dent Wizard will provide for all normal maintenance through its vehicle maintenance program (i.e. routine oil changes, filter replacements, repairs, etc.). Employee is responsible for and required to follow and adhere to the vehicle maintenance program. Car washes, cleaning or detailing of vehicle are not reimbursable expenses.
- 5) Please inform the Fleet Department of any missing items such as registration, insurance card, plates, maintenance book, etc.
- 6) Telematic (GPS) devices are installed in all company vehicles. Please do not remove or tamper with these devices at any time.
- 7) Any alterations to vehicle factory appearance such as, but not limited to, spoilers, paint changes, tires/wheels, exhaust system, stickers, etc. are not permitted without permission from Fleet Department.
- 8) No towing with company vehicles allowed unless authorized by Fleet Department.
- 9) Signage will be provided to affix on your company vehicle. No other signage, stickers or marketing material can be present.
- 10) **Employee will be charged a personal use fee of \$125.00 per month.**

Company Vehicle Cash Allowances

In the event that the Company agrees to provide a monthly cash allowance to an employee for use of their personal vehicle to perform job-related duties, the following conditions apply:

- 1) Vehicle must be approved by manager to assure it is appropriate to meet the storage and transportation requirements and is in a condition consistent with image of Company.
- 2) Employee must maintain insurance coverage that covers liability and other driver's property. Proof of insurance is to be provided to the Fleet Department at each renewal period.

Note: Failure to abide by the policies set forth above can result in loss of driving privileges, discontinuation of use of company vehicle or receipt of cash allowance, or loss of employment. The policies set forth are subject to change without notice at the sole discretion of Dent Wizard. Any changes shall be communicated in writing.

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ACCIDENT REPORTING PROCEDURES

Company-Owned Vehicle

If while driving a company-owned vehicle or customer vehicle a driver has an accident that involves another vehicle, an injury to any person or damages to property not owned by the driver, they are required to:

1. Call the police and obtain an accident report. If the police will not come out, go to a local police station to file an accident/incident report.
2. Do not admit fault to other driver. The insurance companies will make that determination.
3. Take pictures of all vehicles involved at the scene of the accident, if possible. However, do not take pictures of the people involved in the accident.
4. Report accident to LeasePlan if accident occurred in a company vehicle.
5. Call and inform the Fleet Department immediately.
6. Report accident to the Fleet Department only if accident occurred in customer's vehicle. Do not call Lease Plan for non-company owned vehicle accidents.
7. If the company vehicle is not drivable, check with your manager to see if there is an unassigned vehicle. If not, LeasePlan can provide a rental vehicle.
8. Complete the Dent Wizard Vehicle Accident Report form and email or fax to the Fleet Department within 24 hours.
9. If an employee caused the accident and is found to be "at fault", an accident deductible will be charged as follows:
 - 1st Accident – the lesser of \$500 or cost of damage
 - 2nd Accident – the lesser of \$1,000 or cost of damage
 - 3rd Accident – the lesser of \$1,500 or cost of damage

Vehicles Owned or Leased by Employee

If employee is using his owned or leased vehicle in the course of performing his job duties, then the following rules apply:

1. Call the police and obtain an accident report. If the police will not come out, go to a local police station to file an accident/incident report.
2. Do not admit fault to the other driver. The insurance companies will make that determination.
3. Take pictures of all vehicles involved at the scene of the accident, if possible. However, do not take pictures of the people involved in the accident.
4. Call your manager and the Fleet Department to inform them of the accident.
5. Complete the Dent Wizard Vehicle Accident Report form and email or fax to the Fleet Department within 24 hours.

COMPANY GAS CARD POLICY

Gas cards will be issued at the sole discretion of Dent Wizard. It is important to you and the Company that you understand and follow all rules regarding the use of the gas card. **If an Employee is issued a company gas card, the following policies apply:**

- ***The gas card is to be used for business purchases only.*** Do not use the card to purchase gas for personal use (weekends, vacations, etc.) or for any vehicle other than the vehicle that gas card is assigned to.
- ***Never give your pin code to anyone, including to the station attendant (use the key pad and enter pin code yourself).*** If another employee asks to use your pin code, inform them that they must obtain one from their manager. **You are responsible for the charges using your pin code!**
- ***You must enter your actual mileage each time you fill up with your gas card.***
- ***A monthly cap will be placed on your gas purchases.*** Anything above this cap will be payroll deducted unless waived by Manager.
- ***Only standard grade unleaded gas may be purchased.*** Use of a higher grade is strictly prohibited. If a higher grade is purchased, you will be charged back a minimum of \$5.00 for each unauthorized purchase.
- ***Purchases of any items other than gas (i.e. oil changes, wiper blades, car washes, sodas etc.) are prohibited.*** Any of these items will be payroll deducted.
- ***The gas card is assigned to a specific vehicle, not the Employee.*** The pin code is unique for each employee. The gas card should remain in the vehicle at all times. Employee must use the card issued to the applicable vehicle when filling up.

A lost gas card must be reported immediately to the Fleet Department (800-267-9369). A \$10 replacement fee will apply to all lost or stolen cards. ***You can receive reimbursement of your gas through an expense report until you receive the new card.*** If a magnetic strip is damaged, the card must be returned to your manager and a replacement card will be issued at no charge to the Employee. The card may still be used; however, you will not be able to use the card at the pump - have the station attendant do a manual transaction.

The use of a company gas card is a privilege. **Failure to abide by the above stated rules can and will result in loss of the company gas card.**

The policies and procedures set forth above are subject to change from time to time at the sole discretion of Dent Wizard. Please contact the Fleet Department at 800-267-9369 if you have any questions.

SIGNATURE

PRINT NAME

DATE

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