



Professional Plastering Designs

## Vehicle Policy

Company cars belong to our company and we want to make sure our employees use them properly. This policy refers to all our employees; those who operate company vehicles intermittently and those who drive one as part of their daily job duties. In all cases, our company will determine which employees will be assigned company cars. Employees **are not** permitted to drive their assigned company cars for personal use. We retain the right to revoke or assign company vehicles at our discretion.

## Driver Responsibilities

We expect employees who drive company vehicles to follow rules. They should:

- Drive safe and sober.
- Respect traffic laws and fellow drivers.
- If applicable, wear glasses or contacts when driving.
- Document any driving-related expenses, like fuels and tolls.
- Check their car regularly to ensure gas, tire pressure and all car fluids are at appropriate levels.
- Report any damages or problems with their assigned cars to HR as soon as possible.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.

If employees have their driver's licenses suspended or revoked, they must inform our offices immediately. Failure to comply can result in disciplinary action up to and/or including termination.

Employees are not allowed to:

- Smoke inside of a company car.
- Lease, sell or lend a company car.
- Violate distracted driving laws by using a phone or texting while driving.
- Use a company car to teach someone how to drive.
- Leave the company car unlocked, unattended or parked in dangerous areas.
- Allow unauthorized people to drive a company car, unless an emergency mandates it.

## Accidents

If employees are involved in an accident with a company car, they should contact our office immediately, so we can get in touch with our insurance provider. Employees shouldn't accept responsibility or guarantee payment to another party in an accident without company authorization. Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.



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## PPD Drug & Alcohol Policy

**Employees who drive PPD vehicles need to follow rules. They MUST:**

- **DO NOT** drive under the influence of Drugs or Alcohol
- **DO NOT** have open alcohol containers in our vehicles
- **DO NOT** drink alcohol beverages in our vehicles

**Employees who come to the office need to follow rules. They MUST:**

- **DO NOT** bring OR drink alcohol beverages outside PPD premises **OR** while waiting to be attended inside or outside PPD office

**Failure to comply with these rules and regulations will result in the following fines starting Friday, September 11th, 2020:**

- First Offense: \$200
- Second Offense: \$400
- Third Offense: \$500
- Fourth Offense: Employee termination

Employer has the right to perform drug and alcohol tests at random to ensure our policy is followed. If caught in the act will result in immediate fine and recorded in your file.

I acknowledge that I have read and do hereby accept the terms and conditions contained in this policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature