

# SES Company Car Use Guidelines

## Policy

Company Car will be used for company business purposes ONLY. In accordance with Insurance restrictions, only individuals listed on the insurance policy are allowed to operate the Company Car. Additionally, each use of the Company Car must be approved by SES's approving authority (Resource Director).

## Request Procedures:

- 1) Request must be made (e-mail preferred) to Resource Director as soon as need is known. Request must include: PURPOSE & LOCATION / DATE NEEDED / RETURN DATE / ESTIMATED MILES ROUND TRIP / PICK-UP COMMENTS
- 2) Resource Director will inform you whether your request is APPROVED – PENDING - DENIED. A request will be approved based on availability of car, priority, cost savings, etc. Request denials will be explained.

## Pick-up Procedures:

- 1) Individual must have valid driver license and No DUIs/DWIs within the last 3 years
- 2) Car will be picked up at SES Office 1-hour before start of travel assignment
- 3) Individual should inspect vehicle and identify any problem areas

## Use of Vehicle:

- 1) Enter initial information in Company Car Use Log
- 2) No SMOKING
- 3) No SPEEDING or WRECKLESS DRIVING
- 4) No use of ACHOLOICS BEVERAGES or ILLEGAL DRUGS
- 5) No Picking up of STRANGERS
- 6) No Use of MEDICATION that may cause drowsiness
- 7) No use of CELL PHONES
- 8) No PARKING the car in UNSAFE location/area
- 9) If involved in ACCIDENT; follow Accident Procedures located in Storage Compartment
- 10) Operate the vehicle when fully alert ONLY

*“Take Care of the Company Car as you would your Car”*

## Purchasing Fuel Procedures:

- 1) Use AMOCO Company Credit Card located in Storage Compartment; insert receipt with Credit Card
- 2) List all purchases in notebook (DATE / TIME / LOCATION / AMOUNT)

## Return Procedures:

- 1) Car must be returned to SES Office within 1 hour upon completion of travel assignment
- 2) Enter required information into Company Car Use Log
- 3) All personal items and trash must be removed
- 4) Document and report any car damage or mechanical problems
- 5) If possible, refuel Car using Company Credit Card

I understand and agree to adhere to the policy and guidelines listed above; failure to adhere may result in disciplinary actions, which may include termination. I further understand that I should contact the Resource Director with any questions or issue I have pertaining to the use of the Company Car.

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Employee Signature

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Date