



VEHICLE POLICY

TOBA, Inc. currently provides company vehicles for certain positions/personnel. The costs and liabilities of providing these vehicles are extremely high. The following policy pertains to the use and care of any company vehicle:

1. Only TOBA, Inc. employees are authorized and insured to operate a company vehicle.
2. Primary use of the vehicle is for business.
 - a. All non-business related expenses are the responsibility of the operator.
 - b. All non-business related accidents are the responsibility of the operator.
2. All laws pertaining to vehicle operation must be observed.
3. All operators of vehicles must assume responsibility for routine maintenance.
4. All operators of vehicles must assume responsibility for routine cleaning.
5. All approved vehicle expenses will be reimbursed. We encourage out of town operators to secure a credit account for direct billing of expenses.
6. All major vehicle operation problems must be reported prior to service work being performed.
7. All operators who sustain two reportable damage accidents in one (1) year (regardless of fault) will not be allowed to operate a company vehicle. Reinstatement of operation privileges will be determined on a case by case basis.
8. All operators who plead guilty or are convicted of DUI will not be allowed to operate a company vehicle for two (2) years from date of infraction.
9. Any inappropriate use or abuse of a company vehicle may result in the loss of access to a company vehicle.

I have read, understand and agree to the TOBA, Inc. Vehicle Policy.

Full Name (please print clearly) _____

Signature _____ Date _____

