IV. AUTHORIZATION OF DRIVING PRIVILEGES

"Designated Driving" employees will not be assigned or allowed to use or drive of a company "Motor Vehicle", if:

A.   The "Driver" does not have a valid operator's license issued by their state of residence; or if

B.   The "Driver" possesses licenses from more than one state, or if

C.   The "Driver's" license is suspended, revoked for any reason, or the employee has multiple moving violations.

V. AUTHORIZED VEHICLE USE

A.   Personal Use of "Company Vehicle"

A "Company Vehicle", may not be driven for personal use.

It is considered a privilege to drive a "Company Vehicle" not a right.

B.   Unauthorized Use of "Company Vehicles"

If a "Driver" allows an unauthorized individual to drive a "Company Vehicle", disciplinary action may be taken, up to and including suspension of driving privileges or dismissal of the "Driver"

If the unauthorized use results in an accident, or moving violation, in addition to whatever disciplinary action may be taken, the responsible employee may be required to make restitution for the physical damages to the "Company Vehicle".

C.   "Non-Company Vehicles" Used For Business

Employees who drive "Non-Company Vehicles" while conducting business for the company are subject to all the provisions and standards of this program.

Additional responsibilities include:

1.   Maintaining automobile liability insurance limits of at least $50,000 per person, $300,000 per accident, and $25,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides;

2.   Maintaining current state vehicle inspection if the state requires one; and

3.   Maintaining their "Non-Company Vehicle" in safe operating condition.

VI. DRIVER MVR CHECKS

A.   Initial MVR Checks

1.   EMPLOYEE APPLICANTS:

If an employee applicant is to be a "Driver", the Human Resource Manager will obtain a completed *Driver History Form* (See Appendix B) from the applicant and forward it to the Safety Manager. The Safety Manager will use the form to obtain a MVR for evaluation.