

## POLICY

### USE OF COMPANY VEHICLES AND EQUIPMENT

6032

#### Policy:

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. Only authorized employees are allowed to use company vehicles. Authorized employees must be 18 years of age to drive the company vehicle.

All employees are required to notify if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The CEO, COO or CFO can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

It is expected that authorized employees will use the company vehicle when available for business travel.

From time to time, a company vehicle may not be available; therefore, using one's own car is understood and compensation will be provided on a per mile basis as set by management. Employee compensation will not include mileage traveled by the employee from home to and from their assigned duty station.

Safe Driving and Cell Phone or Electronical Device Use: Employees, while on the job, are prohibited from using a cell phone or any other electronical device while driving a vehicle. Should the need arise to answer or initiate a call with a cell phone while driving or reprogram a GPS the employee must pull safely to the side of the road in a safe location, or use a hands-free device.

Text messaging is prohibited while driving a company vehicle.

Family members, friends and pets are not permitted to ride along on business travel in the company vehicle.

**Procedure:** Employees must get authorization to use the company vehicle by requesting the cars via the Outlook Calendars. All employees upon hire will be asked to fill out the Authorization to Obtain Motor Vehicle Records form supplied by the Payroll and Benefits Specialist. This information will be maintained by the Executive Assistant.

Expenses must be business related and submitted and accounted for within 7 days of the travel. Fuel expenses to be reimbursed must be supported with a receipt.

Travelers must log mileage, destination and business purpose in a log book located at the Executive Assistant's desk and to be checked out with the vehicle taken.

Travelers are to notify the CEO, COO or CFO if the vehicle is in need of repair or wash and must also log repair needs in the vehicle log book.

Employee Responsibilities for using the company Vehicle:

1. The employee agrees to operate the vehicle as prescribed by MT motor vehicle laws and as prescribed by Bullhook's current auto insurance policy.
2. Complete the mileage log before leaving the facility and again upon return to the facility.
3. Clean out the car each and every time it is used.
4. Wash the windshield every time the tank is filled
5. Note any concerns you have with the car.
6. If the car is to be cleaned or washed, note this in the log and notify the CEO, COO or CFO.
7. Return the binder with the keys and log to the Executive Assistant's desk
8. Should you not follow these guidelines you can expect to be reminded and the disregard for the guidelines may result in disciplinary measures.
9. Any moving violation will be the responsibility of the employee.

  
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 CHIEF EXECUTIVE OFFICER

Date 11-13-2017

  
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 CHAIR, BOARD OF DIRECTORS

Date 11-13-17

Date first adopted	11/13/2017
Date Revised/QI Board approval	10/25/2017
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