

## **Summary Statement**

It is the policy of Nycom that our passenger vehicles (including vans and light-duty trucks) will be used primarily for company business and will be operated only by authorized persons who meet the driver criteria in this vehicle safety program.

This policy applies to our company-owned vehicles and private or rental vehicles authorized for use on company business.

All employees must comply with federal, state and local laws and policies and be “job-ready” when they are on company business. Job-ready means that employees must be physically and mentally able to do their jobs. Employees must not use intoxicants, drugs or medications that could impair their judgment or ability to drive. Managers and supervisors have the right to determine an employee’s job readiness.

Employees who drive a company vehicle must have a valid drivers’ license and a satisfactory driving record.

Violations of this policy may result in revocation or restriction of employee authorization to drive a company-owned or private vehicle on company business, reassignment, demotion, suspension or dismissal.

All employees must sign a statement stating that they have read and understand this policy and the consequences for violating it.

Employees are responsible for the care of vehicles assigned to them and may be held liable for improper care and abuse of the vehicle. Misconduct could lead to withdrawal of driving privileges and/or disciplinary actions, up to and including dismissal.

Employees who drive on company business must have a current, valid license for the vehicles they drive. Licenses will be photocopied and kept in employees' files. **Employees will be subject quarterly MVR checks.**

## Vehicle Use Agreement – Business and Personal Use

Employee Name: \_\_\_\_\_ License number: \_\_\_\_\_ State issued: \_\_\_\_\_

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### USING COMPANY-OWNED VEHICLES

- ▶ Employees and passengers must wear seat belts while the vehicle is in motion.
- ▶ Drivers should not be fatigued or under the influence of any perception altering substances such as drugs and alcohol.
- ▶ Traffic laws should be followed at all times. Traffic flow and inclement weather should be taken into consideration and following distances should be extended if conditions deem it necessary.
- ▶ The vehicle must be maintained in accord with the company's maintenance requirements. Employees must report all mechanical problems to their supervisors immediately.
- ▶ Employees will be responsible for vehicle maintenance on their own time.
- ▶ Employees must report any motor vehicle incident that results in damage, injury, or a citation to their supervisors immediately.
- ▶ Employees must have a valid driver's license for the vehicles they will operate, must follow all license restrictions, and must have their license in their possession when they are driving. A driver whose license is suspended, revoked or terminated will notify the company immediately.
- ▶ Company vehicles will be operated for business purposes primarily by assigned drivers or individuals specifically authorized by the company.
- ▶ All employees utilizing company vehicles are required to acknowledge and sign the vehicle use agreement annually. This policy outlines disciplinary action if violated up to and including termination.
- ▶ Unauthorized passengers are prohibited from riding in company vehicles without management approval. This includes family and co-workers
- ▶ Employees are strictly prohibited from leasing, loaning or hiring out to others any company-owned vehicle; using it in any livery operations (Ride Share Service, i.e. Uber) or for other employment.
- ▶ Hitchhikers are not permitted in company vehicles.
- ▶ Employees are responsible for all traffic and parking violations they receive when using company vehicles.
- ▶ Modifying or adding accessories to a company vehicle is prohibited.
- ▶ Radar detectors are prohibited.
- ▶ Employees are not allowed to operate vehicles at any time while under the influence of alcohol or drugs.

- ▶ Employee understands that all vehicles are equipped with GPS systems
- ▶ Employee understands that we will monitor MVR for any alerts to your driving record.
- ▶ Mobile devices are only to be used Hands Free while driving. Texts, emails and internet access are prohibited. Any calls that are received may only be answered hands free
- ▶ Safety is an important goal of Nycom, and your support of this goal includes avoiding activities that may be considered distractions while operating any vehicle. This may include, but is not limited to: eating, over-reaching for stored materials, reading paperwork, or using electronic equipment. Our company encourages drivers to use good judgement and not be distracted while operating motor vehicles.
- ▶ Your primary responsibility when driving a Nycom vehicle is driving the vehicle safely.
- ▶ Personal use of company owned autos is permitted with the following limitations.
  - All safety policies and rules apply to business and personal use.
  - Passengers are prohibited except immediate family during personal use.
  - A spouse may drive a Nycom vehicle during personal use if we have a current MVR report on that person.
  - Personal use mileage should be limited to a 100-mile radius from an employee's residence.
  - Personal use mileage should not exceed 10,000 per year.

**I have read, understand, and agree to comply with this Vehicle Use Agreement.**

***Employee's signature and date:*** \_\_\_\_\_

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## DRIVING STANDARDS FOR SCREENING EMPLOYEES DRIVING RECORDS.

This company uses the following standards to screen employees' driving records over the past 36 months for violations and at fault accidents.

- **2 non-serious moving violations/at fault accidents:** Employee will receive a letter of reprimand.
- **3 non-serious moving violations/at fault accidents:** Employee will receive a letter of reprimand and be suspended without pay for one day and must successfully complete a driver improvement course.
- **4 or more non-serious moving violations/at fault accidents:** Employee will either be reassigned to a non-driving position if available, or, if a non-driving position is not available, the driver will be terminated. Before reinstatement to a driving position, the employee will be required to successfully complete a driver improvement course and follow the procedures as outlined in the *Re-qualification section* of this policy.
- **1 or more serious moving violations:** Employee will either be reassigned to a non-driving position if available, or, if a non-driving position is not available, the driver will be terminated. Before reinstatement to a driving position, the employee will be required to successfully complete a driver improvement course and follow the procedures as outlined in the *Re-qualification section* of this policy.

Non-Serious moving violations to include but not limited to:

- Fatigue, falling asleep at the wheel.
- Exceeding posted speed limit less than 20 MPH over posted speed.
- Following too closely (tailgating).
- Failing to signal intentions.
- Failing to Yield Right of Way
- Improperly backing the vehicle.
- Disregarding stop signs or signals.
- Improper lane changes.

Serious moving violations to include but not limited to:

- Committing involuntary manslaughter or criminally negligent homicide.
- Attempting to elude a law officer, or hit/run.
- Operating a vehicle while operator's license is suspended or revoked.
- Operating vehicles under the influence of alcohol or drugs.
- Reckless or careless driving
- Speed contest or racing
- Any other conviction that shows a significant disregard for traffic safety.

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EMPLOYEES UNDER 25 MAY BE HELD TO STRICTER DRIVER STANDARDS AT THE DISCRETION OF THE FLEET COORDINATOR BASED ON DRIVING PERFORMANCE AND YEARS OF EXPERIENCE DRIVING.

# MVR Consent Form

The company will obtain and review the Motor Vehicle Record (MVR) on each employee where driving is a part of their job description. The MVR will run continuously to evaluate that individual driver performance is within the parameters set by company management. However, the employee should also be responsible to report to management any changes that may have occurred.

Driver selection and discipline criteria are administered established based on driving records, the outcome of the annual review, the driving exposure, and the losses experienced during the three (3) years.

I understand that it is my responsibility to operate company vehicles safely and follow the requirements of the company vehicle safety policy. I also understand that the company will periodically review my motor vehicle record (MVR) and assess my eligibility to drive a motor vehicle on company business.

### Fair Credit Reporting Act Disclosure Statement

*(Consumer Reports Including Motor Vehicle Reports, Criminal History, and Credit Reports)*

In accordance with the provisions of Section 604 (b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes. These reports are required by Sections 382.413 and 391.25 of the Federal Motor Carrier Safety Regulations.

I authorize the company to obtain my MVR. This authorization remains valid as long as I am an employee or employee candidate and may only be rescinded in writing.

**Employee's signature:** \_\_\_\_\_

**Driver's license number and state issued:** \_\_\_\_\_

**Employee's signature and date:** \_\_\_\_\_

**Reviewer's signature and date:** \_\_\_\_\_

# Vehicle Inspections and Maintenance

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## VEHICLE SERVICE AND MAINTENANCE INTERVALS

Vehicle service and maintenance intervals are determined by the vehicle manufacturer. Maintenance will be performed by a qualified auto or truck mechanic. A signed and dated record of all maintenance work must be kept in the vehicle file. Vehicles that are unsafe to drive must be placed out of service until repairs are completed.

It is the driver's responsibility to follow the vehicle service interval schedule provided in the *Union Leasing Maintenance Management kit*.

This schedule guides the minimum preventative maintenance needs of the vehicle.

Within the service kit is a blue Union Service card that provides vehicle info (Lease ID) and shop instructions on how to engage our fleet service program.

The program removes decision making and payment requirements from the driver. Please present the service card to the service advisor and state that the vehicle is on the Union Leasing fleet service program. Be sure to collect the card when you drop off the vehicle.

For faster service, it is important to request that the shop contact you when the vehicle is repaired. Also, notify the Fleet Coordinator once the vehicle is taken

to the shop.

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## RECORDS KEPT ON COMPANY VEHICLES

This company keeps the following records on each company-owned vehicle:

- *Monthly vehicle inspection report*. Identifies damage or defective equipment.
- *Vehicle history report*. Provides a complete history of the costs of maintenance, parts, and labor associated with the vehicles.

All company reports and records are confidential and must not be released to third parties without the consent of the company President and attorney.

# Incident / Accident Procedures

## Reporting incidents involving motor vehicles

An incident report packet is located in the glove box of each company vehicle. The packet contains instructions on what to do in case of an incident. Drivers should become familiar with the instructions before using vehicles.

For any roadside assistance (jump start, out of fuel, flat tire, accident), please position you and the vehicle in a safe place then call Union's Roadside Assistance Call Center at 800-694-7894. When calling reference vehicle info on Union Service card.

Employees or their supervisors are responsible for completing and filing all necessary reports within the time periods required by this policy. Failure to file a report may cause the loss of the employee's driving privileges.

Employees must immediately notify their supervisor of any accident, collision or vandalism.

Employees or their supervisors must immediately report to the Fleet Coordinator all collisions, accidents, or vandalism involving vehicles they use on company business.

If the incident results in injuries or fatalities, employees or their supervisors must report them to the Fleet Coordinator immediately after ensuring the injured have or will receive necessary medical treatment.

Employees or their supervisors, must forward copies of all vehicle accident forms to the Fleet Coordinator within 24 hours of the accident.

Employees involved in vehicle crashes should discuss details of the incident *only* with police officers, appropriate state officials, or representative of the company's insurance carrier. Drivers are prohibited from signing or making any statements regarding responsibility for vehicle crashes.

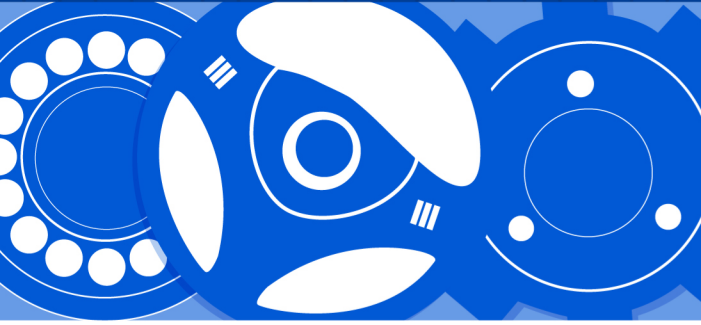
**Important Numbers to Save:**

**Union Leasing Service Call Center**

**847-240-1500**

**Roadside Assistance**

**800-694-7894**



## Automobile Claims

Here are some things to keep in mind if you get into an accident:

- **First, stay calm.** Accidents happen quickly and can be upsetting. Stay calm, and do not argue with others involved in the accident.
- **Prevent additional accidents.** Warn oncoming traffic with a light, flag, or similar device.
- **Help the injured.** Do not render first aid unless you are qualified. Call an ambulance if anyone is injured.
- **Call the police.** Do not discuss what happened with anyone except the police.
- **File a report.** In the event that the police are unable to respond to your call, you will need to go to the nearest police station and file an accident report.
- **Fill out the attached Accident Information form** before leaving the scene of the accident.

**McGriff**  
2200 Old Brick Road  
Suite A  
Glen Allen, VA  
23060

[www.mcgriff.com](http://www.mcgriff.com)

Claims Reporting: 800.990.4228

Claims Email: [insclaims@mcgriff.com](mailto:insclaims@mcgriff.com)

# AUTO ACCIDENT RECORD

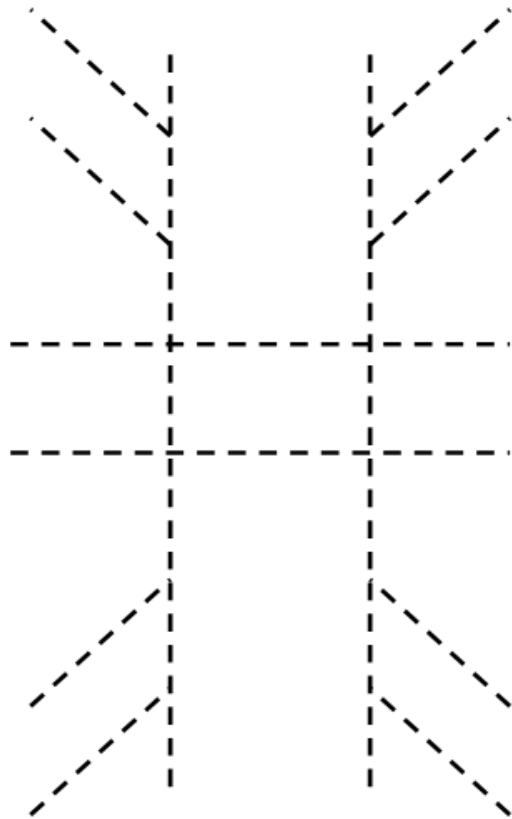
Keep this in your vehicle's glove box to help you remain organized and focused on what to do in the event of an auto accident.





## Diagram of the Accident Scene

Show the position of all vehicles, pedestrians and other important details using the symbols below.



1. Your vehicle
2. Other vehicles, numbered successively



Pedestrians



Traffic signals

### Accident Information

Date/Time:
Location:
Responding Officer Name:
Policy Report #:

### Your Vehicle (Vehicle #1)

Make/Model:
License Plate # /State:
Your Injuries:

### Other Vehicle (Vehicle #2)

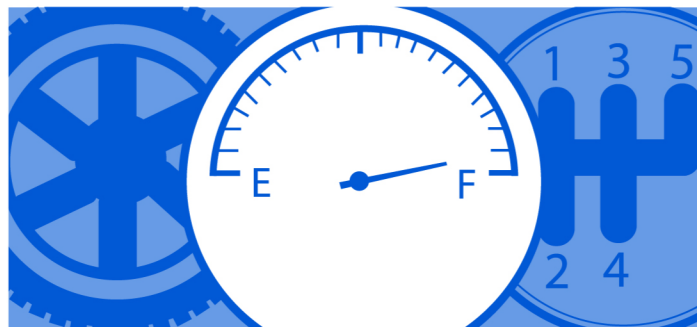
Year/Make/Model:
License Plate # /State:
Driver's Name:
Address/Phone:
Driver's License #:
Injuries:
Insurance Provider:
Policy #:

### (Passengers/Pedestrians/Witnesses)

#1. Name:
Age:
Address:
City, state, zip code:
Phone:
#2. Name:
Age:
Address:
City, state, zip code:
Phone:
#2. Name:
Age:
Address:
City, state, zip code:
Phone:

### Owner's Information – If Different Than Driver

Name:
Address:
City, state, zip code:
Phone:
Name:
Email:



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**Nycom, Inc Driver Policy – Addendum 1 – Accident Reporting**

**Accident Reporting**

- Drivers involved in an accident, regardless of fault, must report the incident to their supervisor immediately – within 2 hours – utilizing the Nycom incident report in the safety manual.
- In the event of an accident, drivers must exchange information with the other party involved and contact law enforcement to obtain an accident report. Law enforcement is to investigate the scene.
- Company vehicles must not be moved from the accident scene until instructed to do so by law enforcement or company representatives.

**Consequences for Policy Violations**

- Violations of this policy may result in disciplinary action, up to and including the revocation of driving privileges.
- Repeated violations or serious infractions may result in termination of employment.

**Policy Review and Updates**

- This policy will be reviewed periodically, and updates may be made as necessary.
- Employees will be notified of any changes to the policy.

By signing below, I acknowledge that I have received, read, and understand Nycom's Driver Policy.

I agree to comply with all the rules and guidelines outlined in this policy.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_