



Business Office
435 Stanley Avenue
Chambersburg, PA 17201
(717) 261-9281 Fax (717) 261-3321

Vehicle Agreement and Policy

No. 710.1 AR 3

Employee: _____ Date: _____

Building/School:: _____ Position: _____

Driver's License No. _____ Expiration Date: _____

District Policy Statement and Commitment

Our motor fleet safety program has been implemented to promote safe driving on and off the job. When properly implemented, this program can help reduce the frequency and severity of crashes and violations in our vehicle operations. Our focus is on reducing the financial burden of crashes and the accompanying human suffering. It is equally important that we present a strong public image of a company that puts safe drivers on the road.

The Facility Operations Assistant Supervisor is appointed our Fleet Coordinator with responsibility for managing vehicle and driver safety issues. He has authority to implement our vehicle safety program and is accountable to The Facility Operations Supervisor for its effectiveness.

Our Fleet Coordinator is responsible for investigating, documenting, contacting, and maintaining communication with our insurance carrier and following-up on automobile claims handling.

The purpose of this Agreement and Policy is to specify the terms and responsibilities under which CASD vehicles will be operated. The overall cost of maintenance, providing insurance, and potential impact of accident cost directly impact CASD. Therefore, it will be the employee's overall responsibility to represent the CASD best interest when operating the assigned vehicle.

This program has been designed to address vehicles driven by or for:

- Maintenance Personnel
- Delivery Operations
- Transport operations between facilities (Band, Chorus, etc.)
- Technology Department
- Related business purpose when using company vehicles

Authorized Use

The employee is authorized to use the described vehicle for business purpose. No other drivers may operate the vehicle unless authorized. Other use for personal purposes is prohibited. Violation may result in disciplinary action including, but not limited to, loss of driving privileges and/or termination.

Employee Responsibilities

- Seat belts must be used by driver and all passengers.
- No smoking is permitted in district vehicles.
- Do not use controlled substance or alcohol prior to or when operating a motor vehicle. Be aware of possible adverse effects of prescription drugs.
- Obey and observe all traffic laws.
- Observe posted speed limits and rules of the road.
- Be courteous to other drivers and pedestrians.
- Ensure that all company policies with respect to operation of the assigned vehicle are followed.
- Never leave the keys in the vehicle. Never leave materials or inventory in plain view where they will be susceptible to theft or damage. Drivers are responsible for the security of vehicles and cargo.
- Lock an unattended vehicle.
- Ensure that the vehicle is maintained in a safe operating condition. Repairs must be made promptly. Scheduled maintenance will be performed on a timely basis.

Alcohol / Drug Policy

Under no circumstance will any authorized driver operate a company vehicle while under the influence of alcohol or controlled substance. Violation of this policy will result in disciplinary action as outlined in this policy. CASD is a drug free workplace.

Accident Reporting Procedures

All accidents must be reported immediately. Take the following steps:

- Stop the vehicle and render aid to any injured persons.
- Report the accident immediately to your supervisor.
- Do not move your vehicle until told to do so by police authorities and only after the circumstances of the accident have been properly documented.
- Complete the accident report packet located in each vehicle. Do NOT make statements regarding responsibility. Relate only the facts you know.

Insurance / Motor Vehicle Records

Each CASD vehicle is required by state law to contain an insurance identification card. The card must be placed in the glove compartment. It is the driver's responsibility to ensure that the current ID card is in the vehicle. Replacements can be obtained from the office.

The cost of our insurance is directly tied to the driving experience of authorized drivers. CASD will periodically check the driving records of all authorized drivers. Any driver's record which does not support operation of a company vehicle may have their driving privileges suspended.

Disciplinary Procedure

Authorized drivers who violate this or other company policies and programs relating to vehicle operation may be subject to disciplinary action. Nothing in this section shall be constituted as limiting management's right to utilize discretion in enforcing its policies.

Examples include but are not limited to:

- Loss of driving privileges
- Termination
- Demotion to a non-driving position
- Loss of driving privileges until completion of an approved driver safety course. Such a course will be completed at driver's own expenses and on driver's own time.
- Other actions deemed appropriate by management

Gasoline Credit Cards

Oil company credit cards may be issued to facilitate ease in maintenance and operation of the assigned vehicle. The cards are for use only by the assigned driver. The cards are for the use of refueling only. All other maintenance must be authorized by appropriate CASD managers.

Vehicle Inspection Program

Every driver should perform a daily pre-trip inspection of the vehicle to ensure that lights, horn, brakes, tires, steering, windshield wipers, parking brake, etc. are operating properly. They should also do a post trip inspection to record any deficiencies or problems with the vehicle that need attention or repair. A simple form should be used to document these inspections and to pass information on to the person responsible for having any repairs or maintenance done.

In addition to the daily or trip inspections, a more thorough inspection of the vehicle should be done by a mechanic at least annually and the results documented in the vehicle's file.

I have read this agreement and I agree to comply with its terms.

Employee

Date

Employer

Date