

Company Vehicle Policy and Driver Handbook

1. Operations Vehicle Program

- The Primary purpose of the company provided vehicle is for GPS Hospitality business use. Employees eligible for assignment of a company vehicle are selected at the discretion of the company's chief executive officer and president. It is the responsibility of each driver to ensure that company vehicles are driven in accordance with this policy. Failure to comply with this policy may result in the revocation of Company vehicle privileges, as well as disciplinary action up to and including termination.

2. Authorized Drivers

- Prior to vehicle assignment, an eligible employee must prove that he or she has a valid driver's license which is not suspended or revoked in any state and must be at least 21 years of age. If, for any reason, an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the Human Resources Director be notified immediately.
- Drivers are permitted to use the vehicle for limited personal use, however no other non-employee is authorized to operate the company vehicle without proper written authorization prior to allowing another individual to drive the company vehicle.
- Employee Fleet drivers are authorized to drive any company vehicle in the fleet.
- The GPS Hospitality employee is solely responsible for the company vehicle and will be held financially or legally liable if the vehicle policy is violated.

3. Loss of Company Vehicle Privileges

- GPS Hospitality's vehicle policy is designed to promote safety and to protect its drivers, vehicle occupants, employees, associates, customers and the general public, as well as safeguard company assets. The company may revoke driving privileges and/or seek full reimbursement from a driver for a loss occurring as a result of violation of the vehicle policy, negligence or willful misconduct by the authorized driver entrusted with the care, custody, and control of the company vehicle.
- Negligence, or willful misconduct includes, but is not limited to, the following events if it is determined that the operator of the vehicle committed any of the following violations:
 - Driving under the influence (DUI) of alcohol or drugs.

- Felony, homicide or manslaughter involving use of a motor vehicle.
- Operating a company vehicle without a valid driver's license.
- Leaving the scene of an accident (hit & run).
- Misrepresenting the facts concerning an accident.
- Reckless Driving.
- Failure to attend a court ordered driving course.
- Operating a company vehicle in an unsafe condition, while having prior knowledge of such condition.
- Causing damage to a third party arising from the driver's negligence or willful misconduct.
- Company vehicle use for any purpose in violation of federal, state or local laws.
- Motor vehicle theft.
- Carrying a weapon of any kind in the company vehicle.
- Towing of any object with the company vehicle (i.e., car, boat, trailer, etc.)
- The company vehicle may not be used to conduct any other business (including the Authorized Driver's self-owned business), or while the authorized driver is acting as an agent of another company or organization.
- Conviction of sales, handling or use of illegal drugs.
- Authorized Drivers who are issued violations as the result of refusal to submit to a chemical test or reckless driving resulting in injury or property damage, will have their company vehicle driving privileges immediately revoked. The assigned employee may be subject to further disciplinary action, up to and including termination.

4. Safety Guidelines

- It is mandatory that seat belts be used by all occupants of a company vehicle, at all times, without exception. It is the driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the vehicle. Any malfunctioning seat belt should be repaired and replaced by the employee immediately.
- Smoking is strictly prohibited inside a Company vehicle.
- The company expects all employees to obey all traffic laws, and prohibits employees from driving under the influence of drugs and alcohol, including prescription drugs. If an employee is taking prescription drugs on a doctor's orders, he or she must immediately notify the Human Resource Director if the drugs affect their driving ability.

- Company vehicles should not be used to transport flammable items, firearms, or other hazardous materials.

5. Traffic, Parking & Toll Violations

- Prompt payment of fines resulting from traffic, parking, or toll violations is the responsibility of the GPS Hospitality employee assigned to the company vehicle. The cost of any unpaid violations submitted to GPS Hospitality shall be deducted from the assigned employee's next expense report.
- Excessive speeding violations and/or accident history may exclude a driver from being covered by company provided insurance and may make them ineligible to receive a company provided vehicle.
- All traffic violations and parking tickets should be reported to the Human Resource Director as soon as possible. Under no circumstances are traffic or parking fines to be charged to the company.
- A driver with three (3) moving violations or any combination of three accidents and/or moving violations within a three-year period may be prohibited from driving a company vehicle.

6. Vehicle Maintenance & Registration Renewal

- Every driver of a company vehicle is expected to maintain his or her assigned vehicle in a safe operating condition. Maintenance schedules outlined in your vehicle's owner manual should be adhered to and receipts maintained documenting that prescribed service work was completed. Particular attention should be paid to the maintenance requirements for keeping the warranty of your vehicle in effect.
- Company vehicles should not be fitted with a trailer hitch or any other after-market alterations without prior authorization from the company.
- No bumper or window stickers should be affixed to a company vehicle unless prior consent is received from the Company.
- Both the interior and exterior of the company vehicle should be kept clean at all times.
- It is the driver's responsibility to be aware of the expiration date of the registration and to notify home office if renewal information has not been received thirty (30) days prior to expiration.

- If there are any preconditions required for registration renewal (i.e., emissions testing, VIN inspection, etc.) the driver is responsible for completing prior to renewing the registration.
- Company vehicle odometers shall be governed in accordance with the following federal odometer laws and regulations:
 - Change of mileage indicated on the odometer is prohibited. No person shall disconnect, reset, or alter the odometer of any motor vehicle with intent to change the number of miles indicated thereon.
 - Operation of a motor vehicle with the knowledge of disconnected or non-functional odometer is prohibited.
- Any company employee who knowingly violates the federal laws specified above will be immediately terminated and the company may pursue available civil remedies.

7. Mileage Reporting Requirements

- Odometer readings and mileage are to be recorded at the end of the month using the GPS Hospitality Mileage Report (Exhibit A) and submitted to the home office. Reporting of personal miles driven in a company vehicle is required by the IRS and failure to report mileage monthly will result in disciplinary action.

8. Leave of Absence (LOA)

- In the event a driver is on a leave of three (3) months or less, the driver's company vehicle privileges shall continue.
- In the event a driver is placed on leave greater than three (3) months, company vehicle privileges may be discontinued for the duration of such leave. GPS Hospitality retains the right to remove the vehicle from the driver's possession and place it in storage or reassign it to another employee.
- When the employee returns to work, another vehicle may be assigned if their previous vehicle is no longer available.

9. What to do in case of an Accident

- All accidents, no matter how seemingly inconsequential, must be reported to the Human Resource Director.
- A GPS Hospitality Accident Reporting Form (Exhibit B) must be filled out as completely and as quickly as possible for submission to the Human Resource Director.

- The driver must notify the local police and state motor vehicle authorities of the accident.

- If the employee grants permission for someone to drive their assigned vehicle without prior written consent from the company, the employee will be considered financially responsible for all damages and vehicle repairs.

10. How to Report an Accident

- If you are involved in an accident, it is necessary to follow the procedure outlined below:
 - If anyone is hurt, call for medical assistance.
 - Immediately following an accident, stop and investigate what damage might have occurred to the vehicle.
 - Get the names and addresses of the owner(s) and driver(s) involved, license number and registration number of the car(s) involved and the names and addresses of any passengers in the vehicles connected with the accident.
 - Get the name of the other party's insurance company and insurance policy number.
 - Get the names and addresses of witnesses, if any.
 - If law enforcement officers are present at the scene, note their names, badge and precinct numbers. If no police officers are present, try to have one called to the scene of the accident.
 - Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
 - Sign no statements for anyone except an identified representative of the insurance company covering the assign vehicle.
 - Contact the Human Resource Director within the first 24 hours preceding the accident so a preliminary accident report can be taken.
 - Complete all reports required by local law enforcement and state motor vehicle authorities. If you need help completing these reports, request help from your local police department, state motor vehicle office, or the Human Resource Director.

- If any demand, claims or summons is served to an employee involved in an accident asserting liability against the employee, contact the Human Resource Director immediately.
- If the collision involves an unattended vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately telling them that you have attempted to make contact with the owner.
- There are **NO EXCEPTIONS** to the above requirements. Failure to comply with this procedure could have serious consequences for GPS Hospitality and your association with the company.

11. Stolen Vehicle

- If your company vehicle is stolen, report the theft immediately to the local police and to the Human Resource Director. Obtain a copy of the police report filed. Maintain one copy for your files and submit another to the Home Office.
- Any attempted break-in or theft of items from a company vehicle must be reported to the local police department. GPS Hospitality requires that the following information be provided to the Human Resource Director:
 - The name, badge and precinct number of the police officers responding to your call.
 - A list by model and serial number of any equipment which was stolen.
 - The date and location of where the theft occurred.

12. Rental Vehicles

- Rentals obtained as a result of company vehicle maintenance or accident repair, are limited to a rental term of 30 days, at a maximum of \$50 per day. In the event that an extension of this period is required, the driver must notify the Human Resource Director and provide an explanation for the extension.

13. Cell Phone Usage

- Cell phone use while driving should be kept to a minimum. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, Drivers should complete calls while the vehicle is parked and/or use the phone in a “hands free” mode via a

headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.

- Texting is strictly prohibited while driving. Under no circumstances should any Driver text and/or email via phone while driving.

COMPANY AUTO POLICY ACKNOWLEDGEMENT OF RECEIPT

I have received the Company Automobile Policy. I understand that it is my responsibility to read and comply the policy

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Employee's Signature

Employee's Name (Print)

Date

(EXHIBIT A)



Mileage Report

Employee Name: _____

Month Ended: _____ Dates Covered: From _____ to _____

Beginning Mileage: _____ (must tie to prior month ending mileage reported)

Ending Mileage: _____

Total Miles Driven: _____

Business Miles: _____

Personal Miles: _____

Signature: _____

(EXHIBIT B)



Accident Reporting Form

Date of Loss : _____

Time of Loss: _____

Company Vehicle Involved: _____

Yr.

Make

Model

VIN Number

Location of Accident: _____

Employee (Driver's Name): _____

Address: _____

Phone Number: _____

DOB: _____

Driver's License #: _____

Description of Accident: _____

Company Vehicle Damage (Where): _____

Police Report Agency: _____

Report #: _____

Officer: _____

Ticket Yes or No: _____

Where is vehicle? _____

Other Party Driver Name: _____

Address: _____

Phone Number: _____

Insurance Company: _____

Vehicle Involved:

Yr.

Make

Model

VIN Number

License #

Passenger's Name: _____

Address: _____

Injured Yes or No? _____

Passenger's Name: _____

Address: _____

Injured Yes or No? _____



Updated: 10/29/2012

Company Vehicle Allowance Policy

- GPS Home office employees at the VP level will receive a vehicle allowance of \$800 per month and Director's will receive \$350 per month.
- VP/Director level employees must drive full size vehicles that are able to comfortably seat 4 adults. Exceptions to the guidelines can only be made by the Chief Executive officer and President.
- Vehicle allowances are gross amounts and are subject to all state and federal payroll taxes.
- Vehicle allowances will be included in the employee's bi-weekly payroll.
- In addition to the vehicle allowance, Director of Operations, Vice President and above employees will receive reimbursement for actual gas and Home Office Director's will receive reimbursement of actual gas up to \$100 per month. No other costs of ownership will be reimbursed and the employee must provide insurance for the vehicle at minimums consistent with GPS requirements.