

Calco Concrete Pumping, Inc.

PERSONAL USE OF COMPANY VEHICLES

A number of our employees are provided with company owned or leased vehicles for vehicles for business needs. In many cases, these vehicles are in your control around the clock. All employees driving on behalf of the company are required to operate their vehicles safely and legally at all times. This includes any personal use as well as business use activity.

The following “Rules of Personal Use” are effective immediately and are to be adhered to whenever operating a company supplied vehicle for personal purposes.

Supervisory personnel are to discuss and review these rules with all authorized drivers currently employed. In addition, all newly hired personnel, authorized to drive as part of their duties must acknowledge receipt of this directive prior to being assigned a vehicle on behalf of Calco Concrete Pumping Inc, and its affiliates.

Directive compliance will assist you in understanding permissible personal use of Company vehicles!

All drivers are to receive this directive immediately with signature acknowledgment files with Corporate Risk Management.

Directive: Personal Use of Company Owned Vehicles

- 1. Only Company employees and their spouses who have been prequalified to operate vehicles for the company are authorized to drive company owned vehicles for personal needs. The ONLY exception to this is when injury and/or death is imminent and the vehicle must be operated by others in an emergency.**
- 2. Personal use of company vehicles should be kept to a minimum. Company vehicles will not be used for vacation trips or other extended, non-business trips unless specific prior approval has been granted.**
- 3. A company vehicle being used for personal activity shall be operated in accordance with our established rules of operation for business activity.**
- 4. All fines, defense costs and other legal penalties arising out of ticketed offenses are the responsibility of the driver.**
- 5. When an employee uses a company vehicle he is also responsible for any damages that has occurred during personal use. You must provide a certificate of insurance from your insurance company prior to using a company owned vehicle.**

PERSONAL USE OF COMPANY VEHICLES (CONTINUED)

Acknowledgment

I have received, read and understand these rules. For the safety and well being of myself, my clients and the general public, I agree to these rules at all times. I also understand that failure to follow these practices will result in disciplinary measures up and including dismissal.

Employee Signature: _____

Date: _____