



Vehicle Policy

January 8, 2014

1. PURPOSE

- To define the terms and conditions by which employees are entitled to drive the Company vehicle.
- To set best practice guidelines for use, tracking mileage and maintenance of the vehicle.
- To detail the responsibilities of approved drivers.
- To define a replacement schedule.

2. SCOPE

- a. This policy applies to all Marmot employees.
- b. Marmot owns a Company vehicle for business use according to the following guidelines and retains the right to amend or terminate this Policy at any time.

3. DRIVER APPROVAL

Employees who hold a valid Colorado driver's license and are insured against liability for driving, as required by state laws, meet the driver approval standards of this Policy. The employee's driving record must be acceptable to the Executive Director and Marmot's insurance carrier to be authorized to drive in the course or scope of employment.

4. CHANGE IN DRIVER STATUS

Employees approved to drive on Company business are required to inform the Executive Director or Business Manager of any changes that may affect their legal or physical ability to drive or their continued insurability.

5. PASSENGERS

Non-employees and non-business passengers (e.g. family members and friends) are prohibited from riding in the Company vehicle.

6. SAFETY

Employees who drive a vehicle on Company business must exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Employees are not allowed to use alcohol, tobacco, or any other drugs that may impair their ability to drive safely on Employer business.



7. MAINTENANCE AND SERVICING OF COMPANY VEHICLE

- a. **Maintenance:** It is the responsibility of Jason Stow, Workstation Technician, to ensure that the Company vehicle is properly serviced and maintained in accordance with the recommendations of the manufacturer and to arrange for such service in line with the provisions laid down by the Company at that time. A Company credit card will be used for all Company vehicle expenses.
- b. **Incident Reporting and Repair:** ALL damage to the Company vehicle (including scratches, scrapes, window damage etc.) must be reported to Jason Stow within 24 hours of the incident and damage must be repaired within one month of being reported. Delays in reporting damage and subsequent repair can result in increases to the final cost of repair.
- c. **Driver's Responsibility:** Drivers of the Company vehicle are responsible for ensuring that:
 - Mileage is recorded at the beginning and end of each use.
 - Company vehicle is returned with at least a half-tank of gas.
 - Oil and tire pressure are checked routinely during use.
 - Oil level is checked whenever gas tank is filled.
 - Damage is reported within 24 hours.
 - The Company vehicle is driven with due care and attention.
 - Unauthorized drivers are not allowed to drive the vehicle.

8. OFFENCES AGAINST THE ROAD TRAFFIC ACTS

Employees are personally responsible for any driving infractions, fines or other penalties for illegal parking, speeding or similar breaches of the Road Traffic Acts or other Statutory Regulations that occur as a result of their driving.

9. REPLACEMENT SCHEDULE

The Company vehicle will be replaced when the maintenance costs exceed the cost of a new vehicle or to avoid major maintenance expense. Depreciation and maintenance are two direct costs that should be considered when deciding when to replace the Company vehicle. Indirect costs such as increasing repairs, downtime and feature upgrades should also be considered.