

# COMPANY VEHICLE USE EXPECTATIONS

The following pages contain the Usage Expectations for the operation of the company vehicle, which has been furnished to provide you with adequate, safe and economical transportation in the performance of your duties. Since the company vehicles represent a substantial investment by Heartland Industries, Inc., Hearth Residential Homes, Inc., Adult Life Programs and Montana Achievement Project (All listed companies will be collectively known as the "Company"), we ask your assistance in keeping operating expenses to a minimum.

Please review the vehicles usage expectations carefully, and then keep this information in the vehicles glove compartment and on the clipboard. Mike or Barb Hillenbrand will answer any questions you may have about company vehicles policies and procedures.

The company endorses as company rules all applicable state motor vehicles regulations relating to driver responsibility.

- All accidents, regardless of severity, must be reported.
- No unauthorized riders, hitch-hikers, etc. are allowed in company vehicles.
- Under no circumstances is a company vehicle to be driven by a non-employee except in emergencies, in case of repair testing by a mechanic.

You, as the assigned driver/custodian of the company vehicle, are held responsible for:

- The proper care and maintenance of the company vehicle.
- The safety of your passengers - including yourself.

## Use of the Vehicle:

- Treat the Company vehicle as though it were your own! You are responsible for the care and safety of passengers and the vehicle.
- Drivers will be responsible for the supervision of individuals while being transported. All drivers and passengers, operating or riding in company vehicles, must wear seat belts and shoulder straps, if provided (even if air bags are installed). Failure to comply with this regulation will result in immediate termination.
- Drivers should not operate a company vehicle for at least eight (8) hours after working fifteen (15) continuous hours.
- No driver shall operate a company vehicle when his/her ability to do so safely has been impaired, affected, or influenced by alcohol, drugs, medication, illness, fatigue, or injury.
- Each driver is responsible to ensure that his/her vehicle is in safe operating condition and is not allowed to operate the vehicle with defective steering or brakes or any other defect that would inhibit safe operation during current and foreseeable weather and light conditions.
- Drivers must honor posted speed limits. In the event of adverse driving conditions, drivers are required to reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, light, and traffic.
- Drivers are required to maintain a safe following distance at all times. Drivers should keep a two (2) second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four (4) seconds.
- Drivers must yield the right of way at all traffic controls, signals, and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake, at anytime. Pedestrians and bicycles in the roadway always have the right of way.
- Drivers are required to stay to the right at all times, except when passing in a legal passing zone or preparing for a left-hand turn.
- Each time you use the company vehicle, complete the information requested on the mileage log, which is located \_\_\_\_\_ . The clipboard may stay in the vehicle and keys should be returned to \_\_\_\_\_ when you are finished using the company vehicle. There will also be a monthly calendar attached to the clipboard. If you know you will need the company car for an out-of-town meeting

or other business purpose on a specific date, please indicate it on the calendar. If you will have the car for a block of time or for the entire day, also indicate that on the calendar.

- During inclement periods, all windows, mirrors, head lamps, tail-directional lamps should be fully cleared of dirt, ice and snow.
- Smoking in the company vehicles is not allowed.
- Drivers must promptly report all summonses received for moving violations during the operation of a company vehicle to their supervisor. You are responsible for any parking tickets, traffic violations and the resulting fines.
- Any driver who has a driver's license revoked or suspended shall immediately notify his/her supervisor and discontinue operation of the company vehicle. (NOTE: Operating a company vehicle or personal, leased/rented on company business while under a driver's license suspension, will result in termination of employment.)
- In the event of an accident, the driver will fill out all required accident reports. The police should be called if an accident involves another vehicles or significant damage to property. If an accident or breakdown occurs after 4:00 PM, drivers will attempt to contact Mike Hillenbrand at 320-979-3840 or Barb Hillenbrand at 320-979-5878.
- Drivers are responsible to ensure the security of company vehicles. The vehicle engine must be shut off, ignition keys removed, transmission in park, reverse or low gear, parking brake applied, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- The company vehicles are automatically insured under a policy purchased by the Company. providing liability coverage, excluding physical damage. A "proof of vehicles insurance coverage" card is provided for the company vehicle. This card is kept in the vehicles glove compartment.
- If you must take the vehicles to your home, it is your responsibility to properly store the company vehicle. No reimbursement is made for home storage. If you are unable to garage the vehicle, park it in a safe location, not on a heavily traveled street.
- While our vehicles are covered by liability insurance, due to the high deductibles, any company vehicle damage that is caused by employee neglect, recklessness, or careless actions shall result in an internal investigation to determine the cause of the damage and the cost of repairs. Employee(s) who are determined to have engaged in reckless, and/or careless use of company vehicles or reckless and/or careless actions around company vehicles that have caused damage will be subject to fines up to \$100, written warnings, unpaid disciplinary suspensions, termination of employment or other disciplinary action.
- You are responsible for the interior and exterior of the vehicles you drive. Keep the interior of the company vehicles clean. Conduct pre and post inspections with every use and report and damage to the Site Director/Supervisor immediately. No consumption of beverages or food by employees or consumers while in the vehicle at any time. Do not leave personal items or refuse in the vehicle. The Company will inspect the vehicles periodically.
- Self-service islands at service stations should always be used when refilling the company vehicle, due to cost per gallon savings. Check oil level and tire pressure each time you refill the company vehicles with fuel.
- To guard against vehicles or contents thefts, the company vehicles should always be locked when unattended. Items attractive to "would-be" burglars, such as brief cases, attaché cases, cameras, video equipment, etc. should always be locked in the trunk or covered, when the vehicles are unattended.
- It is required that drivers of the company vehicles find a safe place to park before using a cellular phone. Never talk on the phone while driving.
- Loose items should never be stored on the dash or rear window ledge, since they present a "flying missile" exposure should vehicles be required to stop suddenly or impacted. Such items are best transported in the trunk.

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Employee Signature

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Date