

## Vehicle Usage Policy

**Quality Electric** has developed a vehicle usage policy. Company owned vehicles and / or those used by company employees will be operated in a safe and economical manner. The guidelines are:

- 1 Operate vehicles in a manner consistent with the Driving Policy of **Quality Electric**. Operating any vehicle outside outlined rules in the Driving Policy may result in forfeiture of all driving privileges;
- 2 All traffic violations received while operating the assigned vehicle will be paid by the employee;
- 3 Report vehicle defects and needed repairs to company management so necessary repairs can be made;
- 4 The employee is not to give permission for the vehicle to be driven by any other person, including family members. Specific permission must be obtained from the President Jay Hintze;
- 5 Report all accidents to the Operations Manager consistent with **Quality Electric's** "Accident Reporting Policy".
- 6 Perform a Vehicle Inspection Report on a weekly basis and turn into Operations Manager or email to [reports@qeidaho.com](mailto:reports@qeidaho.com).

I have read, understood and agreed to the terms set forth in this Vehicle Usage Policy.

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Employee's Printed Name

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Employee's Signature

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Date