



Personal Vehicle Use Policy January 2021

PURPOSE

The purpose of the Personal Vehicle Use Policy is to outline restrictions and guidelines surrounding the use of personal vehicles during the course of a working day. The “company” as referred to in this procedure is referencing AVESI, Inc. or AVESI.

POLICY

AVESI, Inc. recognizes that employees may under special circumstances and with supervisor approval, occasionally use their own personal vehicle to mobilize to or between work locations. All employees must review and acknowledge acceptance to this policy to be eligible to use their personal vehicle and be reimbursed for mileage.

Personal vehicle use would only be authorized when an employee prefers to use their personal vehicle over the provided project vehicles/transportation due to social distancing or similar employee concerns. NOTE: employees are never required to use their personal vehicles. Personal vehicle use is by choice and must be approved by the appropriate AVESI supervisor.

When authorized, employees who use their personal vehicle will be reimbursed for mileage through the expense reporting process. Employees shall only be authorized to use personal vehicles upon meeting the following conditions:

- Possess a valid driver's license for the vehicle in good standing;
- Possess a clean driver record – no citations, tickets, restrictions;
- Vehicle is legally registered;
- Vehicle has been deemed safe to operate and maintained as such;
- Employee holds current State required minimum automobile insurance;

All employees driving ANY vehicle must follow all of the State mandated rules of the road as well as project site specific rules. All vehicle operators are responsible for using the vehicle in a safe and responsible manner and are to abide by all traffic laws while operating a vehicle. Drivers and passengers are required to wear their seatbelts at all times, with no exceptions.

Personal vehicles are not authorized to carry cargo/supplies or samples related to project work.

An employee authorized to drive their personal vehicle, who has his/her driver's license revoked or suspended shall notify the Company immediately shall immediately cease ANY driving on behalf of the company, project, or client.



Personal Vehicle Use Policy January 2021

An employee requesting personal vehicle use approval is subject to driving record review by company officials.

The use of illegal drugs/substances is prohibited, and operators are not to be under the influence of prescription drugs that cause drowsiness and other forms of impairment that prohibit the safe usage of motorized vehicles. Likewise, employees must be in sound physical condition and mental awareness while operating a motor vehicle or equipment.

Usage of all handheld devices (examples: cell phones, PDA's, MP3 Players, GPS) is strictly prohibited while driving. Drivers are required to pull over to a safe location and park the vehicle before operating handheld devices and automobile controls.

Mileage Rates for Reimbursement

If an employee is authorized to drive their personal vehicle, standard government rates will apply as outlined at <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-mileage-rates/pov-mileage-rates-archived#auto>

This rate takes into account all vehicle operational expenses including fuel, oil, maintenance, insurance, depreciation, etc. (Note: Mileage subject to changes).

In addition, any parking expenses or tolls an employee incurs during authorized use will be reimbursed by the company through expense reporting with applicable receipts. However, the company will not reimburse any parking tickets, speeding tickets or other fines/costs incurred while driving.

Additionally, any costs associated with the maintenance, fuel, vehicle breakdown, or damage incurred while driving a personal vehicle will not be reimbursed.

In order for employees to receive reimbursement, mileage must be documented and submitted via the company Expense Report Form. Employees are expected to record the number of miles driven on the Expense Report Form and submit the form to their manager for approval. For any parking reimbursement, employees must also attach the original parking receipt to the form for approval. Vehicle expenses submitted without original receipts will not be reimbursed.

Employees cannot claim mileage for a lunch break or the normal daily commute to/from work. Employees must honestly report their mileage usage; employees caught making false claims, exaggerating miles driven, claiming miles that were not related or any other misreporting will be subject to disciplinary action up to and including termination.



Personal Vehicle Use Policy January 2021

Limit of Liability

The company will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle by choice. The company is not responsible nor liable for any items in employee personal vehicles that may be illegal or restricted (i.e., firearms, weapons, ammunition, etc.).

All employees are required to review and acknowledge understanding to this policy by signing in the space provided on the attached acknowledgement page order to be eligible for reimbursement of personal vehicle mileage.



**Personal Vehicle Use Policy
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ACKNOWLEDGEMENT

As an employee of AVESI, Inc., I _____ (printed name) acknowledge that I understand and agree to the terms of personal vehicle use as outlined in the Personal Vehicle Use Policy.

Employee Signature _____ Date _____

Furthermore, due to COVID concerns I have opted to drive my personal vehicle where authorized at the project level to avoid additional overall exposure to the virus.

Employee Signature _____ Date _____

Signed page must be returned to David Kirkton at davidkirkton@avesi-usa.com.