



Company Vehicle Policy

Purpose

The purpose of this policy is to provide clear guidelines surrounding the use of Acres company vehicles.

Scope

This policy applies to all employees in receipt of a company vehicle or running company equipment.

Definitions

Company Vehicle refers to any vehicle or equipment leased, rented, or owned by Acres provided for business use to authorized employees.

Authorized Employee refers to any employee who is qualified to operate a company vehicle and has completed a Company Vehicle Policy Acknowledgment and Agreement.

Policy

Company vehicles will be made available to eligible employees on a project-by-project basis based on project requirements and fleet availability. Use of a company issued vehicle is extended to employees as a privilege and should not be considered an employee right.

Driver's License

Employees operating company vehicles are required to possess a valid British Columbia driver's license in good standing and the license held must be valid for the type of vehicle being operated. An authorized employee who has had their British Columbia driver's license revoked or suspended shall notify Human Resources immediately. In this event, the operator shall immediately cease use of company vehicles.

Driver's Abstracts will be collected and reviewed upon hire and annually throughout employment to confirm driver's license validity as well as any suspensions, convictions, and demerits.

Terms and Conditions

Employees authorized for the use of a company vehicle must understand and adhere to the following terms and conditions:

- 1) All company vehicles are the property of Acres.
- 2) A Vehicle Inspection must be completed prior to operating a company vehicle.



- 3) The employee is the ONLY authorized operator of the company vehicle.
- 4) Damage to the company vehicle shall be reported immediately to the Equipment and Resource Manager and a property damage report (DocID HSE.050) submitted with photographic evidence.
- 5) If a company vehicle is involved in an accident, the operator must notify the Equipment and Resource Manager immediately and follow all procedures that are established and required by:
 - a) Acres client sites
 - b) Acres policies and procedures
 - c) Acres insurance carrier
- 6) All operators are responsible for obeying all motor vehicle laws, maintaining the vehicle properly at all times and following Acres policies and procedures.
 - a) All operators must complete the appropriate Daily / Weekly checklist.
 - b) All occupants of company vehicles are required to wear a seatbelt at all times.
 - c) Employees shall not operate company vehicles while under the influence of alcohol, marijuana, illegal drugs or prescription drugs that cause drowsiness and other forms of impairment that prohibit safe use of motorized vehicles.
 - d) All cargo must be secured and safely stored at all times to prevent unintentional movement, damage to the vehicle and/or cargo.
 - e) Company vehicles should be kept clean and free of refuse at all times.
 - f) Operators will be financially and otherwise responsible for tickets and fines received while operating a company vehicle.
 - g) Use of handheld devices is strictly prohibited while operating company vehicles.
 - h) Company vehicles are subject to mandatory scheduled maintenance as per the manufacturer's guidelines including but not limited to oil changes and safety checks. Company vehicles requiring maintenance and/or repairs must be coordinated through the Equipment and Resource Manager.
 - i) Company vehicles should be parked in a secure location. It is the responsibility of the employee to ensure that every reasonable measure is taken to properly secure the vehicle.
 - j) All drivers must report to the scales per DOT as applicable based on weight requirements.
- 7) Personal use of the company vehicle is strictly prohibited.
- 8) Employees residing more than 45 kilometers from their designated head office are required to store their company vehicle at the head office or project site. Personnel in this situation will be responsible for arranging their own alternative transportation to and from work.



- 9) Excluding on-site transportation, under no circumstances are non-management employees permitted to carpool in company vehicles or vehicles covered under the vehicle allowance program.
- 10) Smoking is prohibited in all company vehicles.

Employees in violation of this policy will result in:

- suspension or termination of use of company vehicle privileges
- the employee being financially responsible for repairs / replacement.
- progressive disciplinary action up to and including termination of employment.

Termination of Employment

On termination of employment, the employee must return all company property in the same condition they received it.



COMPANY VEHICLE ACKNOWLEDGEMENT & AGREEMENT

Acres employees are required to complete the Acres Company Vehicle Acknowledgement and Agreement before they are authorized to drive / operate a company vehicle.

The original signed copy will be stored by Human Resources with a copy of the signed document to be provided to the employee.

I have read and understand the Acres Company Vehicle Policy and agree to follow the provisions therein.

_____	_____	_____
Date	Employee Name	Employee Signature

NOTES:



VEHICLE INSPECTION

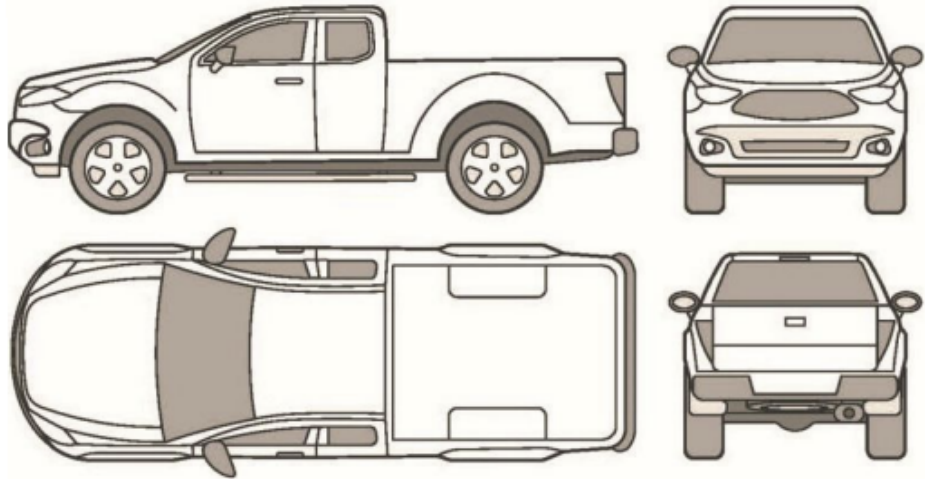
Original signed copy to be stored in the equipment file with a copy to the employee.

Check-out Date: _____ Employee Name: _____
 Check-in Date: _____ Shop Representative: _____

Please note on diagram any:

S = Scratch
 D = Dent
 O = Other

Unit Number: _____



	CHECK-OUT	CHECK-IN
Clean Inside		
Clean Outside		
License Plate		
Spare Tire		
Fire Extinguisher		
Acres Logos		

	CHECK-OUT	CHECK-IN
Mileage		
No Smoking		
Windshield		
Windows		
Mirrors		

Notes: _____

 Check-out Employee Signature

 Check-out Shop Representative Signature

 Check-in Employee Signature

 Check-in Shop Representative Signature