

1500. CORPORATE VEHICLE POLICY

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Authorized Vehicle Use

The operation and use of credit union vehicles is limited to employees of the Credit Union and associated non-credit union employees on official credit union business. Driving records will be reviewed by the Chief Operating Officer and a determination of eligibility will be made based on employee driving records, past driving history and prior personal insurance history. Only employees passing this review with a valid and current drivers license will be allowed to operate a vehicle as well as any other information requested by management. The Credit Union will provide full coverage insurance through CUMIS on all corporate vehicles.

Unauthorized Vehicle Use

The following uses of credit union vehicles are prohibited:

- Use of a credit union vehicle without proper authorization
- Transporting unauthorized personnel or illegal materials
- Off road use
- Smoking within the vehicle, for which fines up to \$300 will be levied if violated
- Driving a credit union vehicle while under the influence of alcohol or other substances, which may impair driving ability
- Conducting illegal or unauthorized activities

Vehicle Use

Vehicles are provided for use to approved employees in order to enhance the Credit Union's image through branding, conducting business and authorized activities such as:

- Transporting materials to businesses and community events
- Attending or participating in business functions that are credit union related
- Delivering materials between branches
- Other management approved events or activities
- Driving the vehicle will help us maximize our advertising efforts, which includes to and from work, and in the community during non-working hours.

Vehicle and Driver Safety

Credit union representatives when using the vehicle will observe all state and local rules and regulations. Always lock the vehicle when left unattended and park in well-lighted areas at night or populated areas during the day. Report acts of vandalism to local law enforcement and contact credit union management immediately. When not in use, the vehicle should be parked in a conspicuous place at a credit union facility.

Lost or Stolen Property

Help prevent lost or stolen property by always removing valuables from view inside the vehicle. If you cannot take these items with you, hide them in the cargo area with a cover over them. If you notice materials left behind by a previous user return them to that user. Always check the vehicle for materials left behind.

Vehicle Cleanliness

Remove any remaining trash or debris from the vehicle after use. The vehicle will be maintained according to the appropriate manufactures maintenance schedule.

Accidents

In case of an accident, the following procedures must be observed:

- Do not admit liability
- Exchange details with the third party involved
- Contact credit union management
- Report accident details to the local police
- Call for medical emergency personnel if needed

Breakdowns

In case of a breakdown, please contact management. You should secure your personal safety first, then call a tow truck and get the vehicle moved to a safe place as soon as possible.

Insurance Liability and Maintenance

- The Credit Union is financially responsible for insurance and vehicle repair costs. If the vehicle is damaged as a result of misuse or unauthorized use, the employee may be financially responsible. The employee/driver must have up-to-date personal insurance coverage on file with the Credit Union prior to using the vehicle.
- Regular scheduled maintenance of the vehicle is the responsibility of the Credit Union.
- Gas, Mileage Logs, Mileage Expense, and Reimbursement
- The Credit Union will reimburse any expenses for gas to employees. Employees who have corporate debit cards are encouraged to use those cards for gas charges when possible. The appropriate grade of fuel, as prescribed by the manufacture, should be used. The Credit Union does not reimburse employees for mileage for use of a credit union-owned vehicle.