

Family First Credit Union

Company Vehicle Policy

Purpose:

Our company car policy describes our guidelines for using the company car. A "company car" is a credit union vehicle available for credit union business by an employee.

Driving the company car is a privilege and a responsibility. The driver must act responsibly and conscientiously and must be aware of his/her surroundings. Safe and responsible operation of the company vehicle is a top priority. The company vehicle should be viewed as an extension of FFCU within the community and the employee is the representative of FFCU. As a FFCU representative, the employee must respect the rules of the road, other drivers and the vehicle at all times.

Eligibility to drive the company car:

Employees are eligible to drive the company car if they:

- Are employed by FFCU
- Have a valid driver's license
- Have a clean driving record for the past 3 years. Meaning they were not held at fault for a car accident, arrested on charges of violating vehicle and traffic laws (e.g. driving under the influence of drugs or alcohol).

Employees will need to complete a form and submit a copy of their driver's license to be eligible to drive the company car.

Driver Obligations:

Employees are expected to follow all traffic laws including:

- Drive safe and sober
- Respect fellow drivers
- If applicable, wear glasses and/or contacts when driving
- Document any driving related expenses (fuel, tolls, etc.)
- Report any damages or problems with the car
- Maintain accurate travel log of vehicle usage.

If an employee license is suspended or revoked, management must be informed.

Prohibited actions with and within the car:

- Smoking
- Lease, sell, or lend the vehicle
- Unauthorized people driving the company car, unless emergency mandates it

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Accidents:

If employees are involved in an accident with the company car, they should call the police immediately before contacting the CEO or CFO. Employees shouldn't accept responsibility or guarantee payment to another party in an accident without company authorization.

Employees should follow legal guidelines for exchanging information with other drivers. Also, a FFCU Accident Report should be completed and submitted to the CFO.

Organizational Obligations:

We want to insure that all FFCU employees are safe at work and preserve our company's legality. For these reasons FFCU will:

- Make sure the car is safe and drivable
- Insure the vehicle
- Schedule periodical maintenance to ensure the car stays in good condition
- Provide a copy of the policy to all eligible employees

Not Organizational responsibility:

- Fines accumulated by employees while driving the company car
- Bailing out employees arrested while driving the company car



Company Vehicle Policy Agreement

As a driver of a company vehicle or my own vehicle on the company's behalf, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. Drivers must have a valid driver's license for the type of vehicle to be operated and keep the licenses(s) with them at all times while driving. All drivers must comply with all applicable regulations.

I also understand that my employer may periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle or operate my own vehicle on the company's behalf. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record may be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a Motor Vehicle Record Report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

Employee Name

Date

Employee Signature

Date

Driver's License Number

Reviewer's Signature

Date