



S.J. Distributors

Use of Company Vehicle

Company vehicles may be driven by authorized employees only. To eliminate unnecessary driving and to better utilize employees work time, S.J. Distributors LLC (“SJD”) may authorize employees to drive company vehicles for business use only. Business use is considered to be: driving to and from scheduled drop-off, pickups, driving to and from a SJD location, getting fuel for the vehicle, and stops for breaks and meals. Employees are authorized to drive company vehicles on SJD’s approved routes only. Deviations from routes are not approved without prior consent of a manager.

Company vehicles may not be used for personal use unless approved by a manager. At no time, may an employee allow a non-authorized person (spouse, family member, friend, etc.) to drive a company vehicle. At no time should the SJD vehicle be used outside of the employee’s working hours. Notwithstanding this, SJD provides authorized employees the option to drive company vehicles home provided the employee taking the vehicle home understands that his or her driving the vehicle home is completely voluntary, that he or she will not be compensated for commute time using a company vehicle and that he or she is not acting within the course and/or scope of employment while using a company vehicle to commute to or from their home. Further, any use of a company vehicle outside of work hours other than to commute to or from home is expressly prohibited and will result in discipline up to and including termination of employment.

Authorized employees are responsible for the inventory, parts and equipment carried in each vehicle. When the vehicle is not in use, it must be kept locked with the windows rolled up. When it being stored overnight, the vehicle must be kept in a secured location.

When an employee is on vacation or any other leave of absence, vehicles must be kept parked at SJD. Any deviation from this must be approved by a manager.

All company drivers are expected to comply with SJD safety policy and procedures. Failure to comply with this policy or any reports of unsafe driving could lead to disciplinary action up to and including termination of employment.

Use of company vehicles as described above is an added benefit. Let’s make sure the program is not abused. Any violation of this program may result in disciplinary action up to and including termination of employment.

Initial: _____



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Acknowledgment

I understand the company policy concerning vehicle use and safeguarding of equipment. I accept the responsibility and will comply with the program. I understand that SJD provides me the option to drive company vehicles home and that my driving the vehicle home is completely voluntary. I understand that I will not be compensated for commute time while using a company vehicle, and that I am not acting within the course and/or scope of employment while using a company vehicle to commute to or from my home. Further, I will not use the company vehicle outside of work hours other than to commute to or from my home. I understand that if I violate this policy, I will be subject to discipline up to and including termination of employment.

Print Name

Signature

Date