

# Trends<sup>®</sup>

International

TO: **ALL U.S. TRENDS EMPLOYEES**

FROM: Carol Kilgore, CPP  
Senior HR/PR Manager

RE: **VEHICLE USE POLICY AND MOTOR VEHICLE RECORD  
DISCLOSURE AND RELEASE FORM**

Trends International, LLC (Trends) is committed to safe practices with respect to employee use of personal vehicles while engaging in company business activities. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. The company expects all employees to drive in a safe and courteous manner and to comply with all applicable motor vehicle laws relating to driver responsibility. Failure to comply with such laws is an indication of unsafe and/or irresponsible conduct and likely will result in discipline, up to and including termination of employment.

**PROVIDE THE FOLLOWING ON DATE OF HIRE:**

- **Valid Driver's License**
- **Insurance coverage with at least \$300,000 per occurrence liability coverage**
- **Signed Vehicle Use Policy Document**
- **Motor Vehicle Record Disclosure and Release –**  
**This authorization shall remain on file and shall serve as ongoing authorization for Trends to obtain motor vehicle abstract information for lawful purposes at any time during your employment.**

Attached you will find the forms that need to be completed (areas highlighted in yellow) and returned along with copies of your driver's license and insurance coverage to this office.

If you have any questions, please do not hesitate to contact me at 317-388-4007.



Carol Kilgore, CPP  
Senior Human Resource/Payroll Manager

## **Trends International, LLC - Vehicle Use Policy**

**This policy applies to Vehicles owned, leased or rented to Trends International, LLC (Trends) and any personally owned vehicles driven by employees on behalf of Trends and TRS.**

**The following policy has been established to encourage safe operation of vehicles, and clarify insurance issues relating to drivers and Trends.**

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carriers guidelines of an, 'unacceptable driver', your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.
- Your Personal Auto Liability insurance is the primary payer. Trends insurance is in excess of your coverage.
- You should carry at least \$300,000 per occurrence liability coverage. Evidence of insurance coverage is to be provided to Trends each year, by either a copy of your policy's Declaration page or a Certificate of Insurance.
- Trends is not responsible for the Physical Damage to your vehicle. You must carry your own Collision and Comprehensive coverage.

### **When operating any vehicle for Trends International business:**

- Always use seat belts
- You are expected to maintain your vehicle in safe operating condition. If your vehicle has safety issues you should not use the vehicle until appropriate repairs have been made.
- Drive Defensively. Always anticipate what other drivers on the road might do wrong and plan your mode of escape. Never move through traffic aggressively.
- Respect speed limits, traffic signs, and all traffic laws.
- Do not drive while under the influence of alcohol or any medication that may impair your ability to drive.
- Avoid driving in dangerous conditions, including drowsiness and inclement weather.
- Turn off the vehicles engine while refueling.

- Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including, but not limited to, text messaging/SMS, e-mail, MMS, Internet use, camera use, etc.
- The use of headsets or hands-free devices while driving is permissible IF:
  - Device is pre-approved by for use in your State.
  - Use of the device does not cause distraction
  - Conversations do not interfere with the driver's ability to drive safely.
  - Road conditions are generally good and do not threaten your safety

**If in an accident:**

- Take necessary steps to protect the lives of yourself and others.
- Comply with Police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Complete the attached accident report and capture as much information as possible. If you have a camera, take pictures of the accident scene and any vehicle damage.
- Report the accident to Trends as soon as possible. Please contact Carol Kilgore at (317) 388-4008 or [ckilgore@trendsinternational.com](mailto:ckilgore@trendsinternational.com) and Darin Bowlby at (317) 388-4046 or [dbowlby@trendsinternational.com](mailto:dbowlby@trendsinternational.com). If Carol Kilgore is not available, please contact Lisa Alexander at (317) 388-4042 or [lalexander@trendsinternational.com](mailto:lalexander@trendsinternational.com).

By signing this document you have read and understood the above and will comply with this policy.

**PLEASE ATTACH COPY OF DRIVER'S LICENSE AND DECLARATION PAGE OR  
CERTIFICATE OF INSURANCE.**

Printed Name	Employee's
Date	

Employee's Signature

Trends International,  
LLC

# **Trends - Motor Vehicle Record Disclosure and Release**

Please be advised that Trends International, LLC (Trends) needs to obtain motor vehicle record (MVR) information from a consumer reporting agency that it contracts with to supply MVRs. The information is obtained to confirm your eligibility or continued eligibility to drive for Trends in the course and scope of your employment.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reports agencies. FCRA also provides you with certain rights. This disclosure advises you that the MVR is a consumer report and may be obtained for work purposes as part of the background investigation and/or at any time during your employment with Trends.

Your MVR may contain information such as any moving violations or could contain personal information and public record information concerning your driving record from federal, state, and other agencies that maintain such records, as well as independent services that provide driving record information. This information received by Trends may affect your employment or assignment if your job duties require an insurable drive record. If Trends obtains MVR information that adversely affects you, you have the right to receive a copy of the MVR report. You also have the right to dispute directly to the consumer reporting agency any incomplete or inaccurate information. For more information, including information about additional rights, you may contact the Federal Trade Commission.

Please sign the "AUTHORIZATION FOR RELEASE OF MOTOR VEHICLE INFORMATION" statement below to indicate that you authorize Trends to obtain these reports for the above-stated purpose.

## **AUTHORIZATION FOR RELEASE OF MOTOR VEHICLE RECORD INFORMATION**

1. I have read the above "Disclosure Statement" and hereby authorize Trends to obtain motor vehicle abstract concerning me to confirm my eligibility to drive a vehicle in the course and scope of my employment. This authorization shall remain on file and shall serve as ongoing authorization for Trends to obtain motor vehicle abstract information for lawful purposes at any time during my employment. I agree to notify my department head/supervisor of any change in my ability to drive safely or in my legally granted driving privileges within five (5) business days of the change.

**Trends commercial auto insurer and agent will also use this information in conjunction with loss control and safety review efforts.**

2. I hereby authorize any department of motor vehicles or any other person or organization having knowledge of my driving record to relate information about myself in order that I may be evaluated for eligibility to drive a vehicle in the course and scope of my employment. I hereby release these persons and/or organizations from any and all liability for damages of whatever kind or nature, whether known or unknown, which may at any time accrue to me on account of information that is obtained pursuant to the authorization.

**NAME (print):** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **S.S. #** \_\_\_\_\_

**Driver's license number:** \_\_\_\_\_ **State** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address on License- Street:** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**PLEASE RETURN TO:** **TRENDS INTERNATIONAL, LLC**  
**ATTN: HUMAN RESOURCE DEPARTMENT**  
**5188 WEST 74<sup>TH</sup> STREET**  
**INDIANAPOLIS, IN 46268**

## Automobile Claims

### In the event of an accident:

- **First, stay calm.** Accidents happen quickly and can be upsetting. Stay calm, and don't argue with others involved in the accident.
- **Prevent additional accidents.** Warn oncoming traffic with a light, flag or similar device.
- **Help the injured.** Do not render first aid unless you are qualified. Call an ambulance if anyone is injured.
- **Call the police.** Don't discuss what happened with anyone except the police.
- **File a report.** In the event that the police are unable to respond to your call, you'll need to go to the nearest police station and file an accident report.
- **Fill out the attached Accident Information form** before leaving the scene of the accident.
- **Alert MJ Insurance, Inc.** Call us at 317.805.7500 to report the accident. To expedite the call, make sure you have the information on this form completed.



### Provided By:

#### MJ Insurance, Inc.

9225 Priority Way West Drive,  
Suite 100  
Indianapolis, IN 46240  
Tel: 317.805.7500  
Fax: 317.805.7515  
<http://www.mjinsurance.com>

#### Auto Accident Record

Keep this in your auto glove box to help you remain organized and focused on what to do in the event of an auto accident



**MJ INSURANCE**  
INTEGRITY • INNOVATION • INENSITY

## Accident Information

### Other Persons (Passengers & Pedestrians)

Date
Time AM/PM
Location
Weather Conditions
Police report number:

### Your Vehicle (Vehicle #1)

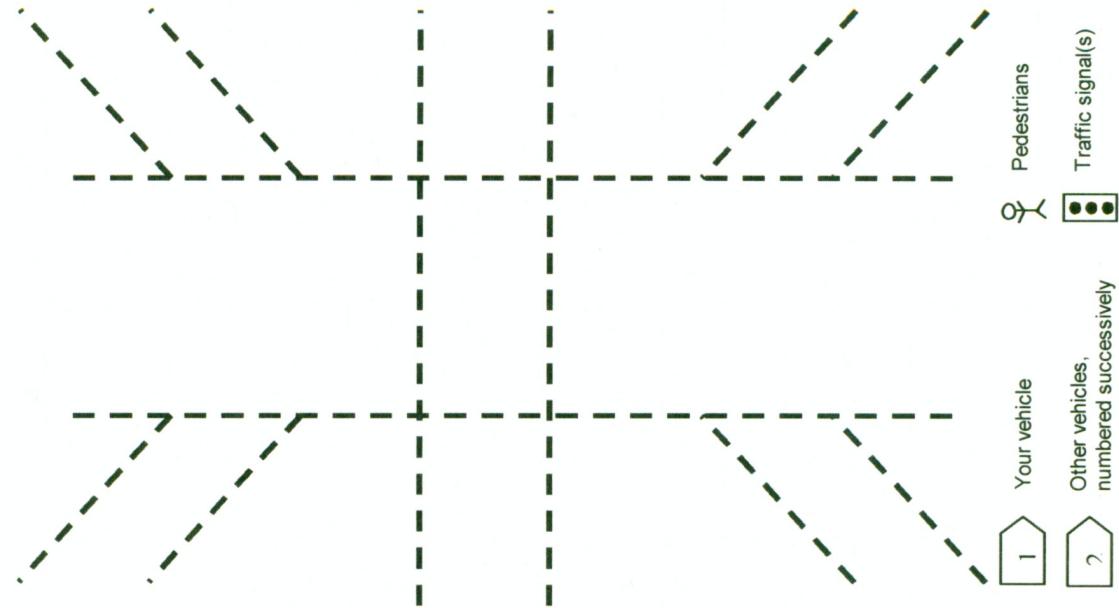
Make & Model
License Plate # / State
Your Injuries

### Other Vehicle (Vehicle #2)

Make & Model
License Plate # / State
Driver's Name
Address
Driver's License #
Phone #
Injuries
Insurance Provider
Policy #

## Diagram of the Accident Scene

Show the position of all vehicles, pedestrians, etc., using the symbols below.



Name
Age
Address
City, State
ZIP
Phone

Name
Age
Address
City, State
ZIP
Phone

Name
Address
City, State
ZIP
Phone

Name
Address
City, State
ZIP
Phone