

We provide GROUP rental cars for work related purposes to ensure you have transportation when out on a project. Each vehicle has a DESIGNATED driver!

In a company issued rental car, both drivers and passengers have a responsibility and some of those responsibilities are as follows:

1. Communicate with each other on departure times when leaving for work and/or airport
2. Doing your part to provide gas for the vehicle and turn in your own VALID receipt. Vehicle must be returned with full tank of gas.
3. Being respectful of each other personal time
4. No Smoking of any kind (including vaping) in rental cars
5. No Non-SAS team members Allowed in the vehicle
6. No one other than the DESIGNATED driver allowed to drive the vehicle
7. NO UPGRADES & when VAN is specified, you MUST pick up a VAN to accommodate carpool passengers
8. Making plans to make necessary ESSENTIAL trips (outlined below)
9. Make sure all passengers are accounted for and not left stranded. If you are risking being late, call the project Supervisor or Ops Manager for directions BEFORE leaving.. Do NOT WAIT until the very last minute to reach out so we have time to try and reach whoever is missing.
10. Follow all traffic laws & be a safe driver/passenger

ESSENTIAL requests are:

1. To/from work
2. To/from airport
3. To/from Store
4. To/from Bank
5. To/from pharmacy
6. To/from get food

NON-ESSENTIAL requests are:

1. To/from liquor store
2. To/from dispensaries (this is not an approved "pharmacy")
3. Personal trips/errands

If a NON-ESSENTIAL trip is made, it is the responsibility of the ASKER to put gas in the vehicle and you are NOT allowed to submit receipt for reimbursement. And to be 100% clear, drivers are NOT REQUIRED to take you on NON-ESSENTIAL trips.

If you chose for any reason to leave work before the shift/project is over, you will be responsible for getting yourself back to the hotel and/or airport (at your own expense) if a driver is not approved/available.

If an ESSENTIAL request is made to the driver and the driver is not available AT THAT MOMENT, make arrangements to make the requested trip ASAP (and I don't mean hours later).. Passengers do not call or text your driver during sleeping hours and expect to be taken somewhere (this is where RESPECT each other's time comes into play. Drivers, when making an ESSENTIAL trip, contact all your passengers BEFORE you leave to make sure no one else needs to go to avoid multiple trips.. If a passenger declines an ESSENTIAL trip, do not expect to be taken an hour later (again, respecting each other's time)

Direct Statement from Human Resources - designated drivers are not required to drive other team members anywhere beyond work, hotel, and essential errands as outlined above (ESSENTIAL requests).

If we will respect one another, the carpooling will go much smoother...