

Star Buick GMC Inc. – Easton
Star Buick GMC Cadillac LLC – Quakertown
Star Preowned of Bethlehem LLC - Hellertown

Driver Policy for _____

I recognize that safe driving is an essential part of my job. I will abide by the following safe driving standards:

1. I am committed to safe, defensive driving always and will maintain a valid driver's license.
2. I will use a seat-belt always and will advise customers that State law requires all passengers to wear them as well.
3. I will never drive while under the influence of drugs or alcohol.
4. I will inspect company vehicles prior to driving and will report any mechanical problems or body damage immediately.
5. I will report any on-the-job accidents or moving violations to management immediately and will cooperate fully with the insurance claims investigation.
6. I will report all moving violations or at-fault accidents that occur off-the-job immediately.
7. I will report any medical conditions and/or doctor prescribed medications that may impact my ability to operate a vehicle.
8. Management may check my driving record at any time they deem appropriate.
9. I understand that if I am involved in an accident, where I am deemed to be at fault by the insurance company, I will be liable for \$500. of our insurance deductible. All income and wages due will be held until full settlement and/or payment arrangements are made.

My signature indicates that I am fully aware of and will abide by company safety policies related to driving.

FAILURE TO COMPLY WITH THE ABOVE DESCRIBED SAFETY POLICIES MAY RESULT IN EMPLOYEE DISCIPLINE UP TO AND INCLUDING TERMINATION.

Employee sign & date:

Manager sign & date:

MV Record Check Date:

Criminal Background Check Date:

Drug & Alcohol Check Date:

Revised on 09/23/2017