	Health, Safety, and the Environment (HSE)	Document: Company Vehicle Use Date Issued: 06/17/2019 Revision Date:
COMPANY VEHICLE USE		Revision No.:
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Clear Water Technologies is proud to maintain a fleet of company vehicles for use by its employees. This policy refers to all drivers of a company vehicle. All potential drivers of company vehicle must read and acknowledge understanding of this policy by signature.

DRIVER REQUIREMENTS

Employee/driver (and spouse or domestic partner if applicable) must possess a valid California driver license, a copy of which is on file with the office manager. If the possibility exists that employee’s spouse/domestic partner will drive this vehicle, spouse is required to read and sign this policy. No other individuals are authorized to drive company vehicles.

To remain eligible to drive a company vehicle, employee/driver (and spouse, if applicable) must maintain a clean driving record for at least 12 consecutive months, i.e., driver has not been found at fault for a car accident or arrested for violating vehicle and traffic laws like cellphone usage or driving under the influence of drugs or alcohol.

VEHICLE MAINTENANCE

Driver to ensure that gas, tire pressure, and all vehicle fluids are maintained at appropriate levels. Office manager to maintain monthly mileage record for all company vehicles. Office manager to schedule regular maintenance appointments for all company vehicles in accordance with manufacturer recommendations.

ROAD RULES

If indicated on license, driver to wear glasses or contacts when driving.

Driver will operate company vehicle in a safe manner, under sober conditions only.

Driver will follow traffic laws and respect fellow drivers.

In accordance with California law, driver will not use handheld cell phones to make calls or to text while vehicle is running.

Driver will avoid double parking, blocking entrances, and any other traffic violations that may result in fines.


Driver will ensure that no one smokes in company vehicle, not even with windows down.

Driver will ensure that vehicle is locked during all unattended moments.

Driver will not permit any unauthorized people to drive company vehicle.

In the event of a traffic warning, moving violation, or other cited infraction by anyone driving the company vehicle, employee will provide a copy of the citation to the office manager within 24 hours of infraction.

In the event of suspension or revocation of driver license, documentation to be forwarded immediately to the office manager.

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REPORTING PROCEDURES

Driver to report any cosmetic damages (exterior dents, scratches, chips, etc.), tire issues, and mechanical problems immediately to office manager. Office manager will report to insurance company if necessary and arrange for repair.

An accident must be reported (by the office manager) to the California DMV if there was property damage of more than \$1,000; if anyone was injured (no matter how minor); or if a death occurred. Under California Vehicle Code section §16000, CA Form SR1, Traffic Accident Report, within 10 days. The accident report is required regardless of whether of fault or if the accident occurred on private property.

When a Company Vehicle is Involved in an Accident

Do not accept responsibility or guarantee payment to another party in an accident without company authorization.

Examine yourself and your passengers for injuries.

Notify the police immediately so that a police report can be generated. The non-emergency accident reporting line for California Highway Patrol is 1-800-TELL-CHP. Drivers are required to store that phone number in their phone contacts.

Write down names, addresses, telephone numbers, driver license numbers, license plate numbers, of all persons involved and of witnesses.

Make note of any damage to other vehicles and apparent injuries to those in involved vehicles.

Take photographs/videos of the scene if possible.

Driver to report incident to office manager immediately at 619.861.0900. All drivers are required to store that number in their cell phone contacts.


Office manager to report claim to insurance company.

Office manager to prepare and submit CA DMV Form SR1 and insurance-related paperwork within 10 days of the accident.

Accident Checklist to be kept in company vehicle along with registration.

DISCIPLINE

Failure to follow the rules set forth in this policy will result in disciplinary consequences. Minor offenses like cellphone usage and receiving more than two vehicle-related fines can result in written reprimands and possible revocation of the company vehicle. Serious offenses like permitting unauthorized individuals to drive the company vehicle, leasing out a company vehicle for personal financial gain, or being in an accident while driving intoxicated can result in termination.

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- I acknowledge receipt and understanding of the Clear Water Technologies Company Vehicle Use Policy.
- I have added California Highway Patrol 1-800-TELL-CHP to the contacts on both my phone and that of my spouse / domestic partner.
- I have added the office manager’s cell phone (619.861.0900) to my phone and that of my spouse / domestic partner.
- I have read and signed the *Driving Safely from Mercury* handout.
- I have received the Clear Water Technologies Accident Reporting Checklist and have placed it with the registration, to be kept in the company vehicle, along with the vehicle’s registration and proof of insurance.
- I have submitted a copy of my driver license and that of my spouse / domestic partner to the office manager.

Printed Name - Employee

Signature - Employee

Date

Printed Name - Employee’s Spouse / Domestic Partner

Signature - Employee’s Spouse / Domestic Partner

Date