



Company Vehicle Policy Acknowledgement Form

CDS may provide a company vehicle to you to be used solely for the purpose of transacting CDS business. A company-provided car, while intended for business use, may also be used for commuting to and from work and for personal use on an Emergency Basis Only.

Additionally, the Internal Revenue Service requires CDS to include the value of commuting to and from work in your gross wages; the value is subject to FICA and unemployment taxes. CDS will account for this transaction on a semimonthly basis.

INSURANCE

Insurance cards will be kept in the glove box at all times. Only you, the employee, are authorized to drive the vehicle. For insurance purposes, family members (non-CDS employees) should not be permitted to ride in the company vehicle.

VEHICLE MAINTENANCE

Enterprise handles the maintenance of most company owned the vehicles. Keep the Enterprise card in the glove box and present to the repair shop when service is needed. Oil changes should occur every 5,000 miles with tire rotation every other oil change. If the vehicle needs to be towed, call the number on the back of the Enterprise card (800-325-8838) and they will assist you. For those vehicles not having vehicle maintenance covered by Enterprise, please utilize the other approved locations for service and/or contact the Fleet Administrator or your manager.

GAS CARD

Exxon Mobil gas cards are issued for gas purchases. Keep the card in the glove box and use for fuel purchases only in the company assigned car. Gas cards are only active Monday-Friday. Always use your own PIN number and enter the current mileage when purchasing fuel.

LICENSE PLATES

License plate stickers are renewed the month due and mailed the last week of the renewal month. Please note the month of renewal and if the sticker is not received, contact the Fleet Administrator immediately. Keep the vehicle registration in the glove box.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand the company vehicle policies and procedures and agree to keep the company vehicle clean, in good running condition and adhere to all state and local driving safety regulations. Your vehicle privileges and/or continued employment could be affected by abuse of the company vehicle policies. ***You also acknowledge that smoking is not allowed in company leased vehicles.***

Employee Name (print): _____

Employee Signature: _____ Date: _____