



AN EQUAL OPPORTUNITY EMPLOYER

Vehicle and Equipment Policy

The use of company vehicles and equipment is required by many employees in order to carry out the daily duties and responsibilities of various positions. It is the expectation of the Company that all employees operate company vehicles, machinery and equipment in a safe and responsible way.

Vehicles and equipment which fall within the parameter of this policy include, but are not limited to, all Company automobiles, vans, trucks, boats, loaders, forklifts, man-lifts, utility carts and all other miscellaneous maintenance equipment.

Standard Procedures

1. Safety belts shall be worn at all times.
2. Speed Regulations shall be observed at all times.
3. State driving laws and regulations shall be followed.
4. Except for purposes of Company business, Company vehicles shall never be parked at any establishment that sells alcoholic beverages as its principal business.
5. At no time, under any condition, shall open alcoholic beverages or illegal drugs be transported in a Company vehicle.
6. Employees shall not operate Company vehicles when intoxicated or after the consumption of non-prescribed drugs.
7. When taking prescribed medication, employees shall make certain their driving abilities are not impaired.
8. Only authorized employees may operate company vehicles. Any employee operating a vehicle must have a valid driver's license appropriate for the vehicle that he or she is operating. Any employee, whose job duties include the operation of vehicles, who is cited for D.U.I or D.W.I. or any other moving violation is required to immediately report that fact to James Svoboda. Employees who operate Company vehicles must also notify Management if his/her driver's license is suspended or revoked for any reason.
9. The use of radar detectors is prohibited.
10. Bumper stickers are not allowed on company vehicles. Under no circumstances are keys to be left in an unattended Company vehicle.
11. It is the drivers responsibility to be sure the tailgate is secured and that any materials or trash are covered with a tarp to prevent anything from being blown off a vehicle or trailer.
12. If an employee receives a traffic citation while operating a Company vehicle, the employee will be responsible for paying any fine or penalty.



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13. Vehicle inspections will be performed periodically by Management. However, each operator is responsible for:
 - A. Arranging to take care of dangerous defects immediately! Minor problems should be reported to management and arrangements to have them corrected will be made at convenient time.
 - B. Ensuring that his/her vehicle has current inspection stickers, license plates and proof of insurance.
 - C. Ensuring that tires are properly inflated, and water, oil, fluids and fuel are at proper levels.
14. Vehicles may be used only if assigned by a supervisor and only for the purpose assigned.
15. No passengers are allowed in vehicles except customers, fellow employees or subcontractors.

Reporting Accidents

Employees are required to operate company vehicles and equipment in a safe, responsible and lawful manner at all times. In the event that an accident occurs which results in an injury or damage to an ASI vehicle/equipment, or to another person's property it should be reported to James Svoboda at the Corporate Office Immediately!

If the Corporate Office cannot be reached in a timely manner, the driver should contact Zurich directly by phone at 1-877-928-4531 or by Fax at 1-866-691-7068. Both of these numbers are toll-free and can be found at the bottom of the claim form in the Driver's folder in your vehicle.

In the event of an accident, the enclosed claim form should be used by drivers to gather facts about the accident. An accident should only be discussed with law enforcement officials, Abhe & Svoboda, Inc. personnel or Zurich insurance Investigators.

Limited Personal Use of Company Vehicles

1. Employees driving company vehicles are not authorized personal use of the vehicle. However, there may be occasions where incidental personal use is authorized by the employee's supervisor. Such use shall not be considered a violation of the policy that personal use is limited to commuting to, from or between jobsites.
2. No personal items should be stored, in Company vehicles. The vehicle shall be locked each night and work tools shall be stored in a lock box, or tool box, if one is installed on that vehicle. Abhe & Svoboda, Inc. is not responsible for any personal items that are stolen.



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Personal Use of Company Equipment

1. Employees are not authorized to use company equipment for personal use without written authorization from the employee's supervisor. Prior to personal use, employees will sign a loan form (with liability release).
2. Employees are prohibited from lending company equipment to non-employees (family/friends/former coworkers).

Renting of Company Equipment

1. Employees are prohibited from renting company equipment to outside agencies or non-company personnel without authorization from Corporate Management in Jordan.
 - A. All equipment rented out requires a rental agreement.
 - B. Employees will inspect, train the safe usage of, and ensure scheduled maintenance of any equipment that is rented out.