

MAPP Vehicle Fleet Policy

(This policy only applies to employees who receives an auto allowance or drives company vehicles.)

As a driver of a company vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle property at all times and, otherwise following the policies and procedures outlined in the following.

Vehicle Fleet Purpose

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

- Company vehicles may not be used for business activities of other companies.
- Company vehicles may not be driven out of the country

Driver Licensing

Company drivers and anyone authorized to drive the company vehicles must have a valid driver's license issued for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

Driver Qualifications

Driver qualifications are as follows:

1. Authorized employee of company.
2. Must be at least 21 years of age.
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Will not qualify for a company vehicle or will not receive a monthly auto allowance if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony.
 - Been convicted of sale, handling or use of drugs.
 - Has automobile insurance canceled, declined or not renewed by a company.
 - Been convicted of an alcohol-or drug-related offense while driving.
 - Had driver's license suspended or revoked
 - Been convicted of three or more speeding violations or one or more other serious violations.
 - Been involved in two or more chargeable or preventable accidents.

Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used at any time as the source for verifying driver history. Driving privileges or Auto Allowances will not be granted unless the MVR review process confirms a satisfactory traffic/driving record. These privileges and allowances may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

Personal Use

Company vehicles are provided primarily for business purposes however, occasional personal use is permitted. Personal use is a privilege extended only to the authorized employee. The privilege of personal use may be withdrawn at any time without notice by the company.

The following rules apply to personal use of company vehicles:

- Only authorized employee may drive.
- The company vehicle may only be used for incidental trips within 25 miles of home.
- Personal trailers, including boat and recreational vehicles, are not to be pulled.
- Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Any accident must be reported immediately to police and your manager.

Any exception to these rules requires advance, written approval by officer or the company. Violation of these rules may result in disciplinary action, including removal of driving privileges or discharge.

The IRS requires MAPP to include as total compensation a value of personal use of company-owned vehicles calculated annually and reflected on the employee's W2 as gross wages. The calculation is as follows:

- Personal use percent = (# miles round trip from home to office times 260) divided by (number of miles driven)
- (Personal use percent times annual lease) plus (# personal miles driven times .055)

Maintenance and Upkeep of Company Vehicles

Authorized drivers of company vehicles are required to properly maintain their company vehicles at all times.

- Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

- Preventive maintenance such as regular oil changes, lubrication and tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities.
- You should have preventive maintenance completed on your vehicle as required in the owner's manual.
- The use of tobacco products is strictly prohibited in company vehicles.
- Drivers are expected to comply with all traffic laws.
- Violation of compliance with the terms and conditions regarding the privilege of driving a company vehicle could result in revocation of this privilege, and also possible termination of employment.

Personal Cars Used on Company Business

The company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The auto allowance to an employee for the operation of his/her car on company business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits of \$50,000.

For employees hired after February 1, 2003, the minimum liability limit is \$300,000 in order to qualify for an auto allowance. Proof of coverage is required.

Insurance must be provided prior to your first auto allowance check being issued. For all employees, Proof of Insurance must be submitted to the Personnel Relations Department with each renewal of your auto policy. Auto Allowance checks will be withheld until Proof of Insurance noting minimum limits is received by Accounting. The company does not specify what if any other coverage employees carry on their own cars since this is a matter of individual preference. All company vehicle safety policies and procedures must be followed. Driver qualifications must be met in order to be eligible for an auto allowance.

Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to MAPP as owner of the vehicle and may result in disciplinary action.

Each driver is required to report all moving violations to the Chief Financial Officer within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic violations incurred during non-business (personal use) hours may affect your driving and employment status.

Accidents Involving Company Vehicles

In the event of an accident:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Call the police if injury to others is involved. It is advisable to call police even if there are no injuries.
- Complete the accident report.
- Turn all information over to your Chief Financial Officer within 24 hours.

Thefts

In the event of the theft of a company vehicle, notify local police and the CFO immediately.

Drive Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.