

Dunvegan Gardens (AB) Ltd.

CORPORATE VEHICLE USE POLICY

Dunvegan Gardens (AB) Ltd operates a fleet of vehicles for the sole purpose of enabling authorized personnel to more efficiently perform their duties on behalf of the corporation. These duties include the transportation of materials, equipment, and personnel between the Dunvegan Gardens (AB) Ltd plant and the job site.

The insurance of these fleet vehicles only applies to authorized use. Authorized use is defined as use by an authorized employee for the purpose of performing duties on behalf of Dunvegan Gardens (AB) Ltd.

The insurance for the Dunvegan Gardens (AB) Ltd fleet vehicles is for the sole benefit of Dunvegan Gardens (AB) Ltd and will provide coverage to authorized drivers only. Should a loss occur, involving someone other than an authorized driver, the authorized driver may be held responsible for any and all damage personally.

Insurance Company Requirements

- Use of the Dunvegan Gardens (AB) Ltd vehicles is strictly for the purpose of performing duties for Dunvegan Gardens (AB) Ltd.
- Only authorized drivers are permitted to use the Dunvegan Gardens (AB) Ltd fleet vehicles.
- All authorized drivers must be registered with the insurance company.
- Authorized drivers must have an acceptable driving record.
- An acceptable driving record includes no more than two (2) moving violations in any three (3) year period, and no criminal code violations.
- Authorized drivers must have an acceptable accident record.
- An acceptable accident record is defined as having no preventable (avoidable) at fault accidents within the preceding three (3) years.

Rules of Operation

1. No alcoholic beverages or illegal substances are to be stored in, consumed in, or transported by any Dunvegan Gardens (AB) Ltd fleet vehicle.
2. Operation of, or care, custody or control of any Dunvegan Gardens (AB) Ltd fleet vehicle while under the influence of any alcoholic beverage or illegal substance is strictly prohibited.
3. Operation of, or care, custody or control of any Dunvegan Gardens (AB) Ltd fleet vehicle while taking any prescription drug or other medication which may impede physical performance or wakefulness is strictly prohibited.
4. No occupants other than the authorized driver and other Dunvegan Gardens (AB) Ltd employees are permitted in any fleet vehicle. Family members, friends, or hitchhikers are not permitted in fleet vehicles at any time.

5. At no time will the number of occupants of a fleet vehicle exceed the seat belt capacity of that vehicle. Seatbelts are to be worn by all occupants, at all times, in accordance with provincial law.

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SIGN-OFF SHEET FOR CORPORATE VEHICLE USE

- I have read the Dunvegan Gardens (AB) Ltd Vehicle Use Policy and fully understand the contents.
- I understand the personal use of the Dunvegan Gardens (AB) Ltd fleet vehicles is not insured.
- I agree to abide by the Rules of Operation listed in the Dunvegan Gardens (AB) Ltd Corporate Vehicle Use Policy.
- I understand that any damage, loss, or liability created as a result of my violation of the Rules of Operation, listed in the Dunvegan Gardens (AB) Ltd Corporate Vehicle Use Policy, will be my sole responsibility.
- I understand that any damage, loss, or liability created as a result of my personal use of a Dunvegan Gardens (AB) Ltd vehicle will be my sole responsibility.
- I understand that Dunvegan Gardens (AB) Ltd will have no responsibility for any damage, loss, or liability created as a result of my personal use of a Dunvegan Gardens (AB) Ltd vehicle.

Authorized Driver's Name: _____

Authorized Driver's Signature: _____

Date: _____