



## Use of Company Vehicle Policy

Best S.T.E.P. Forward provides select employees with access to company-owned, leased, or rented vehicles to carry out work-related tasks. The use of company cars is a privilege granted under the following conditions:

- Personal use: Personal use of company cars is strictly prohibited as outlined in this policy. Personal use includes, but is not limited to, commuting between home and work, weekend or vacation use, and use by family members or dependents.
- Authorization: Only employees who receive prior approval from the Chief Executive Officer are authorized to drive or travel in company vehicles.
- Driver requirements: All authorized drivers must maintain a valid driver's license and are required to operate company cars in a safe, lawful, and responsible manner at all times.

This policy applies to the use of company cars during both working and nonworking hours, whether on or off Best S.T.E.P. Forward's premises.

This policy complies with all applicable laws and regulations in the state of California.

### DOCUMENTATION OF BUSINESS USE

Employees authorized to use a company car must maintain detailed records of their business use. This statement must include:

- Vehicle information: Description of the vehicle used.
- Mileage: Beginning and ending odometer readings and total business mileage.
- Usage dates: Dates of business use.
- Purpose: Specific business purpose for the use.
- Locations: Destination(s) driven to during business use.
- Fuel costs: Receipts or documentation of fuel expenses.
- Maintenance costs: Details of any maintenance expenses incurred.

Failure to submit accurate and timely records may result in loss of company car privileges.

## **AUTHORIZED USE OF COMPANY VEHICLES**

Company cars are assigned to approved employees strictly for business-related activities.

Employees may make brief incidental stops during business use without violating this policy. When not in use, company vehicles must be parked on Best S.T.E.P. Forward's premises or other approved locations.

## **DRIVER AND PASSENGER AUTHORIZATION**

Only employees explicitly authorized by the Chief Executive Officer may operate company vehicles.

Authorized drivers must maintain a valid driver's license and immediately notify the CEO if their license is suspended or revoked. Best S.T.E.P. Forward may review driving records periodically, consistent with applicable background check laws, and reserves the right to revoke driving privileges based on driving history or other considerations.

Employees are permitted in company vehicles strictly for business-related purposes, and their number must not exceed the available passenger seats.

Transportation of children in company vehicles is only allowed when compliant with applicable child safety seat laws, and the appropriate child restraints must be installed and used as required.

## **VEHICLE SAFETY GUIDELINES**

Employees operating company vehicles are expected to adhere to strict safety protocols to ensure the safety of all road users and company property. These standards include:

- Maintaining a reasonable speed appropriate for road conditions and adhering to posted speed limits.
- Following all traffic signals, signs, and rules.
- Use seat belts at all times.
- Avoid aggressive or reckless driving behaviors.
- Refraining from driving in unsafe conditions, such as poor weather or low visibility.
- Never drive under the influence of alcohol, drugs, or while fatigued.
- Avoiding distractions, including texting or emailing while driving, and using hands-free devices for calls if necessary.
- Not wearing headphones while driving.

## **Vehicle maintenance and care**

Company vehicle operators must ensure the vehicle is well-maintained and report any unsafe conditions or necessary repairs to the CEO promptly.

Additionally, drivers must:

- Secure the vehicle by locking doors, closing windows, and safeguarding valuables, including confidential information.
- Avoid storing personal items in company cars, as personal losses will not be reimbursed.
- Do not transport hazardous or flammable materials unless explicitly authorized.
- Do not transport unauthorized individuals, such as non-employees.

### **Accident and incident reporting**

In the event of an accident, theft, or moving violation, employees must:

- Remain with the vehicle and file a police report or cooperate with law enforcement as required.
- Avoid providing medical care unless properly trained to do so.
- Immediately report details of the incident, including damage, theft, or violations.

For further guidance or questions regarding this policy, please contact Human Resources:

Email: [Inclusionwave@gmail.com](mailto:Inclusionwave@gmail.com)

Phone: (442)-271-4024