



Memo

To: Employees who Drive Company Vehicles
From: Mick & Greg
Date: 12/9/2015
Re: New policy concerning driving/loaning company vehicles

It has become apparent that it is necessary to establish a policy with respect to driving/loaning company owned vehicles:

Prior to allowing any qualified customer to drive any Johnson Motor vehicle (except for demonstration drives accompanied by a licensed Johnson Motors sales representative), the employee authorizing the customer to drive the vehicle must retain a copy of the customer's current & valid driver license, current & valid insurance card, and the completed, original Rental Agreement. The employee must also inform the customer that the customer's insurance policy is the primary coverage while using the vehicle and review with the customer the Prohibited Uses of the vehicle found on the Rental Agreement. The employee must also inform the customer that in case of an accident, the customer is to contact the dealership as immediately as is reasonable, will be required to provide a Driver's Written Statement and Police Report and is required to inform the dealership of any injuries or citations issued.

For demonstration drives accompanied by a licensed Johnson Motors sales representative, the sales rep must retain a copy of the customer's current & valid driver license and current & valid insurance card.

Some employees are provided a Company Vehicle to use when transportation is needed between stores and to and from your residence. Others have use of a Company Vehicle from time to time (sales people).

Please be aware, that our insurance coverage has a deductible and a 25% parts and labor discount. Should you have an accident when "not" on company business, you will be responsible for the deductible and discount for repairs needed to the vehicle.

Failure by a Johnson Motor employee to follow these steps may be grounds for employment termination.

I have read and acknowledge this policy:

Signature

Print Name

Date