



KRAWFORD CONSTRUCTION (2011) INC.

VEHICLE USE AGREEMENT FOR COMPANY VEHICLES

All employees operating a company owned vehicle agree to operate the vehicle according to the following guidelines. Failure to adhere to these guidelines may result in revocation of the employees' privilege to operate company vehicles or termination under some circumstances:

- Employee will not use a cell phone or other hand held device unless it is equipped with a hands free accessory that permits safe and lawful operation of the vehicle. At no time will the employee engage in text messaging, emailing or internet browsing while operating a company vehicle.
- Employee must maintain a proper and current driver's license for the type of company vehicle that they are operating, and notify management immediately if they no longer have a valid license.
- Employee will notify the company of any citations received while operating a company vehicle.
- Employee must follow generally accepted safe driving practices and obey all traffic regulations.
- Employee will ensure that all occupants of a company owned vehicle are properly wearing safety belts while the vehicle is in motion.
- Employee is responsible for ensuring that the vehicle is properly maintained and kept clean. This includes having the vehicle serviced at regular service intervals by a qualified mechanic. The company will reimburse the employee for the cost of the vehicle maintenance.
- The employee authorizes the company to obtain and review the Motor Vehicle Record of the employee.
- The employee agrees to operate the vehicle in such a manner that will not expose the company to any out of the ordinary liability or risk.
- Spouses may operate a company owned vehicle provided they are over the age of 25. The personal use privilege is not extended to children, parents, in-laws, brothers or sisters, or to any other person.
- Company owned vehicles are not to be used for family vacations.
- Employee is **financially responsible for any parking or traffic violations** while operating company owned vehicle.

KRAWFORD CONSTRUCTION (2011) INC.
GENERAL CONTRACTORS

8055 ARGYLL ROAD NW
EDMONTON, ALBERTA T6C 4A9
PH: 780.436.4381
FX: 780.437.2766
E-mail: edm@krawford.com
Web site: www.krawford.com

Suite 270, GLENMORE TRAIL SE
CALGARY, ALBERTA T2C 2E7
PH: 403.203.2651
FX: 403.203.2657
E-mail: cgy@krawford.com
Web site: www.krawford.com

KRAWFORD CONSTRUCTION

-2-

- Employee must report all accidents within 12 hours of the occurrence to their manager.
- Employee will be responsible to pay any deductible in the event an accident is deemed avoidable. (The employees at fault).
- Employee will not make any modifications or add equipment (CD player, stereos, cellular phone holders, etc.) to any company owned vehicles.
- Vehicles are not to be loaned to any employees not allowed to operate company vehicles.
- No non-employees are allowed to operate vehicles, except as noted above.
- No hitch-hikers are allowed in vehicles.
- Towing of mobile homes or travel trailers is prohibited.
- Employee is responsible for parking vehicles in a safe and legal area, off public road ways.
- The use of alcohol or controlled substances prior to and during operation of any vehicle is prohibited.
- Any hazardous substance, chemicals or dangerous goods (as defined by law) are prohibited from being carried in a company vehicle.
- Employee is to be mindful that Krawford Construction vehicles are company advertisements and should be parked in locations and driven in a manner to maintain and promote the company image.

This authorization may be terminated by the company at any time.

I have read, understand, and agree to comply with the above conditions authorizing me to drive a company vehicle.

Date: _____

X _____

Employee Signature

Employee Printed Name

X _____

Supervisors' Signature

Supervisors' Printed Name