OPERATION

Sales Representatives have the privilege of personal use in Company vehicles. The driving of the Company car during personal use will be restricted to the employee to whom the car is assigned and the spouse, provided the spouse has a valid driver's license. Traffic citations, fines, and other costs associated therewith are the responsibility of the operator.

ACCESSORIES

Personal preference accessories, such as CB radios, antennas, etc. may be removed only when their removal will not dis-figure the car. Otherwise, such items shall become part of the car and remain with it.

BUSINESS MILEAGE - PERSONAL MILEAGE

Business Mileage - These are miles accumulated while engaged in Company business as determined by the Sales Office. All other mileage is Personal Mileage. The operator (the employee to whom a Company car is assigned) may give permission to another employee of the Company to drive the car, but such permission is limited to the driving of the car while engaged in Company business and provided the employee has a valid driver's license.

Personal Mileage - Normal vacation and holiday use of the vehicle is allowed within the continental limits of the U.S.A. Travel outside the United States, whether for business or personal reasons, requires authorization from the Sales Office. Fuel costs for the Company car used for vacation of the operator shall be paid for by the operator.

REPAIRS

Repairs, other than normal upkeep, shall be cleared through

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