

COMPANY-OWNED VEHICLES

CARE AND MAINTENANCE

The operator should be thoroughly familiar with the vehicle manufacturer's manual regarding maintenance and operation of the vehicle.

GASOLINE

The grade of gasoline recommended in the manufacturer's manual should be used. A receipted invoice or charge ticket must support each gasoline purchase, and, where applicable, it should accompany the operator's weekly expense report. The date, number of gallons, total purchase price, license number, and mileage must be shown.

TIRES

On all vehicles, the tires are to be rotated on a regular basis, and observed regularly to determine the need for replacement. The original spare (when the car is shipped with full-size tires) should be used during rotation. Snow tires or chains may be purchased in areas where weather conditions dictate. Such items will become Company property, and remain with the vehicle. When a vehicle is traded or sold, the operator should transfer these items to the replacement vehicle. Approval for tire purchase is to be obtained from Atlanta.

INSPECTIONS

The operator of an assigned Company vehicle shall be responsible for the timely performance of such safety inspections as required by local law.

ACCIDENTS

All accidents, regardless of fault or seriousness, shall be reported to the Sales Office and also to Crawford and Company in the area.