

PERSONAL VEHICLE USE

Effective: July 1, 2017

Company vehicles for meetings/travel should always be considered before driving a personal vehicle. Occasionally, GDE will require and employee to use their personal vehicle for travel. Mileage reimbursement for the use of a personal vehicle for GDE business will be calculated on the basis of the standard rate approved by the Internal Revenue Service. This fee is intended to repay you for your expenses in operating the vehicle including the cost of gas, oil, tires, maintenance and the cost of insurance. If a company vehicle is being taken to a meeting and another employee drives his personal vehicle, no reimbursement by GDE will be made to the employee driving his personal vehicle. Mileage nor gas will be paid for any use of an employee's personal vehicle unless first approved by that employee's Supervisor or the General Manager.

Employees are required to carry the minimum automobile liability limit insurance and uninsured motorist coverage on any personal vehicle used for GDE business and provide GDE a copy of proof of insurance. Any employee that uses their personal vehicle for GDE business must sign the form below and return to the Human Resource Department.

GDE requires that all employees who drive personal vehicles on company business carry liability protection insurance and uninsured motorist coverage. The purchase of comprehensive and collision insurance is at your discretion.

In the event of an accident while you are driving on company business you should look to your own insurance to protect you and your vehicle. GDE's automobile insurance policy provides no coverage for your vehicle.

I _____ (employee) acknowledge that I have liability and uninsured motorist insurance and I understand that GDE's business vehicle insurance will not cover my personal vehicle in the event of an accident.

EMPLOYEE

DATE