

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-07

SUBJECT: Company Vehicles

Effective Date: 07-09-09

Revision Date:

Only employees with an unrestricted, valid driver's license may operate a Company vehicle to conduct LOYOLA business.

Accidents

Employees must report any accident, theft or malicious damage involving a Company vehicle to their supervisor and the Office Manager, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident.

Insurance

The automobile insurance carrier will not insure drivers who have three (3) incidences in a three (3) year period; therefore, LOYOLA reserves the right to check an employee's driving history at any time. The employee will be required to complete a Release and Applicant Information Form which will allow LOYOLA to check their Department of Motor Vehicle (DMV) record.

If the insurance carrier drops coverage due to an employee's negative driving record, the employee will be terminated if driving is an integral part of his/her job duties.

Smoking, Alcohol and Drugs

Smoking is not permitted inside Company vehicles. Any employee operating a Company vehicle under the influence of alcohol or drugs or in an unsafe negligent manner will be disciplined up to and including immediate termination.

Search of Vehicle

LOYOLA reserves the right to search a Company vehicle at any time. Employees should not have any reasonable expectation of privacy with respect to Company vehicles.