

Platinum Designs, LLC Company Vehicle Usage Agreement

(updated 09/24/07)

This policy applies to the use of all vehicles owned by Platinum Designs, LLC and operated by the employee designated in this agreement.

Proper Vehicle Use: The Driver's Obligations:

The following conditions apply to all drivers who use company vehicles. Drivers should read these obligations carefully before operating a company vehicle. **Caution:** The driver of the vehicle has ultimate responsibility for seeking and possessing information about driving safety and road regulations. **The driver must:**

- Have and provide a copy of a valid driver's license.
- Inform management of any change in license status.
- Use company vehicles for business only.
- Wear seat belts when driving or occupying a company vehicle.
- Operate a company vehicle in accordance with all applicable state laws.
- Assume responsibility for any and all fines or traffic violations associated with your use of a company vehicle.
- Never drive while under the influence of drugs or alcohol.
- Never transport passengers such as hitchhikers, family members or friends for unauthorized use.
- Turn the vehicle ignition off, remove the keys, and lock the vehicle when left unattended.
- Never drive the vehicle at speeds that are inappropriate for road conditions.
- Never drive the vehicle "off road" unless an exception has been granted.
- Report all accidents.
- Refrain from smoking in company vehicles. Smoking by driver or passenger is not permitted in company owned vehicles.

Driver's License Verification:

All employees who may be required to operate a company vehicle must have a valid driver's license of the proper class. Any employee, whose driver's license is suspended or revoked, is not allowed to operate a company vehicle during the period such suspension or revocation is in effect. Any employee who operates a company vehicle during a period when said employee's driver's license is suspended or revoked may be subject to disciplinary action up to and including dismissal from Platinum Designs, LLC for willful misconduct.

Reporting Accidents and Damage: Each accident, no matter how insignificant, must be reported to the appropriate police immediately. Additionally, immediately report any accidents or damage you incur while operating a company vehicle to Platinum Designs, LLC management.

When you have been in an accident you must:

- Get immediate medical attention if you are injured.
- Remain calm and do not argue. Arguing can result in a lawsuit.
- Make no statements concerning guilt or fault.
- Never agree to make payments for the accident.
- Notify the police; a police report may be necessary for some insurance claims.
- Discuss the accident only with police officers, Platinum Designs, LLC management and their insurance company.

- Record as much information as you can on all other parties to the accident. This information may include their insurance company, their name, license number, plate number, make, model, and year of car, how the accident happened, and witnesses (with addresses and phone numbers).
- Refer all questions from lawyers, the other party to the accident and others to Platinum Designs, LLC management.

Use and Care of Vehicle:

All company owned vehicles are to be picked up at and returned to the showroom (located at 87 West Main Street, Somerville, NJ) or the shop (152 Route 206 BLDG 14D Hillsborough NJ) daily (location determined by management). The cost of fuel and maintenance is provided for the vehicle by Platinum Designs, LLC. The employee assigned to the vehicle will be responsible for keeping a maintenance log for all service performed on the vehicle, to be retained in the glove box. All fuel and service receipts are to be submitted to the office weekly. **Mileage is to be recorded on all gas receipts.** The vehicle is to be kept clean of any garbage inside, tools and materials are to be kept organized and the exterior is to be washed (or hosed off) weekly to present a neat and professional image. Any mechanical problems should be reported to management immediately in order to be addressed as promptly as possible.

Any company vehicle may be assigned at any given time to an employee. This agreement applies to all company owned vehicles.

I, _____, have read and agree to the terms of the above "Company
Print name

Vehicle and Use Agreement".

 Employee signature _____
 Date

D/L # _____ State _____
Please print clearly & provide a copy of D/L

Assigned and approved by:

 Ian G. Cairl, Owner _____
 Date