

# The Company Cruiser

This confirms I understand the following: (please check)

- You must have a valid driver's license and provide a driver's abstract.
- I have been instructed on how to operate the cruiser. Example: Procedure for Four Wheel Drive operation
- A "safety check" should be performed before taking the vehicles out i.e. perform a visual check by walking around the vehicle and testing the lights – signal lights, brake lights and head lights. Refer to "The Checker" inspection check list book that is in each vehicle as a tool for performing a proper inspection.
- You must drive in a manner that represents MBC. Follow all road rules and be courteous to pedestrians.
- Ensure the radio is tuned into your local MBC station.
- ALWAYS fill the tank with gas after use and understand how to use the company gas card or gas account depending on your market.
- Remove any personal items from the cruiser after use.
- Ensure the cruiser is clean when taking it to an event or remote.
- ALWAYS use a hand held car wash system due to the wrap on the cruiser.
- Smoking is not permitted in the cruiser.
- Understand the sign out system for the cruiser.
- Keep track of mileage by writing it on the receipt.
- Never let other people drive the cruiser. You must be a MBC employee and on the MBC insurance list to drive the cruiser.
- You must have permission from your GM before transporting any passengers who are not employed by MBC.
- Never leave the PA or any station belongings in the cruiser after use.

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- Any driver infractions incurred while driving the company cruiser are the sole responsibility of the driver and not MBC.
- Talking on a cell phone is not permitted while driving the cruiser. If you must use a cell phone pull over safely before using your phone.
- Please report ANY issues (mechanical or other) with the cruiser to your GM immediately.
- If you are in an accident with the cruiser you must report it to local authorities as well as your GM.
- If there is inclement weather and you do not feel safe driving DO NOT DRIVE. If you are not sure what to do contact your GM for guidance.
- MBC has a zero tolerance policy on alcohol consumption and operating a company vehicle. If you have consumed any alcohol DO NOT DRIVE.

Further, it is my responsibility to ask any questions I may have about the cruiser.

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME PRINTED: \_\_\_\_\_

TRAINING EMPLOYEE: \_\_\_\_\_