



Employee Driving Policy

DRIVING POLICY:

This policy applies to all employees who drive a vehicle on Company business, whether it is a Company provided vehicle or the employee's own personal vehicle. In addition to other guidelines the Company may periodically establish, the following guidelines apply to employees driving on Company business:

Drivers must have valid driver license. If the license is surrendered, suspended or revoked, the drivers must notify the Company immediately.

Drivers must obey all traffic laws. Any traffic infractions and resultant fines are the responsibility of the driver.

Drivers must use seat belts.

Drivers must immediately report any accidents incurred while driving on Company business to their immediate supervisor and the Cleveland Integrity Services office at (918) 358-5735.

All employees must maintain vehicle liability insurance as per applicable state law.

Costs of accidents incurred while driving the employee's own personal vehicle are borne by the Employee and are not reimbursable.

To assist in promoting safety, the Company may obtain and review drivers' motor vehicle records to assure they have valid licenses to drive.

Electronic devices such as cell phones (even hands-free), may not be used while the vehicle is in motion.



Employee Driving Policy Acknowledgement

DRIVER PROFILE AND ACKNOWLEDGEMENT OF DRIVING POLICY

I have received and read Cleveland Integrity Services Inc. Driving Policy, and I agree to follow the guidelines contained therein and release information as necessary to assure compliance. I understand the guidelines apply to both Company provided vehicles and my own personal vehicle when it is driven on Company business. I have retained the policy statement for my information.

Driver Full Legal Name: _____

Driver's License Number: _____

State Licensed: _____

Employee Signature: _____

Date: _____