

COMPANY CAR POLICY

J.A. Rosa Construction, LLC

Employees who are eligible to be assigned a company car fall into three categories:

- Employees who need to travel more than [*X miles*] per year to meet with customers, partners, or vendors.
- Employees who use company vehicles as an indispensable part of their jobs (e.g., truck drivers and delivery drivers).
- Employees who are given a company car as a benefit attached to their jobs.

Management at J. A. Rosa Construction, LLC will determine which employees will be assigned company cars. Employees who are not assigned company cars but believe they need one may discuss this with their supervisor.

Employees are permitted to drive their assigned company cars outside of working hours, but they must always abide by this policy.

We retain the right to revoke or assign company vehicles at our discretion.

Prerequisites to drive a company car

Our employees are only allowed to drive a company car if they:

- Have a valid driver's license.
- Have a clean driving record for at least one year. This means they must not have been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws (e.g., driving under the influence of drugs or alcohol).

Employees will need to complete an authorization form for a driving records check and submit a copy of their driver's license to be eligible for a company car.

Employees with disabilities

Employees with disabilities may also be eligible for company cars and parking spaces. We are also willing to make reasonable accommodations to facilitate their company vehicle use. Employees who take medications that severely affect their sense of orientation, vision or reflexes may not be permitted to drive a company car.

Driver's obligations

Employees are prohibited from operating a motor vehicle while under the influence of drugs or alcohol. This includes a) blood alcohol level at or above the local legal limit; b) illegal drugs; and c)

prescription medications that cause drowsiness or other conditions that may cause impairment. Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during a business trip that requires the use of a company car, employees should take regular breaks while driving. Any prescription medication that may impact their safety shall report this to their supervisor.

Employees are expecting to:

- Drive safe and sober.
- Wear seatbelts.
- Respect traffic laws and fellow drivers.
- If applicable, wear glasses or contacts when driving.
- Document any driving-related expenses, like fuels and tolls.
- Check their car regularly to ensure gas, tire pressure and all car fluids are at appropriate levels.
- Report any damages or problems with their assigned cars as soon as possible.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.
- Do not litter.

Any cargo, equipment, tools, or materials on or in a truck bed must be secured to prevent unintentional movement or exit from the vehicle. An empty cooler or box flying out the back of a pickup truck is extremely dangerous and could cause accidents.

If employees have their driver's licenses suspended or revoked, they must inform J. A. Rosa Construction, LLC management. We will reassign their company car until they become eligible to drive in accordance with our policy (maintaining a clean driving record for at least one year).

Personal use of a company vehicle is limited to the dictates of J. A. Rosa Construction, LLC's insurance policy. If allowed, employees may need to reimburse the company for personal mileage.

Employees are not allowed to:

- Smoke inside of the company vehicle.
- Lease, sell or lend the company car.
- Violate distracted driving laws by using a phone or texting while driving.
- Use a company car to teach someone how to drive.
- Leave the company car unlocked, unattended or parked in dangerous areas.
- Allow unauthorized people to drive a company car unless an emergency mandates it.

Accidents

If an employee is involved in an accident with a company car, they should contact their supervisor immediately, so we can contact our insurance provider. Employees should not accept responsibility or guarantee payment to another party in an accident.

Verify no one is injured. Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.

Using their cell phone, the employee should take pictures starting with the opposing driver's license, registration, and insurance information. Make sure all necessary information is legible. Take a picture of each side of the opposing vehicle, regardless of damage, a close up of the damage, and a picture with the vehicle's license plate. Take pictures of the damage to the company vehicle. Record traffic conditions, traffic volume, and weather. Locate and interview witnesses.

If you are driving a company vehicle with J.A. Rosa Construction, LLC printed on the exterior, you are a target. Do not volunteer any information other than license and registration. Get a copy of the initial incident report from the presiding police officer. J. A. Rosa Construction, LLC will need that information on the form to track down the accident report.

J.A Rosa Construction, LLC obligations

We want to ensure that all our employees are safe at work and preserve our company's legality. For these reasons, we will:

- Make sure cars are safe to drive before assigning them to employees.
- Schedule periodical maintenance to ensure cars remain in good condition.
- Provide a copy of this policy to all employees who are assigned company cars.
- Insure vehicles with a reliable insurance provider.

Drivers are responsible for bringing in their company cars for any maintenance our company schedules.

We are not responsible for:

- Paying fines employees accumulated while driving company cars that they are responsible for (e.g., for driving too fast.)
- Paying parking tickets, fines, or summons.
- Bailing out employees arrested while driving company cars.