

Company Vehicle Policy

Company vehicles are available for business purposes only and are not used for personal use. Company vehicles may only be checked out on the day of use unless the Director of Company Management has given prior authorization. Any employee operating a vehicle for company business agrees to participate in Vehicle Training once every three years and Oversized Vehicle Training when applicable. All company policies apply when operating company vehicles including the Drug-Free Workplace Policy. All State and local laws must be observed while operating a vehicle including the "Hands-Free" law.

Any employee needing approval to drive a company vehicle must submit the information on their Driver's License to the Company Management office and sign a notarized "General Consent for Release of Personal Information" (MV-15GC) This information is forwarded to our insurance broker who will run a Motor Vehicle Report and grant authorization for the employee to drive. If a Driver's License is from a state where MVRs are not available, that individual will be required to sign an affidavit stating that he/she has not been cited for any driving infractions for the last 36 months. Any employee deemed an "unacceptable" driver by our insurance company will not be permitted to operate any company vehicle, nor will that individual be allowed to utilize his/her personal vehicle for Glimmerglass business use.

Please allow five business days for this process.

Terms of Agreement:

I, _____, will be operating a Glimmerglass Festival ("Company") vehicle for business purposes. I have read and understand the "Company Vehicle Policy" outlined above.

Employee Signature: _____ **Date:** _____

Please list the following **as they appear on your Driver's License**:

Full Name: _____ Date of Birth: _____

Driver License Number: _____ State of Issue: _____ Sex: _____

Approved by: _____
Department of Company Management Date

For Office Use Only: MVR Submitted: _____ / _____ / _____ **Outcome:** AD UD