

Vehicle Use Policy

Effective: January 1, 2014

This policy applies to:

- Vehicles owned, leased or rented to QP Energy Services, LLC.
- Personally owned vehicles driven by employees on behalf of QP Energy Services, LLC.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and QP Energy Services, LLC.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating a Service Truck for QP Energy Services, LLC:

- All drivers must have their waste manifest readily available for inspection.
- Speed limit shall not exceed 65 MPH while carrying a load.
- Speed limits will be monitored by GPS Tracking.

When operating your own vehicle for QP Energy Services, LLC business:

- Your Personal Auto Liability insurance is the primary payer. QP Energy Services, LLC's insurance is in excess of your coverage.
- Evidence of insurance coverage is to be provided to QP Energy Services, LLC each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- QP Energy Services, LLC is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
- Report the accident to QP Energy Services, LLC as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

I understand that this signed acknowledgement will be inserted in my personnel file.

Date

Employee Signature

Print Employee Name