



COURTESY USE VEHICLE PROCEDURE

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1. PURPOSE OF THE PROCEDURE (PLAN):

Procedure for Courtesy Vehicle operation

2. RESPONSIBILITIES (PLAN):

JOB POSITION	RESPONSABILITIES IN THIS PROCEDURE
Mechanic/Apprentice	Maintain Trucks
Fleet Contractor	Manage fleet and Maintenance
Driver	Operate Vehicle, perform necessary inspections, Maintain Vehicle
HR	Driver Insurance List compliance, disciplinary action
Field Supervisor / Logistics Coordinator	Ensure compliance – disciplinary action
Crewing Coordinator	Monitor Samsara, coordinate vehicle use
HSE	Verify safe operation and safety equipment

3. PROCEDURE STEPS (DO - CHECK):

3.1 General

- All Courtesy Vehicles, when not in use, are parked in the designated area at the yellow shop. Keys stored in key Box
- Communicate with Crewing Coordinator if a vehicle needs to be left at the airport
- Logistics Coordinator / Crewing Coordinator to assign vehicles to specific drivers to use.
- Crewing Coordinator to monitor Samsara, report any unsafe or improper behavior to Logistics Coordinator, General Manager or HSE Manager
- Management will follow up with any damage and improper use by drivers.
- Passengers are also responsible to ensure company policies and procedures are followed and report violations to the Supervisor.

3.2. Driver

- Only Licensed drivers on the current approved driver list can drive courtesy vehicles – check it on Monday.com or confirm with Crewing Coordinator.
- The Driver will check out the key from the lock box and perform daily trip inspection.
- The Driver will maintain proper fluid levels, reasonable cleanliness, monitor oil change sticker and report all issues to Logistics Coordinator / Crewing Coordinator.
- Drivers will operate vehicles with care, safely, following all applicable laws and report all incidents Crewing Coordinator and HSE manager.
- The assigned Driver is responsible for the vehicle and keys until they are returned to the yellow shop.
- Before returning vehicle, driver is to fill gas tank if below ¼ tank.
- Driver must return vehicle immediately after use to yellow shop, if after hours vehicle must be parked on company property overnight and returned the next day.
- Drivers are to remove all personal belongings and garbage from vehicles.
- If Keys are lost assigned driver is responsible for the replacement cost (100\$).
- If Samsara cameras are tampered with or view obstructed, the disciplinary process will be followed.



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- The assigned driver is responsible for all damages, costs, fines, and parking tickets incurred due to improper use.
- No smoking or vaping in company vehicles.
- Zero alcohol and drug policy apply to all vehicles and equipment.
- Distracted driving is not permitted.

3.3. Other

- Exceptions only with explicit permission from the General Manager.
- Vehicles will be washed and cleaned regularly
- The Crewing Coordinator will inform Fleet Contractor if vehicles require service or repairs.
- Fleet Contractor will have vehicles Inspected, maintained and repaired, as necessary.
- HSE to report any vehicle related incident to Fleet Contractor.

4. REFERENCE DOCUMENTS:

- Daily trip inspection list
- driver list – Monday.com
- Incident flash report

Author	Description of changes:	Version Control:	Date:
Robert Kunde	Version 1.0	1.0	Nov-23-22