

## Crew Vehicle expectations

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- Do not leave vehicles low on gas, once finished using a vehicle refuel before returning to the office (remember to keep and label all gas receipts).
- Do not leave any personal belongings or garbage in any company vehicle. Everything you brought into a vehicle; you need to take out with you. Clean any spills or messes you've made.
- Absolutely no drugs or alcohol in any of the company vehicles as these vehicles periodically go across the border to the United States.
- Any damage done to the vehicle needs to be reported to the crew leader, crew supervisor or HR department as soon as it occurred.
- All kilometers need to be logged each trip, there is a logbook in each vehicle. Record the odometer at the beginning and end of trip, the date, the driver, and the purpose of the trip.
- Out of respect for other crew members please use headphones when listening to all music, audiobooks, and podcasts.
- If you are sitting passenger to the driver, it is mandatory to stay awake.

Please contact the crew leader, crew supervisor and/or the HR department with any questions or concerns regarding vehicles.

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Date

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Signature of Trainee

