

Company Policy

Re: Car Rentals

(To be reproduced on company letterhead for distribution to all company personnel)

The purpose of this memo is to clarify and affirm our company's policy regarding the use of rental cars while traveling on company business.

It is our company policy to use only the top quality car rental companies. We specifically authorize the use of (Hertz, Avis, National, Budget). If an employee desires to use another car rental company, he must submit a request to do so, along with a copy of that car rental company's standard agreement, for management review.

It is our express policy to (accept/decline) "loss damage waiver" (LDW).
It is our express policy to (accept/decline) "liability insurance supplement" (LIS).
It is our express policy to (accept/decline) "personal accident insurance" (PAI).
It is our express policy to (accept/decline) "personal effects coverage" (PEC).

Authorized drivers are as follows:

- a. Employee who signs the rental agreement
- b. Any other of our employees while driving for customary business purposes.

No other persons are authorized to drive our rented vehicles.

Un-authorized use--our rented vehicles may not be used in the following manner:

- a. To push or to tow any other vehicle
- b. In any abusive manner
- c. By any person who is under the influence of intoxicants, narcotics or any substance that impairs driving ability.

We recognize that business entertaining is a regular and necessary part of the job. However, ***our employees are specifically and expressly forbidden to drive while under the influence of intoxicants or any other substances that impair driving ability.*** Employees must make whatever reasonable arrangements necessary to avoid such activity. Any employee found to have been driving "while under the influence" is subject to corporate disciplinary action which ultimately could include dismissal.

Prepared exclusively for the clients of Archway Insurance Brokers, LLC. (408) 441-2000