



Policy on Use of Work Zone Traffic Control, INC. Truck's

1. Work Zone trucks are for company related business only. Use of the truck to haul personal goods constitutes miss use of company property and could result in disciplinary action, and or dismissal.
2. The truck's driver must be a Work Zone employee and hold a valid driver's license. The driver is responsible for any violations and/or fines while the vehicle is under his or her control. All drivers must have a photocopy of their current driver's license on file.
3. All truck passengers must be on official company business. Normally this means they are a Work Zone employee or a direct relation for company business. Family members of employees are not permitted to drive the truck. Non-Work Zone employees may accompany Work Zone employees in company vehicle when they have a business interest in the travel.
4. Regardless of the vehicle used, every attempt should be made to maintain a good working order and general cleanliness of said vehicle.
5. All scheduled maintenance and repairs shall be performed as soon as possible. Any failures, concerns, questions or problems with the truck or any of the truck's equipment should be reported to the employee's superior **IMMEDIATELY**.

By signing this I _____ certify that I have read and understand this policy, and will be subject to disciplinary action and or termination if I break any of these policy rules.

Signed _____

Date _____