

Travel w/ Company Owned Vehicles

Company Vehicles

Company vehicles are provided based on job responsibilities and operational needs
Vehicles are intended for business use only

Commuting & Payroll Deduction

- A \$3.00 per day commuting charge applies when an employee takes a company vehicle home (*does not apply to maintenance technicians*)
- Employees must notify Accounting directly if the vehicle is not used due to vacation, illness, bereavement, or other leave

Driver Requirements

- Employees must maintain a valid and appropriate driver's license for the vehicle they are operating

Safety & Incident Reporting

- Any damage, incident, or accident must be reported immediately to a manager
- An incident report must also be completed through the SCS Safety Portal



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