

## **CareStat, LLC**

### **Car Contract**

CareStat, LLC provides approved full-time employees (RN, LVN, Marketers) a car with guidelines to be followed. Agency enforces the guidelines to assure the safety of the employees and the company.

When an employee is issued a car, the employee will observe and implement the following guidelines.

#### **GUIDELINES**

1. Operators must have a valid Texas driver's license.
2. The Texas motor Vehicle Record (MVR) must be clear and acceptable to the insurance company.
3. No company vehicle will be operated at anytime, by an employee who is under the influence of alcohol or drugs.
4. ONLY EMPLOYEES are allowed in the car. No passengers are allowed to ride, except as authorized.
5. A patient cannot for any reason be transported in a company car.
6. All company cars will be issued only during working hours or on other work related assignments or functions.
7. A daily mileage log will be kept for each vehicle and turned into the office manager.
8. The mileage, make and model of the vehicle must be written on all fuel receipts.
9. Approved employees with a GAS CARD will be re-issued another one only when a completed Fuel and Mileage expense sheet accompanied by receipts is turned in to the Business Office.
10. All employees will practice safe driving.
11. The oil will be changed every 5000 miles.
12. Assigned cars will be kept neat and clean at all times.
13. Gas receipts and other auto expenses must be clearly marked and accounted for.
14. The vehicle and the keys must be safeguarded at all time.

An employee can be subject to immediate termination of employment if the above guidelines are not met. I have received an in-service on proper documentation for mileage logs and have been made aware of the requirements. I am aware that all mileage logs are to be turned in every Friday to the Office Manager. If damage occurs to a company vehicle due to negligence, employee may be responsible for the charges by payroll deduction. Each vehicle turned in will be inspected by the supervisor for any extensive damage of your normal wear and tear on a vehicle. If the vehicle needs to be cleaned and detailed all charges will be at the employee's expense and will be deducted from employee's last pay check. By signing this form I have agreed to all terms and conditions.

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Employee Signature

Date