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Company Owned & Leased Vehicle Procedure Issued: 11/1/2020		

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1.0 **Purpose**

The purpose of this Company Owned & Leased Vehicle Procedure (“Procedure”) is to establish Standard Operating Procedures (SOP) to describe the process for use, maintenance, fueling and disposal of company owned (or leased) vehicles (COV) in the North American Operations (NAO) inventory. .

2.0 **Scope**

This Procedure applies to all NAO personnel who are responsible for or operate a COV.

3.0 **Definitions**

- **COV:** Those vehicles owned or leased by Constellis or a Constellis subsidiary. COVs do not include a rental vehicle obtained by an individual employee through his/her corporate purchase card while on a temporary duty assignment, unless a procurement action is taken using a purchase order.
- **Essential Personal Activity:** Personal activity that is incidental to the use of the COV including meals, shopping, personal errands, and entertainment that conforms to the requirements of this SOP.
- **In the Interest of the Company:** As related to this SOP, that the transportation of the passenger(s) reasonably furthers the company’s mission or responsibilities.
- **HTW Vehicle:** COV necessary for the safe and efficient performance of duties and responsibilities that require the presence of the employee, in an official capacity, at a location other than the office to which he/she is assigned.
- **Preventive Maintenance:** The uniform performance of scheduled work, such as inspection, oil changes, checking of brakes, cleaning or repairing of vehicle component parts, and tune-up to preclude the potential for vehicle accidents or breakdown related to mechanical failure.

4.0 **Company-Owned & Leased Vehicle Use:**

The use of a COV is authorized only for official purposes that are in direct furtherance of the NAO mission, operations, and programs.

4.1 **The Use of a COV is Permitted:**

- 4.1.1 In the performance of NAO duties.
- 4.1.2 In the performance of administrative support responsibilities.
- 4.1.3 For transportation to activities sponsored by the Company or a client, such as meetings, conferences, speaking engagements, public affairs functions, and employee recognition functions that are in furtherance of the Company and NAO mission.
- 4.1.4 While on official overnight travel away from the employee's duty station to conduct essential personal activity.

- 4.2 Home-to-Work (HTW):** An employee may be authorized to use a COV to travel from HTW in order to allow for 24-hour immediate response on either a routine basis or for a temporary period, as appropriate.
- 4.2.1 A COV will not be issued for the sole purpose of commuting to and from the place of residence. A COV is issued to provide timely response to mission demands.
- 4.2.2 Written approval must be granted by an appropriate authorizing official at the Director level or above.
- 4.2.3 The authorizing official will consider the following when making a determination to authorize HTW transportation:
- The location of the employee's home in proximity to his/her work and to the locations where non-TDY travel is required.
 - That the use of HTW transportation for fieldwork should be authorized only to the extent that such transportation will substantially increase the efficiency and economy of NAO.
- 4.2.4 Administrative employees are not authorized to be assigned a COV for travel from home to work unless they need to use the vehicle for a particular assignment at the start or end of the workday. In the event of such temporary authorization, the same written authorization must be provided.
- 4.2.5 Ridesharing by company employees is allowed for those employees approved for HTW travel.
- 4.3 Deviation from route of travel:** An employee who is assigned a COV for official purposes may go no more than five (5) miles beyond the direct route of travel between home and work, and for no more than one (1) hour, to conduct personal business. The use of the vehicle during that period must conform to this SOP.
- 4.4 Limitations:** Mileage for HTW travel must be no greater than the mileage of the commute as indicated by the address on the employee. Any change in permanent home address must be reported immediately.
- 4.5 Vehicle at home:** Once the employee arrives at his/her residence, the employee may not use the COV to conduct any personal activities.
- 4.6 Willful use or authorization for a COV for other than official purposes:** If an employee willfully uses, or authorizes the use of, a COV for other than official purposes, the employee is subject to progressive discipline up to termination.
- 4.7 Official Overnight Travel:** Essential Personal Activity must be limited to no more than a 25-mile radius from the site of business travel. The time limit for conducting the personal activity while on official travel must be objectively reasonable. If the employee is on an extended duty assignment, exceptions to the 25-mile limitation must be requested by the employee and approved in advance by a Director or above.
- 4.8 Limitations for use of COVs:**
- 4.8.1 Subcontractors: Subcontractors on a Joint Venture (JV) may be approved to operate a COV if the use is in furtherance of the contract and the use is otherwise consistent with this SOP. Authorization must be obtained through the responsible Program Manager/Contract Manager.

4.8.2 Passenger Transport:

- Security Operations: Clients and other persons may be transported in a COV only for security purposes or to attend an activity that the Company may otherwise be attending.
- Official Functions: Company personnel may transport their spouses, family members, and personal guests in a COV if the passenger is accompanying the employee to an official event such as a conference, and the passenger's attendance at the function is in the interest of the Company. The Senior Director or President must give prior authorization to permit personnel to use the COV for passengers attending official events. Decisions are made on a case-by-case basis.
- Emergency Situations: Passengers may be transported in a COV in extremely limited circumstances where the personal safety of the individual is at stake. Examples include life threatening situations, severe weather conditions, severe health problems, and/or where other dangerous conditions are present. Any such transport needs to be reported to NAO leadership immediately.
- Child Care: Transporting children in a COV for other than official purposes is strictly prohibited.

5.0 **Company-Owned & Leased Vehicle PROHIBITED Use:**

5.1 **The Use of a COV is NOT Permitted:**

- 5.1.1 While the driver is under the influence of alcohol, medication, drugs, or any combination thereof, which adversely affect(s) driving abilities. The possession or use of illegal substances is strictly prohibited.
- 5.1.2 While either the driver or a passenger is using tobacco products.
- 5.1.3 While the driver is using a cellular phone to talk or text when not in hands-free mode.
- 5.1.4 While engaging in personal business or activity not allowed under this SOP.
- 5.1.5 For any purpose that would otherwise violate law, regulation, or policy.
- 5.1.6 While on a non-duty status.
- 5.1.7 For transporting any person not engaged in official Company business or not otherwise being transported in the interest of the Company.

6.0 **Violations**

Any employee who uses a COV for purposes other than those authorized in this SOP may be subject to disciplinary action. Disciplinary action for inappropriate use of a COV carries a penalty based on determination whether the offense was a violation of statute or policy. The penalty may range from a verbal warning to termination.

7.0 **Company Issued Credit Cards**

Credit cards are exclusively assigned for use on specific contracts. Credit cards used for vehicle-related purchases must follow required authorization and notification procedures before an expense is incurred.

- 7.1 Permitted Use:** Use for COV-related expenses is limited to the following:
- 7.1.1 Fuel;
 - 7.1.2 Oil changes and service;
 - 7.1.3 Tire repairs and purchase;
 - 7.1.4 Washing and cleaning services;
 - 7.1.5 Vehicle supplies and services (battery, etc.);
 - 7.1.6 Minor repairs and general non-accident repairs not exceeding \$2,500;
 - 7.1.7 Emergency towing services; and
 - 7.1.8 Toll passes.
- 7.2 Restrictions of Use:** Credit cards may not be used for accident repairs or single transactions exceeding \$2,500. If the purchase exceeds \$2,500 the payment will be made by sending an invoice to AP and requesting payment.
- 7.3 Sales Receipts:** All sales receipts must be kept and submitted monthly to support credit card statements. The last six digits of the Vehicle Identification Number (VIN) must be written legibly and initiated by the operator.

8.0 Cash Purchases:

Cash purchases should only be made in emergency situations or in those instances where no major service station accepting credit cards is within a reasonable distance. Reimbursement for emergency cash purchases may be obtained through local voucher procedures. Local authorization and notification procedures must be followed before incurring the expense.

9.0 Roles & Responsibilities

- 9.1 Directors & Contract Managers** are responsible for their assigned vehicle fleet and the employees operating COVs. Directors and Contract Managers will:
- 9.1.1 Comply with this SOP and any corporate policy established and hold employees accountable for doing the same;
 - 9.1.2 Maintain responsibility for their assigned fleet;
 - 9.1.3 Establish a Motor Vehicle Officer (MVO) to manage the day-to-day administration of their COV fleet (for small sites this could be the Contract Manager), and approve all actions taken by the MVO;
 - 9.1.4 When required, appropriate, and in accordance with this SOP, authorize in writing operational employees HTW use of COV.
 - 9.1.5 Ensure the contract MVO maintains all authorizations for HTW use, including maintaining a consolidated contract-specific list of employees authorized for HTW use of COVs. Confirm that the list is matched with the VIN and the name of the employee using the COV;
 - 9.1.6 Submit a written request to the Vice President of Operations to add or reduce vehicle allocation limits when operational assignments or mission requirements warrant an exception.

- 9.1.7 Establish controls for Corporate-issued credit cards to avoid loss and unauthorized charges.
- 9.1.8 Implement a vehicle inspection program.
- Ensure the MVO conducts quarterly visual inspections of every motor vehicle assigned;
 - Follow manufacturer's recommendations for vehicle maintenance;
 - Submit monthly mileage to the NAO Fleet Program Manager.
- 9.1.9 Transfer or dispose of vehicles only after obtaining approval from the NAO Fleet Program Manager.
- All proceeds for sold vehicles will be credited to the respective program.
- 9.1.10 Maintain an individual motor vehicle record folder on every COV in his/her portfolio. When a vehicle is transferred, the vehicle record folder is forwarded to NAO Fleet Program Manager. The following documents are filed in the record folder:
- Any prior HTW authorizations;
 - Motor Vehicle Log;
 - Vehicle Expense Record, or equivalent electronic expense tracking spreadsheet;
 - Copy of the vehicle receipt document for commercially-leased vehicles;
 - Copy of Vehicle Title or Certificate of Vehicle (COV);
 - Accident Reports. Copies of all accident reports ever submitted. Accident reports may be destroyed six (6) years from the case closure.
- 9.1.11 Ensure all traffic and parking related violations are immediately reported to the Contract Manager and paid by the offending officer.

9.2 Motor Vehicle Officer: MVOs are non-bargaining unit employees that are appointed by Directors and/or CMs. They are responsible for the day-to-day management, administration, and control of the COV fleet assigned to their particular contract. This appointment must be documented on NAO Form, Additional Duty Designation. MVOs will:

- 9.2.1 Monitor vehicle operations on their respective contract and ensure compliance with all applicable provisions of the law, Corporate policy, and this SOP. All inquiries related to the NAO fleet program shall be directed to the NAO Fleet Manager. If there is an issue that needs to be escalated to the Constellis Property Fleet Manager, it will be escalated through the NAO Fleet Manager.
- 9.2.2 On a quarterly basis, inspect each vehicle to ensure required vehicle equipment works correctly. If repairs are necessary, they will be handled according to corporate procurement regulations and this SOP. Submit a status report on the quarterly inspection to the NAO Fleet Manager via email to: NAO.FleetManager@Constellis.com.
- 9.2.3 Submit monthly mileage reports by the second business day of each month.

- 9.2.4 Manage and store the below documentation associated with contract vehicles:
- Maintain a list of all VINs and match them to employees who are approved for HTW COV use or motor pools (or other identification if confidential).
 - Ensure all operational employees who are authorized a HTW vehicle have a completed, signed NAO Form COV-20, Home-To-Work Transportation Certification, on file.
 - Prepare and maintain records and reports, and submit them to the NAO Fleet Manager and local contract leadership.
- 9.2.5 Verify payment of invoices for vehicle expenses and document those costs on NAO Form COVREP-20, Vehicle Expense Record, and an equivalent electronic expense tracking spreadsheet. The NAO COVREP-20 should be printed and kept in the Motor Vehicle Log Binder (along with registration, inspections, lease agreements, insurance and other documents) that stays in the Vehicle. This record will be sent to the NAO Fleet manager by the 1st of every month.
- 9.2.6 Ensure proper vehicle registration. COVs are normally registered according to the laws of the states in which they are operated.
- The NAO Fleet Manager maintains a register of all license plates issued to NAO vehicles as submitted by MVOs. All original registration/title documents pertaining to Vehicles that have been purchased by Constellis, and are not leased, should be sent to the Constellis Property Management Fleet Coordinator. All leased Vehicle documents will be managed by the NAO Fleet Manager.
 - b. The registration card should remain in the binder with the vehicle.
- 9.2.7 Ensure all COVs are marked with a Constellis property tracking sticker on the rear left interior of the vehicle's glove compartment.
- 9.2.8 Keep an account of the use of all COVs and document monthly mileage reports, vehicle tag numbers, key numbers, or license renewals. MVOs are responsible for supplying the NAO Fleet Manager Monthly Mileage Reports for each vehicle in their inventory for the following periods:
- January 1 to March 31;
 - April 1 to June 30;
 - July 1 to September 30; and
 - October 1 to December 31.
- 9.2.9 Maintain a Vehicle Operator Packet. An operator packet must be retained for each COV to provide the operator with guidelines for maintenance and use of vehicle. COV operator packets contain:
- Vehicle owners' manual;
 - Maintenance schedules;
 - Warranty information and ID;
 - Accident pamphlet; and
 - Notice of *Corporate Self-Insurance Card*.

9.2.10 Obtain proper approval for the disposal of vehicles.

9.3 Vehicle Operators

9.3.1 All vehicle operators must obey all traffic laws unless they are compelled to deviate during emergency situations. The operator bears the burden of justifying why he or she violated traffic laws. If so equipped, the vehicle is operated in an emergency situation, the operator should use the vehicle's emergency equipment (i.e., lights and siren). When operationally feasible, the operator should communicate with state and/or local law enforcement authorities and advise them of the emergency situation. Even in an emergency, priority must be given to the safety of passengers and general public, and the preservation of client, private and company property. Compliance with traffic laws includes:

- Employees shall not engage in text messaging when driving COVs, when driving POVs while on official business, or when using electronic equipment supplied by the company while driving.
- Each employee occupying any seating position in a motor vehicle on official business, whose seat is equipped with a seat belt, shall have the seat belt properly fastened at all times when the vehicle is in motion.
- Each employee when operating a COV off of a maintained roadway shall exit the vehicle and visually inspect the area before placing the vehicle in reverse and backing up.

9.3.2 Comply with all applicable laws, policies and procedures related to motor vehicles to include all instructions in the operator's packet.

9.3.3 Complete the required NAO, Form COV-20, Home-To-Work Transportation Certification, when authorized to use HTW vehicles, and provide a copy to the contract MVO.

9.3.4 Possess a valid state driver's license for the class of vehicle and immediately notify their supervisor of any suspension.

9.3.5 Use the vehicle only to conduct official company business

9.3.6 Conduct daily inspections of assigned vehicle for body damage and unsafe, defective, and/or missing equipment, including accessories such as spare tire, jack, and lug wrench (using the Constellis Vehicle Checklist). Immediately report damage, missing, and/or inoperative equipment to the MVO.

9.3.7 Maintain and protect COVs. Vehicles must be serviced according to the manufacturer's scheduled maintenance. Proper tire pressure must be maintained.

9.3.8 Report monthly vehicle mileage to the MVO by the first business day of the month. Failure to report vehicle mileage may lead to the suspension of the privilege of a HTW vehicle.

9.4 NAO Fleet Manager:

9.4.1 Formulate and implement new or revised policies and procedures, and communicate with Directors, Contract Managers and MVOs to enforce compliance with all applicable laws, policies, and this SOP.

9.4.2 Establish and monitor NAO vehicle allocations for contracts and track vehicle mileage and condition.

- 9.4.3 Issue guidance for purchasing, transferring, or disposing of COVs.
- 9.4.4 Process requests to place leased vehicles into official use.
- 9.4.5 Process requests to acquire excess vehicles from other sources such as other company divisions.
- 9.4.6 Process requests to dispose of excess COVs.
- 9.4.7 Process any request from contracts for accidents, major repairs, installation of emergency equipment, and windshield repair.
 - All accidents should be reported to the Constellis Risk Group at autoincident@constellis.com with the NAO Fleet Manager “cc”.
- 9.4.8 Serve as the NAO central contact point for motor vehicle accidents and major repairs.
- 9.4.9 Compile and disseminate information to comply with company and NAO reporting requirements.
- 9.4.10 The NAO Fleet Manager will maintain vehicle folders for four (4) years after a vehicle leaves company ownership.

10.0 COV Maintenance

MVOs are responsible for scheduling preventive maintenance. Preventive maintenance for COVs is permitted as follows:

10.1 Manufacturer’s Recommendation: The manufacturer’s recommended maintenance schedule for maintenance inspections and related work should be followed for all vehicles.

10.2 Repairs and services must be documented and included in the vehicle folder.

- 10.2.1 Under Warranty: It is imperative that repairs covered by the vehicle’s manufacturer warranty be undertaken as soon as possible after the applicable malfunction is detected. Prompt action is required to prevent voiding the warranty and avoid repair costs. This work must be performed at an authorized dealership (i.e., Ford dealership for Ford products).
- 10.2.2 Not Under Warranty: Services may be authorized by the Director or Contract Manager. Repairs and services should follow existing procurement policies, practices, and regulations.
- 10.2.3 Accident repairs must be pre-approved by the NAO Fleet Manager.
- 10.2.4 Repairs shall be completed by licensed repair facilities. Caution must be used in selecting vendors to ensure that a reasonable performance guarantee is provided.
- 10.2.5 Duplicate Repair and Service Payments: Proper vehicle repair records and authorization must be maintained to avoid duplicate payments for a repair.
- 10.2.6 Unauthorized Repair: The Company will not be liable for any repair costs incurred by an employee who does not have written authorization to complete the repairs.
- 10.2.7 Unsatisfactory Repairs: Vehicles must be returned to the vendor within the repair warranty period to correct deficiencies for unsatisfactory repairs.
- 10.2.8 Tires: Tires must be purchased in accordance with manufacture’s recommended

sizing. Additionally, tires will be maintained by routine rotation and maintaining proper inflation.

10.2.9 Gasoline and Oil: COVs are operated in compliance with manufacture's recommendations, including fuel type and periodicity of oil changes and weight.

- COV credit cards should be used for the purchase of fuel and oil.
- Self-service pumps must be used for refueling COVs. Full service pumps may only be used when it is impractical or impossible to use self-service. COVs will be filled with the manufacturer's recommended type and grade of oil and gasoline.

10.3 Parking and Storage of Vehicle: The day-to-day storage of a COV is at a central location in the vicinity of the respective office.

10.3.1 Acquisition of all parking spaces from commercial sources must be approved by the Director or CM.

10.3.2 Storage and parking facilities should provide protection from pilferage or damage of COVs. Vehicle operators must close the windows, lock the doors and trunk, and remove the keys whenever storing or parking COVs.

10.4 Disposal of Vehicle: All vehicle disposals require pre-approval from the NAO Fleet Manager.

11.0 Acronyms





Acronym	
COV	Company Owned Vehicle
HTW	Home to Work
JV	Joint Venture
NAO	North American Operations
POV	Personal Owned Vehicle
PM	Program Manager
SOP	Standard Operating Procedures
TDY	Temporary Duty
VIN	Vehicle Identification Number
HTW	Home to Work
MVO	Motor Vehicle Officer
NAO	North American Operations
OFM	Operations Fleet Manager
P	President (NAO)
SDA	Senior Director, Administration (NAO)
SDO	Senior Director, Operations (NAO)
SUP	Supervisor

RELATED DOCUMENTS

- **Constellis Vehicle Inspection Checklist (attached)**
- **NAO Form COVREP-20 Vehicle Expense Record**
- **NAO Form (TBD), Additional Duty Designation**
- **NAO Form COV-20, Home-To-Work Transportation Certification**

VERSION HISTORY

	Version	Version Date	Author	Description
1	1.0	11/1/2020	John O. Bolen	Initial Version
2	2.0	12/1/2021	George Reilly	Updates to Section 9.3

Starting Mileage:		CONSTELLIS VEHICLE INSPECTION CHECKLIST		Ending Mileage:	
<p>NOTICE: Before operating a Company Owned Vehicle the driver must review/understand the North American Operations, Constellis Vehicle Use Policies and Procedures and must comply with the same while operating the vehicle. DO NOT operate a vehicle if you are unsure of any vehicle policies or procedures.</p> <p>INSTRUCTIONS: Complete Section A before using vehicle and Section B at the end of shift. Section C must be completed by the Shift Lieutenant, where applicable, and all completed Vehicle Inspection Checklists forwarded to the Contract Manager each shift. Mark with a <input checked="" type="checkbox"/> if the item is in good serviceable condition. Mark with a <input type="checkbox"/> if the item is missing, damaged, or needs repair/replacement. At the end of every week, these documents will be uploaded to the NAO sharepoint site.</p>					
Section A: This section must be completed before operating the vehicle.					
License #:		Date:	Time:	Inspected By (Print Name):	
Location:					
<p>Cleanliness</p> <input type="checkbox"/> Exterior <input type="checkbox"/> Interior <input type="checkbox"/> Windows <input type="checkbox"/> Glove/Storage Box		<p>Damage: Mark damage with an X on pictures and describe in Remarks Section.</p>  		<p>Fluids</p> <input type="checkbox"/> Fuel Level _____ <input type="checkbox"/> Oil <input type="checkbox"/> Coolant <input type="checkbox"/> Windshield washer <input type="checkbox"/> Transmission <input type="checkbox"/> Brake	
<p>Tires</p> <input type="checkbox"/> Air Pressure <input type="checkbox"/> General Condition <input type="checkbox"/> Spare tire and tools		<p>Lights/Gauges</p> <input type="checkbox"/> High Beam <input type="checkbox"/> Low Beam <input type="checkbox"/> High Beam Indicator <input type="checkbox"/> Brake Lights <input type="checkbox"/> Turn Signals <input type="checkbox"/> Emergency Flashers		<p>Miscellaneous</p> <input type="checkbox"/> Reverse Lights <input type="checkbox"/> Check Engine Lights <input type="checkbox"/> Dome Light <input type="checkbox"/> License Plate Light	
<p>Performance</p> <input type="checkbox"/> Engine <input type="checkbox"/> Transmission <input type="checkbox"/> Steering <input type="checkbox"/> Exhaust <input type="checkbox"/> Belts and Hoses <input type="checkbox"/> Brakes		<p>Miscellaneous</p> <input type="checkbox"/> AC/Heater <input type="checkbox"/> Mirrors <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Vehicle Notebook <input type="checkbox"/> Booster Cables <input type="checkbox"/> Insurance Card*		<input type="checkbox"/> Vehicle Registration* <input type="checkbox"/> Fuel Card* <input type="checkbox"/> Maintenance Card** <input type="checkbox"/> Horn <input type="checkbox"/> Emergency Brake <input type="checkbox"/> Windshield Wipers <input type="checkbox"/> Safety Vest	
<p>Remarks Section (All damage must be noted on this form, and Damage Log, and reported to the Shift Lieutenant immediately. Anything marked with a <input checked="" type="checkbox"/> above must be explained):</p>					
<p>Signature:</p>					
Section B: This section must be completed after operating the vehicle and after checking the key back into the key control box.					
<p>Damage: Mark damage sustained during operation with an X on the pictures and describe in Remarks Section below.</p>  					
<p>Remarks Section (All damage sustained while operating the vehicle must be noted on this section, and Damage Log, and reported to the Shift Lieutenant immediately. All other issues/problems encountered while operating the vehicle must be explained. If none, write "NONE" and complete Section B):</p>					
<p>Acknowledgement: I confirm 1) I have reviewed and understand the North American Operations, Constellis Vehicle Use Policies and Procedures, 2) the vehicle was inspected and operated in accordance with North American Operations, Constellis policy, 3) all damage, missing or inoperable equipment, or any other problem with the vehicle was documented and reported, 4) all possible crimes or unusual incidents I witnessed while operating the vehicle and/or all incidents involving the vehicle related to traffic collisions, traffic violations, or contact with law enforcement were reported to the Shift Lieutenant or Contract Manager.</p>					
Print Name:		Signature:		Date:	
Section C: This section must be completed by the Shift Lieutenant, where applicable, at the end of each shift and forwarded to the CM.					
<p>I reviewed the Vehicle Inspection Checklist and confirm 1) the form was completed in accordance with policy and procedures, 2) all applicable vehicle issues were corrected, 3) the key was returned to the key box and signed in, and 3) the PM/DPM /Admin Lt were notified of all issues.</p>					
Print Name:		Signature:		Date:	