

AMERIMED SOP

1.5.5 Administrative Company Vehicle Use

Rev 07/12/22

OVERVIEW

Amerimed recognizes certain administrative and operational leadership positions require a great deal of vehicle travel within and without the company's operational areas. The purposes for this travel may include, but not be limited to:

- Ability to immediately respond to crew locations for support in situations of need, vehicle accidents, crew injuries, patient care assistance, and other situations requiring managerial support.
- Regular visits to remote and/or outlying bases of operations
- Regular visits to facility customers
- Regular travel to regulatory and industry-related association or agency meetings
- Periodic travel to industry-related education and management conferences
- Other administrative purposes

SECTION A

Primary Authorized use of "pool" company vehicles

For non-assigned, or pool administrative company vehicles, the following criteria apply:

- Primarily utilized by Shift Commanders, use is authorized for the purposes listed above
- Vehicle use is limited to on-duty hours and are not authorized to use as "take-home" vehicles which prohibits use for travel to and from work locations.
- Vehicles use is NOT authorized for any personal activities.
- Vehicle condition and cleanliness is the responsibility of the Division Managers as well as any/all users of the vehicle. Vehicles should be maintained according to the manufacturers' and company preventive maintenance recommendations and be kept clean and professional in appearance inside and outside at all times. Any maintenance or aesthetic deficiencies should be remedied as soon as possible.

SECTION B

Primary Authorized use of "assigned" company vehicles

For assigned company vehicles, the following criteria apply:

- Primarily, assigned vehicles are provide for use by Executive and Administrative Staff, Vice Presidents, General Managers, Area Managers, Division Managers, and Customer Success Champions.
- Vehicles are permitted to be take-home vehicles and used for travel to and from work locations.
- Primarily, authorized use of the vehicles are for the purposes listed above.
- Vehicles use is NOT authorized for any personal activities, unless otherwise authorized in writing by the OCE.

- Vehicle condition and cleanliness is the responsibility of the Division Managers as well as any/all users of the vehicle. Vehicles should be maintained according to the manufacturers' and company preventive maintenance recommendations and be kept clean and professional in appearance inside and outside at all times. Any maintenance or aesthetic deficiencies should be remedied as soon as possible.

SECTION C

Company Provided Fuel Cards

All company vehicles have a company-provided fuel card assigned specifically to that vehicle. Fuel cards are authorized to be used to fuel vehicles for company-related fuel usage only. Fuel cards are not to be used for fueling personal vehicles or equipment under any circumstances.