**18-C**

**Procedure Acknowledgement Form**

I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and understand the rules and regulations set forth by this Motor Vehicle procedure (AISH 18). I understand that I must receive permission by a Division Manager on a case by case basis for personnel use of Company Owned equipment each and every time.

Employees with Vehicle Allowance: I understand that state laws and that this procedure applies.

While operating a company vehicle and talking on a cell phone, hands free devices will be used. Texting while driving is strictly prohibited.

I understand that in any and all equipment with seatbelts that those seatbelts must be worn when vehicle is in motion.

Driver/Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Company Vehicle Requirements (AISH 18.4.8)

Will employee be driving a company Vehicle? Yes\_\_\_\_ No\_\_\_\_

If yes, send following required documents to: [zach.fife@apollomech.com](https://adminapollo-my.sharepoint.com/personal/apollo_apollomech_com/Documents/Safety/Apollo%20Safety%20Programs/2018%20AISH%20Updated%20Procedures/Forms/zach.fife@apollomech.com)

* Copy of **Driver license**
* Washington employees: **Washington State Abstract of Driving Release form**
* Non-Washington employees: **Motor Vehicle Disclosure and Release form**

Personal Vehicle Use Requirements (AISH 18.4.2)

Will employee be receiving a vehicle allowance? Yes\_\_\_\_ No\_\_\_\_

If yes, send following required documents to: [zach.fife@apollomech.com](https://adminapollo-my.sharepoint.com/personal/apollo_apollomech_com/Documents/Safety/Apollo%20Safety%20Programs/2018%20AISH%20Updated%20Procedures/Forms/zach.fife@apollomech.com)

* Copy of **Driver license**
* Washington employees: **Washington State Abstract of Driving Release form**
* Non-Washington employees: **Motor Vehicle Disclosure and Release form**
* **Copy of Auto Insurance Card**

If answer yes to either personal vehicle allowance or company vehicle please fill out rest of paperwork that is in Orientation folder(vehicle documentation) and provide the documents listed for each scenario above.