

VEHICLE USE AND FUEL CONSUMPTION POLICY KM ADVOCATES AND ASSOCIATES.

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Purpose.

KM Advocates & Associates aims to ensure responsible and efficient use of Organization's vehicles, minimize fuel consumption, and maintain a professional image.

Scope

This policy applies to all employees, contractors, and authorized drivers using Organization's vehicles.

Vehicle Use

- I. Organization's vehicles are for business purposes only.
- II. Personal use is prohibited, except with explicit management approval.
- III. Vehicles must be driven safely and in accordance with traffic regulations.

Fuel Consumption

- I. Fuel cards are provided for business-related fuel purchases only.
- II. Fuel purchases must be properly documented and receipts submitted.
- III. Fuel efficiency and economy must be considered when selecting vehicles or routes.

Vehicle Maintenance

- I. Regular maintenance is mandatory to ensure vehicle safety and efficiency.
- II. Drivers must report any vehicle issues or damage promptly.

Vehicle Branding

- I. Organization's vehicles must display the official (Organization Logo) decal.
- II. Vehicles must be kept clean and in good condition to maintain a professional image.

Procedure

1. Vehicle Assignment: Vehicles will be assigned to authorized drivers by management.
2. Fuel Purchases: Drivers must use designated fuel cards and submit receipts.

3. Maintenance Requests: Drivers must report issues to the fleet manager.
4. Vehicle Inspections: Regular inspections will be conducted to ensure compliance.
5. Non-Compliance: Violations may result in disciplinary action.

Responsibilities

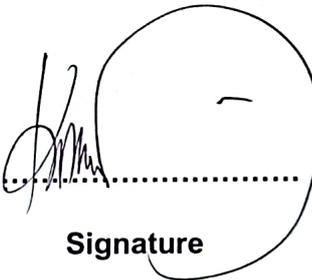
- I. Drivers: Adhere to policy and procedure.
- II. Fleet Manager: Oversee vehicle maintenance and fuel consumption.
- III. Management: Monitor compliance and enforce policy.

Review and Revision.

This policy will be reviewed and revised as necessary.

By implementing this policy and procedure, KM Advocates and Associates aims to promote responsible vehicle use, reduce fuel consumption, and maintain a professional image.

Approved by Managing Partner



Signature