



EFI FLEET PROCEDURES

FLEET ETIQUETTE

When driving a company vehicle, the headlights must always be on.

When exiting a vehicle, staff should be making sure the following are completed:

Headlights are turned off.

Windshield wipers are turned off.

Radio is turned off.

All windows are rolled up.

Doors are locked.



No eating or drinking in the cars.



No smoking or vaping in the cars.

° LEAVE *
NOTHING
* BEHIND

Do not leave personal belongings or client belongings in the cars.



IN THE CAR ↓

PENCIL POUCH

1 Located in the glovebox.

ACCIDENT REPORT POUCH

2 Located in the trunk or in the back of one of the seats.

WHAT TO DO IN CASE OF ACCIDENT

3 Hanging on the rearview mirror.

FIRST AID KIT

4 Located in the trunk or backseat.

THESE ITEMS MUST BE IN THERE AT ALL TIMES.

WHAT IS IN THE POUCHES?

GLOVE BOX POUCH

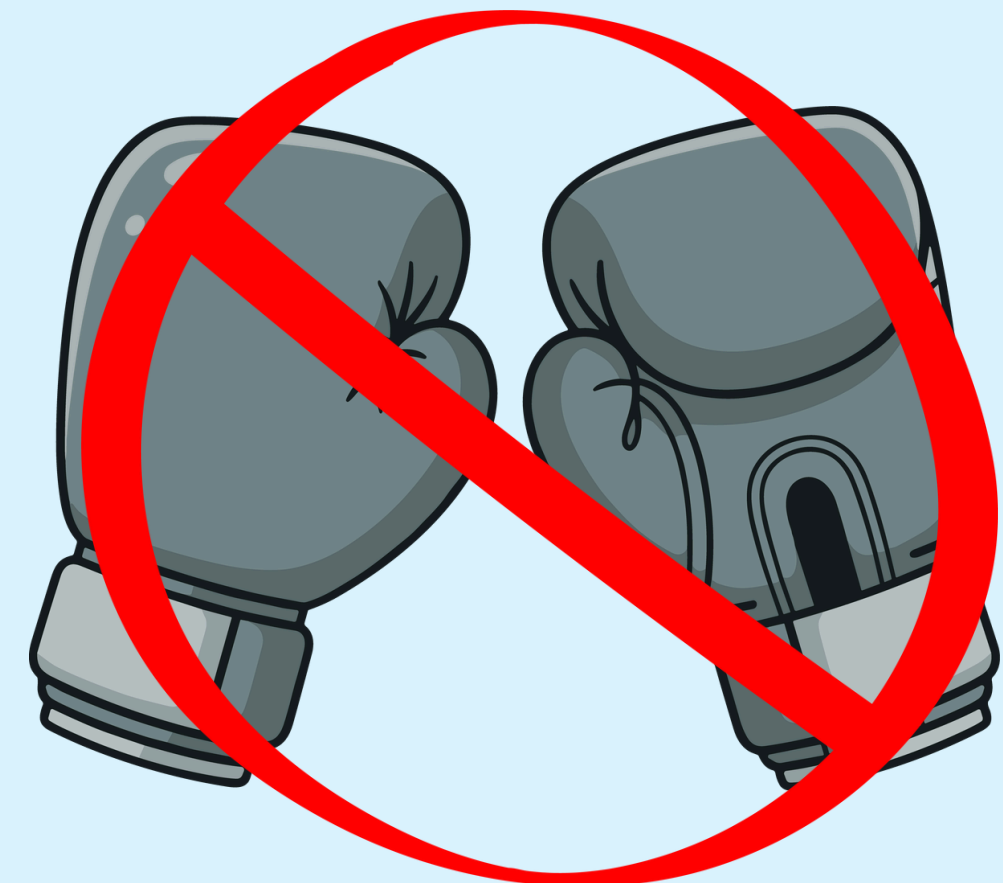
- Registration
- Copy of Insurance Card
- Copy of Maintenance Card
- Gas Card (NOT CODE)

Never use personal payment for fuel in company vehicles.

- Note pad
- Pen
- Annual Fishing Pass
- Maintenance Cheat Sheet
- Enterprise Maintenance Booklet
-

ACCIDENT REPORT POUCH

- 3 copies of accident report form packets
- Pen



WEEKLY VEHICLE INSPECTION REPORTS



*** If damage is not noted on the weekly vehicle inspection form, The Finance Tech cannot get it fixed***

•Weekly vehicle inspection forms are **NOT** optional. These are usually completed by Team Leads in the houses, but you may be tasked with doing this at some point in time.

•Monthly vehicle inspections are done so we can keep our fleet in top condition.

•Weekly vehicle inspection reports are due on Tuesday of every week.

•Scratches, Dings, paint chips, dash lights, etc. need to be noted on the weekly vehicle inspection form.

OIL CHANGES

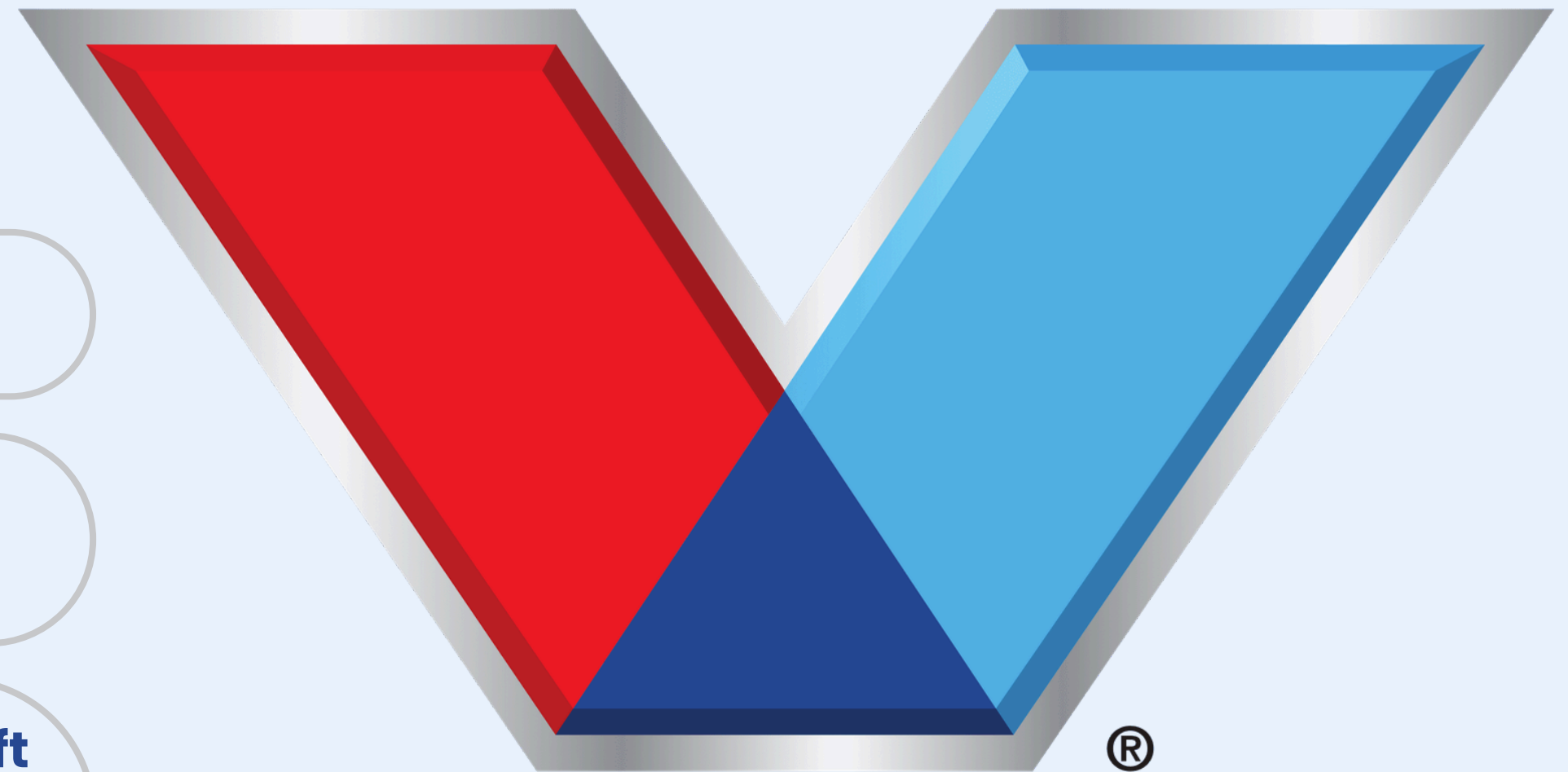
Oil changes are completed at Valvoline

Staff are responsible for taking fleet vehicles to get oil changes on time.

The oil change sticker can be found on the top left of the driver side windshield, this will tell you the mileage at which the car needs an oil change.

If you are unable to get an oil change done during your shift, please communicate with other staff working in the house so this can get completed

Staff will receive a receipt from Valvoline. This needs to be turned into Rebecca Martin's mailbox with the car # and staff's signature on the receipt.



Valvoline

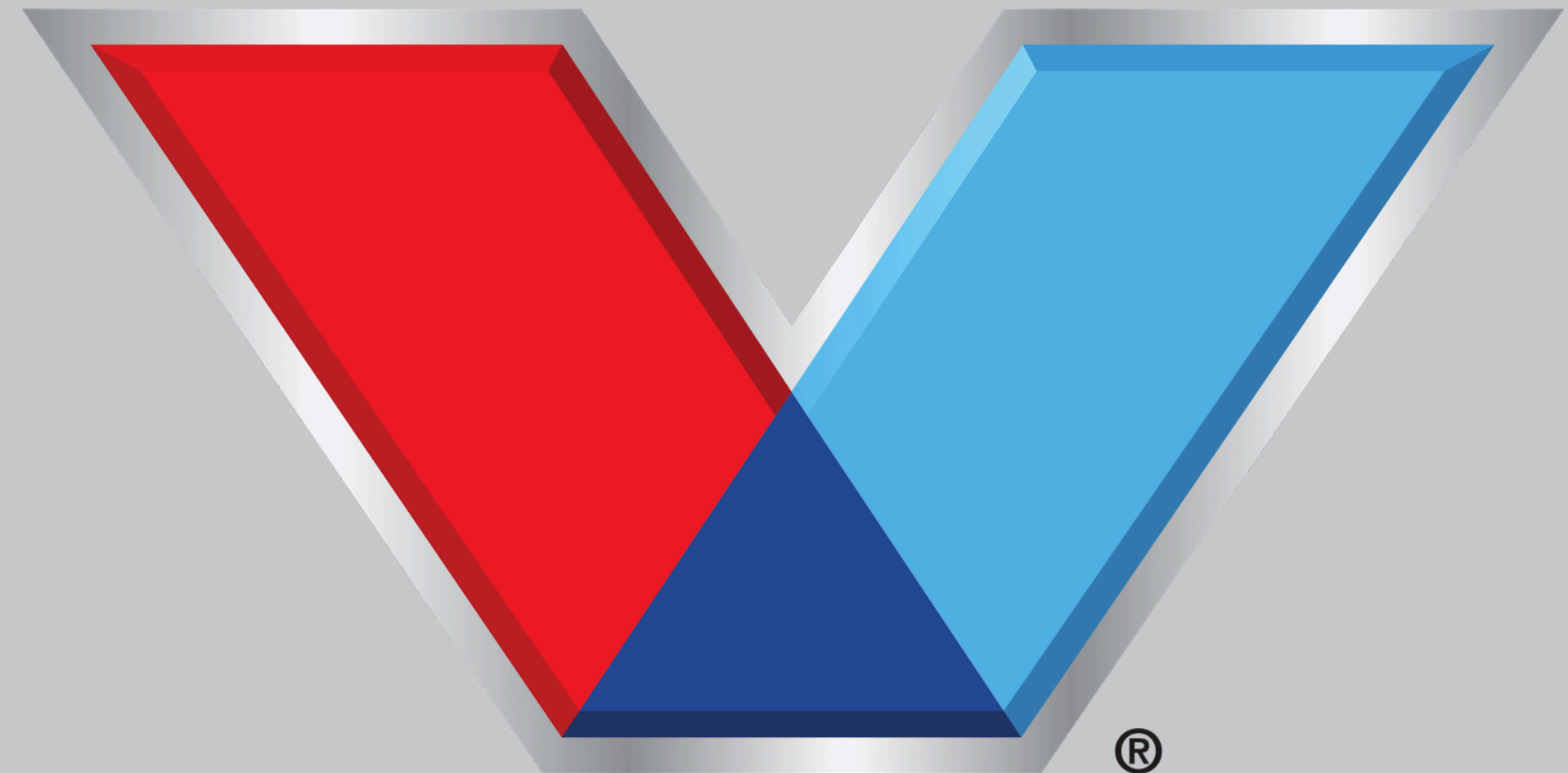
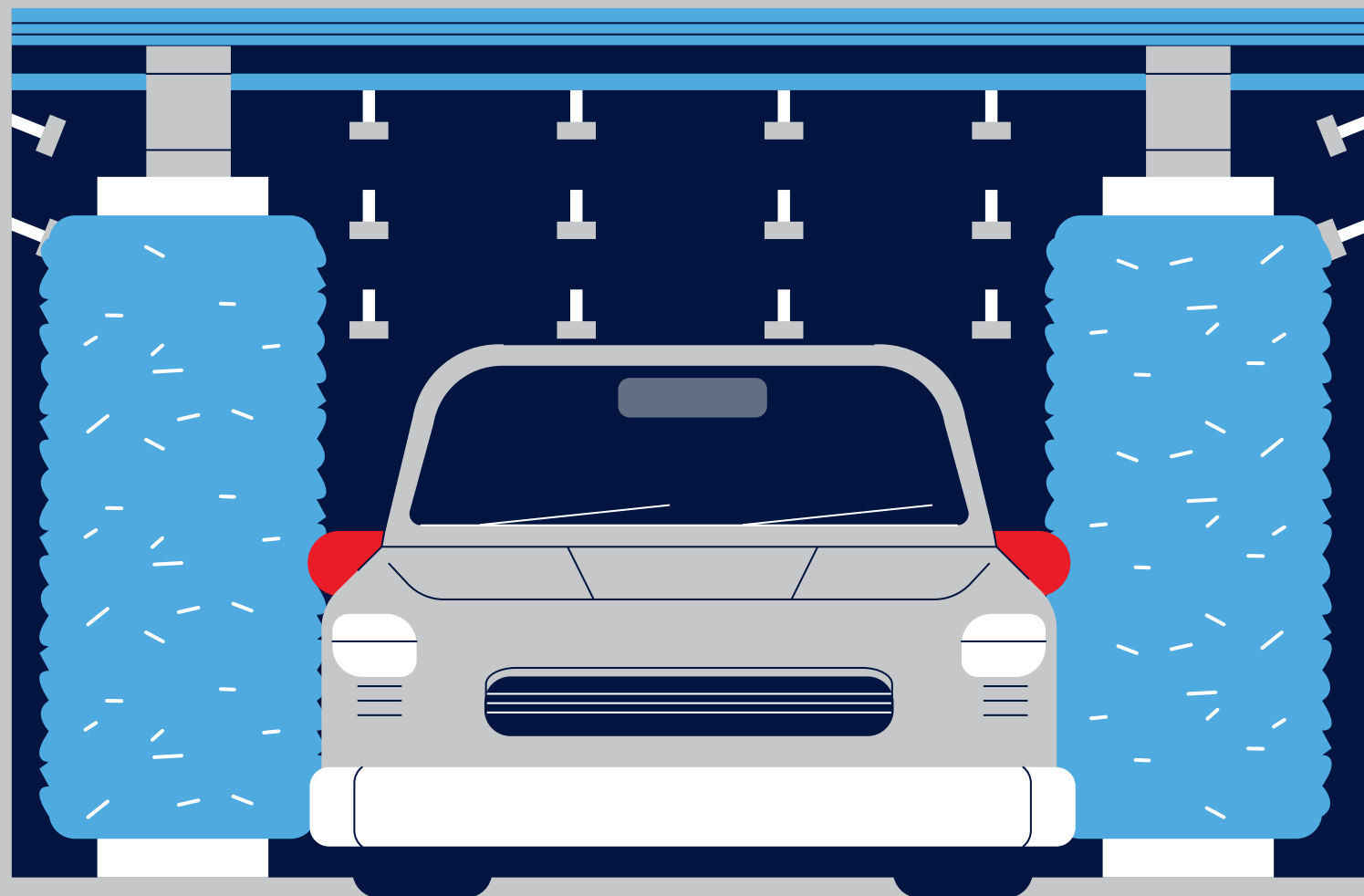


CAR WASHES

**Company Vehicles can be taken to
the car wash at Valvoline**

**When you arrive, if they ask, say that it
can be billed through EFI's Enterprise
Account**

CAR WASH



Valvoline®



GAS

NO SMOKING

GAS

FUELING UP

Vehicles can only fuel up once a week
on Wednesdays

All EFI vehicles should NOT get below ½
Tank

EFI staff in Shelton can only get fuel at Fred
Meyer or Kamilche Trading Post (KTP)

EFI staff In Lacey can get fuel at Fred Meyer
or Safeway

**If additional Fueling is required, staff must reach
out to Rebecca M for further instructions**

VEHICLE RESTRICTIONS

We encourage staff to explore and engage in meaningful activities that do not require extensive driving. Car rides that do not have a determined destination are not allowed.

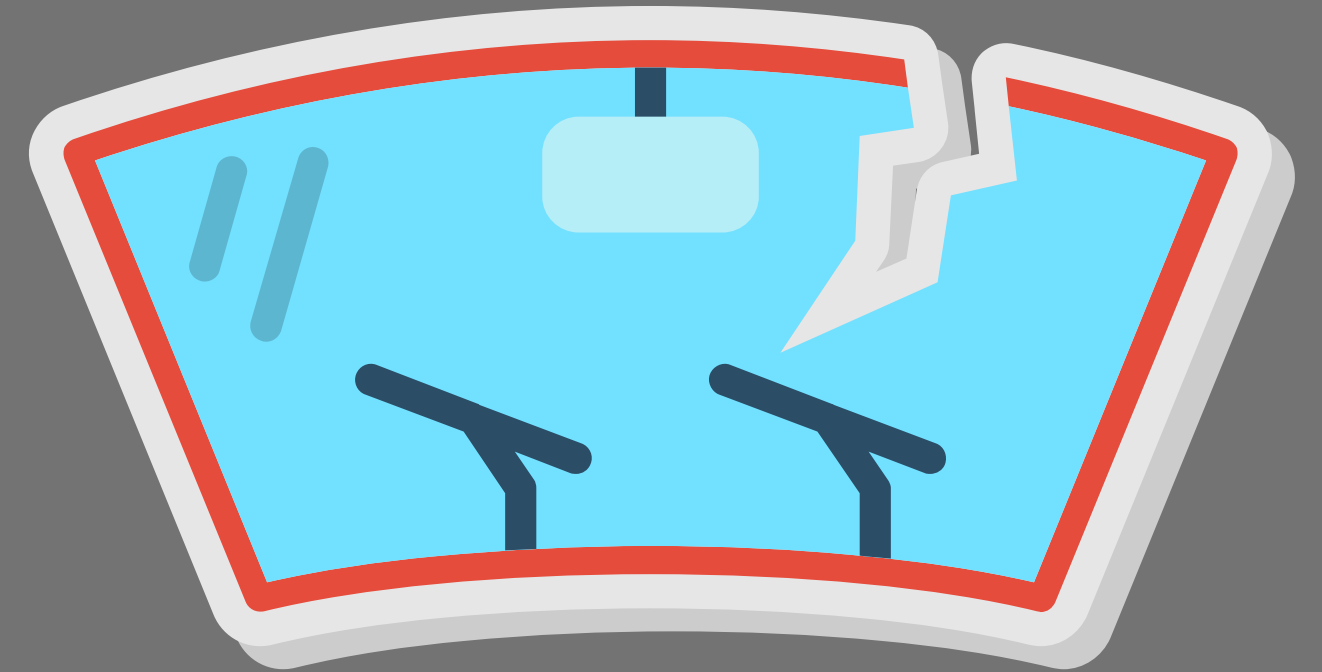
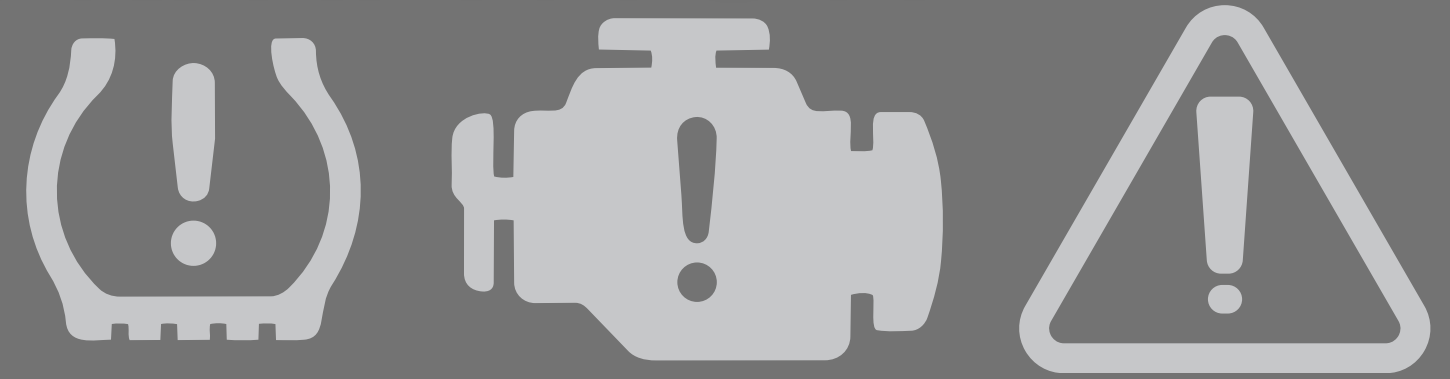


All Vehicles must be parked and not used past 9:00 PM everyday unless there is an emergency or preauthorized event.



ADDITIONAL INFORMATION

- Windshield wipers need replaced? – Valvoline will replace them!! Say yes to anything else they say you need for the car!
 - Tire pressure low? – Les Schwab’s got us!
- Car is throwing codes/Dash lights? – Take it down to Cut Rate and they will read the code!
- Rock chip/crack in the windshield? – No problem, notify the Finance Tech! Advanced Glass can fix it right up!
- Car needs vacuumed? – EFI has a shop vac for staff to use to upon request!
 - Repair requests must be turned in for everything
- * Don’t need an oil change but need new wipers?- Head to cut rate! Ask for them to be put on EFI account.
- Rebecca Martin needs to be made aware of all repairs and appointments made In regard to the fleet.



UNDER NO CIRCUMSTANCES ARE CLIENTS TO BE LEFT IN EFI VEHICLES UNATTENDED



Should you have any questions, concerns or observations regarding the state of any of the fleet vehicles, please do not hesitate to communicate. It is vital that we collaborate closely to ensure the longevity of our fleet!

