Section 20 – GMI Vehicle (Inspection / Operations / Purchasing / Leasing)

1. The Purchase or Lease of All Vehicles Must be Approved

All GMI vehicles must be approved, in writing, by Director of Maintenance prior to purchasing or leasing.

All GMI Vehicles shall not have a GVWR (Gross Vehicle Weight Rating) greater than 10,000 lbs. The GVWR is the maximum operating weight of a vehicle as specified by the manufacturer. GVWR is found on the manufacture's label inside the driver's door jamb.

Should you identify a vehicle that is currently in service with a GVWR above 10,000 lbs. it's operation shall be restricted to stay on property at all times. In short, the vehicle may not be driven on any public street.

2. Inspection of Vehicles

All Community owned or leased vehicles are to be inspected on or about the 15th of each month utilizing the attached Vehicle Maintenance / Safety Checklist. The completed inspection form is to be **faxed (301-588-6671) or scanned** to the Director of Maintenance at the Main Office no later than the 20th of each month.

Upon review of the Inspection results, the Director of Maintenance will forward to the respective Regional Property Manager for review and action.

Original vehicle inspections are to be maintained by the Community Manager in a file designated for same for a period of 36 months.

3. Operation of Vehicles

The use of Community-owned or Community-leased vehicles and rental of vehicles for GMI and Community business are limited to the authorized Employees. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of management. (Regional PM or above)

All Employees authorized to drive GMI-owned or GMI-leased vehicles or to rent vehicles for use in conducting GMI business must possess a current, valid driver's license and an acceptable driving record. A valid driver's license must be in your possession while operating any vehicle off or on GMI property or any property managed by GMI. Any change in drivers' license status or a material change in your driving record must be reported to your supervisor immediately.

From time to time, GMI, or its insurance carrier, may request reports from the relevant government agencies regarding the license status and driving record of Employees whose job responsibilities include driving. In the event that the license status or driving record of any Employee whose job responsibilities include driving becomes unacceptable to GMI or GMI's insurance carrier, that Employee may be restricted from driving, reassigned, suspended, or terminated, at GMI's discretion.