

VEHICLE USE AGREEMENT FOR COMPANY VEHICLES-CDB

All employees operating a company owned vehicle agree to operate the vehicle according to the following guidelines. Failure to adhere to these guidelines may result in revocation of the employee's privilege to operate company vehicles or termination under some circumstances:

1. Employee must maintain a proper and current driver's license for the type of company vehicle that they are operating and notify immediately if they no longer have a valid license.
2. Employee will not use a cell phone or other hand held device unless it is equipped with a hands free accessory that permits safe and lawful operation of the vehicle. At no time will the employee engage in text messaging, emailing or internet browsing while operating a company vehicle.
3. Employee will notify the company of any citations or notices received while operating a company vehicle.
4. Employee must follow generally accepted safe driving practices and obey all traffic regulations and all laws of the country.
5. Employee is responsible for ensuring that the vehicle is properly maintained and kept clean. This includes having the vehicle serviced at regular service intervals by a qualified mechanic.
6. The employee authorizes the company to obtain and review the Motor Vehicle Record of the vehicle.
7. The employee agrees to operate the vehicle in such a manner that will not expose the company to any liability or risk.
8. The use of alcohol or controlled substances prior to and during operation of the vehicle is prohibited.
9. Any hazardous substance, chemicals or dangerous goods are prohibited from being carried in the company vehicle.
10. Employee shall adhere to the provisions of the Company's policy of insurance relating to the vehicle at all times and shall have a copy of the policy of insurance in the vehicle at all times.
11. Employee shall be responsible for payment of all fines incurred for traffic offences and parking fines.
12. Employee is responsible for parking vehicles in a safe and legal area, off public road ways.
13. Employee must report all accidents immediately of the occurrence of the incident to immediate supervisor.
14. Employee will ensure that all occupants of a company owned vehicle are properly wearing seat belts while the vehicle is in motion.
15. Employee must report any damages or problems with their assigned vehicle to head of administrator as soon as possible. Any cost or expense incurred due to the employee's failure to comply with this requirement will be deducted from their salary.
16. Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during a business trip that requires the use of a company vehicle, employees should take regular breaks while driving or ask supervisor for overnight accommodations, if needed.
17. Employee shall not leave the company vehicle unlocked, unattended or parked in dangerous areas.
18. Employee shall not allow unauthorized people to drive the company vehicle, unless an emergency mandates it.
19. If the employees are involved in an accident with a company vehicle, they should contact insurance department immediately, in order to get in touch with the insurance provider. Employee shouldn't accept responsibility or guarantee payment to another party in an accident without company authorization.
20. Employee should call local police if accidents are serious.
21. Employees are not allowed to smoke inside the company vehicle.
22. Employee shall not Lease, sell or lend the company vehicle.

23. Employee shall return the company vehicle, its keys and all documents relating to it to the company's registered office or such other place as the company may stipulate immediately on the termination of appointment howsoever arising and/or the privilege to operate company vehicle being revoked or on the employee becoming no longer legally entitled to drive.

24. Employee shall be liable for violating any of the above conditions and the employee shall hold the Company, and the Directors and Officers thereof, saved harmless and indemnified against all suits, actions, proceedings, charges, damages, demands, costs, losses, expenses and any detriment of whatsoever kind or nature consequent on or attributable to the employee violating the above conditions in the agreement.

This authorization may be terminated by the company at any time.

X I have read, understood and agree to comply with the above conditions authorizing me to drive a company vehicle number WP BFB 9264

X Date 2025/06/04

X Kavindra
Employee Signature'

.....
Company
CDB Finance PLC

X Name : R.L.S.K.G. Rathnayana
X HRIS : 11142
X Vehicle No : WP BFB 9264

Conformation of vehicle number
Today I am return the above mention vehicle

Date

.....
Employee Signature

Receiver confirmation
Today collect the above mention vehicle with (if special Note)

Signature
Name with designation

Company vehicle use detail

Vehicle numberw.p...../.....BFB...../.....9264.....

User NameR.L.S.K.G. Rathnayana.....

NIC NO199823100385.....

HRIS NO11142.....

EPF No013802.....

Contract1 year.....

.....V. S. S......
Signature