

## **KPGA Propane Powered Ford Truck Request and Usage Policy**

Kentucky Propane Gas Association is committed to promoting safety and responsible driving. To ensure that this commitment is followed through, the KPGA has adopted a vehicle request and usage policy that requires all who request and operate the company owned propane powered Ford truck during the performance of their jobs, to do so in a lawful and safe manner. KPGA is responsible for the implementation and on-going administration of this policy. A company who requests the use of the truck will do so for company business purposes only and will be required to submit a request form to KPGA. No unauthorized persons will be permitted to operate the truck.

### **Request and Usage Policy – Propane Marketers**

The truck can be requested to be used for company appreciation days, company meetings and other events. All requests for the truck shall be made in writing to the KPGA office no later than 2 weeks prior to the event. The KPGA office will check availability of the truck as well as KPGA staff to accompany the truck and will respond in a timely manner. Requests shall be granted on a first come, first serve basis.

In the event KPGA staff is not available to accompany the truck, the propane marketers can make accommodations to pick up and return the truck to the KPGA office if the truck is available. KPGA will work with the requesting company as much as possible.

The requesting company is responsible for fuel used during their event including transportation to and from the event. A travel log including date, mileage, destination and purpose shall be completed each time the truck is in use. A Vehicle Inspection Report must also be completed pre-trip and post-trip.

Since the KPGA has the sole discretion in determining who may operate the truck, the KPGA has the right to review any appropriate documents including driving records, proof of a valid license, proof of current insurance and must be made aware of any driving violations. A Kentucky Driver History Record (DHR) must be submitted to KPGA no later than 5 days prior to the event. The DHR must be obtained by the company from the Kentucky Transportation Cabinet or via the DHR website - [www.dhr.ky.gov](http://www.dhr.ky.gov).

Drivers are expected to take all steps necessary in avoiding endangering themselves and others while operating the truck on company business. To ensure this, drivers authorized to operate the truck are expected to:

- Ensure that all occupants, including himself/herself, wear safety belts when the truck is in operation.
- Ensure that the truck is maintained in a safe driving condition.
- Refrain from using cellular telephones (unless they are equipped with hands-free operations), personal listening devices, and from conducting any other activities which may impede the driver's ability to focus on safely operating the truck while it is in motion.
- Comply with respective laws governing motor vehicle operations.
- Ensure there is no smoking within the truck at any time

Any individual who is in violation with the safety expectations listed above may be subject to loss of truck privileges.

### **Request and Usage Policy – Companies Related to the Propane Industry**

The truck can be requested to be used for company appreciation days, company meetings and other events. All requests for the truck shall be made in writing to the KPGA office no later than 2 weeks prior to the event. The KPGA office will check availability of the truck as well as KPGA staff to accompany the truck and will respond in a timely manner. Requests shall be granted on a first come, first serve basis. The truck must be accompanied at all times by a KPGA staff member.