



**THE SUMMIT PROJECT**  
**"MAINE HEROES ARE NOT FORGOTTEN"**  
PO BOX 8130  
PORTLAND, MAINE 04104

21 APR 2024

From: Executive Director, The Summit Project  
To: General Public

Subj: VEHICLE USE AND MANAGEMENT POLICY (PL2003)

1. Purpose. The purpose of this policy is to establish and communicate the minimum requirements and key guidelines for the use and management of any vehicle (each a "Vehicle") owned or leased by The Summit Project ("TSP"). The primary function of a Vehicle is for use by authorized TSP operational team members in support of activities that align with TSP operational, strategic, or promotional goals. Such permitted use will also help reduce the need for such TSP operational team members to otherwise use their personal resources to support these TSP activities.

2. Permitted Use of Vehicle. A Vehicle may only be used by authorized TSP operational team members who satisfy the minimum Vehicle usage requirements below and who agree to abide by the guidelines set out in this policy. An authorized driver may only use a Vehicle in support TSP operational, strategic, or promotional initiatives, as set forth by the TSP Board of Directors or its Core Leadership Team; provided, however, that minimal and reasonable personal use of a Vehicle ancillary to any such permitted use is allowed. To use a Vehicle, a driver must first contact and request authorization from the TSP Executive Director, who at all times has the sole discretion to approve or deny any such request, and to revoke any prior approval, to use the Vehicle.

3. Minimum Vehicle Usage Requirements. To be eligible to use a Vehicle, a driver must, at a minimum: (i) be at least 25 years old; (ii) have a current and valid driver's license; and (iii) if applicable, have reasonable experience driving a vehicle towing a trailer. By requesting authorization to use a Vehicle, a driver agrees that TSP may perform a driving record background check on the driver and that authorization to use the Vehicle will be subject to results that are reasonably satisfactory to the TSP Executive Director. The TSP Executive Director and President have each been authorized by the TSP Board of Directors to operate a Vehicle.

When using a Vehicle, a driver becomes the face of TSP. Therefore, every driver of a Vehicle is expected, at all times while operating a Vehicle, to obey all applicable laws and to act in a manner that is consistent with TSP's core values. Every driver must sign a Code of Conduct Policy Authorization Form, to be submitted to the TSP Executive Director, before being permitted to operate a Vehicle.

4. Restrictions on Vehicle Usage. Only authorized TSP operational team members may drive a Vehicle, unless otherwise required by an emergency. Smoking and vaping of any kind within a Vehicle is expressly prohibited. No pets or other animals are permitted in any Vehicle.

5. Vehicle Expenses. All financial expenditures associated with the Vehicle, including monthly loan or lease payments, registration fees, insurance costs, and anticipated fuel and maintenance costs, will be incorporated into the TSP annual operational budget.

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6. Vehicle Maintenance and Mileage. The TSP Executive Director is responsible for the reasonable maintenance of each Vehicle. For a leased Vehicle, the TSP Executive Director will maintain a monthly odometer log to ensure that overall usage off the Vehicle remains within the lease mileage limitations.

7. Reimbursements. Every authorized driver of a Vehicle is responsible for returning the Vehicle clean and with a full tank of fuel after each use. TSP will only reimburse authorized drivers for reasonable expenses, including fuel, tolls, and emergency services, incurred while using a Vehicle for a permitted purpose, as set out in this policy. To request a reimbursement for any such expense, a driver must submit a request with supporting receipts or other acceptable proof to the TSP Executive Director. TSP will not reimburse a driver for any fines or tickets received while using a Vehicle.

8. Vehicle Inspection and Damage. Prior to using a Vehicle, the TSP Executive Director and each authorized driver will conduct a full visual inspection of the Vehicle, documenting and photographing any damages. Upon return of the Vehicle, the TSP Executive Director and each authorized driver will again conduct a full visual inspection of the Vehicle to identify any new damages to the Vehicle. Any new damage found to the Vehicle will be assessed and any required repairs may be deemed the responsibility of the driver at a facility selected by TSP.

In the event of an accident while operating a Vehicle, a driver should follow all legal guidelines, including exchanging information with other drivers and, if required, reporting the accident to local police. Drivers should not admit any fault, accept any responsibility or liability, or guarantee any payment for any damage to the Vehicle or any other vehicle, person, or property. The driver of the Vehicle should as soon as possible report the accident to the TSP Executive Director, who will contact the Vehicle insurance provider.

A handwritten signature in black ink, appearing to read 'G. R. Johnson', with a stylized flourish extending to the right.

G. R. JOHNSON