

GENERAL USE AND INSTRUCTIONS

Drivers History

When adding a new driver, (dependents obtaining a new license, not a permit) or adding your spouse or same sex domestic partner) a current driver history must be submitted for that individual only. You must also complete a Payroll Deduction Form/Lease Agreement (PDF), adding the new driver (s). If the dependant child is between the ages of 16-19 also submit the Road Ready Teen Contract. All documents must be submitted together to the fax number or address on the bottom of the PDF.

When activating an additional vehicle a PDF must be submitted listing all eligible drivers and a driver history is required for **all** eligible members in the household,

A vehicle must be ordered or selected from Lapeer Road Marshaling Center (Interim/Reassignment) within 6 months of submission of the driver history. If a driver history is submitted and there is no activity within 6 months the history is no longer valid and a new one must be submitted.

Driver's License

Any driver of a company-owned vehicle is required to have a valid, unrestricted driver license or driver permit. A medical restriction will not affect eligibility, but a restriction related to; DUI, excessive driving infractions etc... could result in loss of eligibility.

Dependent children with a driver's permit may drive a lease vehicle as long as they are accompanied by a parent (no exceptions).

All Drivers taking delivery of a company-owned vehicle must present their current driver's license at the time of vehicle delivery. If a restricted or invalid driver's license is presented, the new vehicle will not be delivery, nor will the turn-in vehicle be returned. Individuals taking delivery for a participant must provide a copy of the participants' drivers' license.

If for any reason, the driver's license of the Participant, Participant's spouse and/or dependents becomes restricted or suspended, it is the Participant's responsibility to immediately notify Company Car Programs at (800) 481-6736, and send a written explanation to:

Driver's License (Continued)

Chrysler LLC
Manager - Company Car Programs
CIMS 483-08-12
800 Chrysler Drive
Auburn Hills, MI 48326-2757

Failure to report a restricted or suspended license will result in your loss of Program eligibility.

Compliance

All Participants and permittees of company-owned vehicles must cooperate fully in any Company investigation into accidents, damage to, and use of vehicles in accordance with the Terms, Conditions & Instructions Manual. Also, the Participant is required to surrender the vehicle for testing upon request.

Safety Belt and Child Seat Usage

It is the on-going policy of Chrysler that any operator or passenger(s) in company-owned vehicles **MUST** use safety belts when driving or riding on or off company property. The total number of occupants in any vehicle may not exceed the number of seating locations equipped with seat belts. This includes but is not limited to lease, pool, product evaluation, manufacturing plant overnight(s)-vehicle road test evaluations, assigned vehicles, etc.

All children 12 years of age or younger shall be placed in a rear seat, where available; and shall always be buckled up in the appropriate restraint or child seat (complies with FMVSS 213) for their height and weight.

If a rear seating position is not available, the passenger seat must be moved as far back as possible and the child placed in the appropriate restraint or child seat for their height and weight.

Rear-facing infant seats shall **NEVER** be used in the front seat of a vehicle equipped with a passenger air bag, unless the vehicle is equipped with a passenger air bag defeat device and the passenger air bag is turned off.

It is the responsibility of the Chrysler employee who is the custodian of the vehicle and/or the driver to ensure that all above requirements are satisfied.

Air Bag On/Off Switch Policy

Chrysler discourages the installation of air bag on/off switches in lieu of proper seating and seat belt use. Air bag on/off switches may be installed in a Chrysler owned vehicle only under the following circumstances:

- The vehicle is a designated test vehicle and the installation is done under an approved testing program, or
- The assigned driver of a Product Evaluation vehicle, an Employee/Retiree Lease vehicle or a Field vehicle may petition the National Highway Traffic Safety Administration ('NHTSA') for authorization. The applicant for authorization must read the NHTSA booklet, "Air Bags & On-Off Switches – Information for an Informed Decision" prior to petitioning. If authorization is received, the custodian may have an air bag switch installed for the position(s), which have been authorized.
- Chrysler Company Car Programs must be advised of all air bag on/off switch installations immediately. Notification must be in writing and sent to CIMS 483-08-12 or faxed to (248) 576-8292 or t/l 776-8292. Information included in this notification should be:
 - Copy of NHTSA authorization for that vehicle
 - Copy of installation receipt describing type of switch installed
- All installations must be made at a Chrysler franchised dealership or a Chrysler location test or service facility.
- All installations must use only approved MOPAR parts.
- Costs associated with the installation of the on/off switch are the responsibility of the custodian.

Airbag on/off switches are not approved for Pool or other multi-user vehicles except under approved test conditions.

All vehicles with installed on/off switches will be restricted within the Company Car system to prevent unauthorized disposal. All vehicles with installed air bag on/off switches must be sold with a disclosure notice.

Test vehicles with installed on/off switches that do not have NHTSA authorization cannot be titled or registered. Such vehicles must be operated on Manufacturer's (M) plates.

Test vehicles having air bag on/off switches installed without NHTSA authorization must obtain such authorization prior to sale. If authorization is not obtained, the air bag on/off switch must be removed and a disclosure notice provided indicating such action.

Air Bag On/Off Switch Policy (Continued)

Air bag Deactivation:

Air bag deactivation is defined as the modification of the air bag module or other components to prevent the air bag's operation by any means other than an approved air bag on/off switch.

Air bag deactivation is not authorized except for test vehicles in approved test programs. Notification must be made to Company Car Programs whenever an air bag is deactivated.

Any vehicle that has had the air bags deactivated must have the air bags reactivated prior to sale and a disclosure notice provided that states the air bags have been deactivated and have been reactivated. Company Car Programs must be provided a certification of the reactivation by the vehicle custodian or test program engineer/manager.

Information:

NHTSA may be contacted for brochures and request forms at:

National Highway Traffic Safety Administration
Attention: Air Bag Switch Request Form
400 Seventh St., S. W.
Washington, D. C. 20590-1000

Or by calling: (800) 424-9393, or by visiting their web site at:
www.nhtsa.gov/airbags.

Vehicle Alterations/Modifications

Upgrades, modifications or additions (trailer hitches, radios, wheel covers, running boards, security systems, etc) must be requested in writing and **approved** by Company Car Programs **before** installation. Participants must submit a written request to Company Car Programs. **Note:** If the Participant chooses to remove the equipment from the vehicle at the time of turn-in, the vehicle must be restored to its original condition. The cost associated with the purchase, installation and removal of non-factory installed equipment is not reimbursable.

Physically Challenged Modification

Physically Challenged Conversion Request and Information letter can be found on the company car website. Participants are required to submit the completed request, a doctor's prescription and a written estimate from the conversion company.

Physically Challenged Modification (Continued)

The request will be reviewed and the participant will be contacted with the final determination. All information should be forwarded to the address or fax number below:

Chrysler LLC
Company Car Programs, CIMS 483-08-12
800 Chrysler Drive
Auburn Hills, MI 48326-2757
Fax: (248) 576-8292

You may also obtain the required information from the Company Car Programs Website via Dashboard or the on-line ordering system. (See Company Car Related Forms)

Fines and other Charges

By participating in the PE/EL Program, the Participant authorizes that charges for vehicle abuse, unpaid parking fines, or other costs assessed under the Program may be recovered by offsetting against wages or benefits that are payable to the Participant.

All participants are subject to the following charges not previously assessed in the program prior to April 1, 2006:

- \$25 administration fee for each unpaid parking ticket in addition to the ticket cost
- \$75 cleaning fee for custodians who smoke in their vehicle(s); this applies to **ALL** vehicles delivered after April 1, 2006
- \$100 claim administration fee for each vehicle damage claim over \$500 regardless of fault, after April 1, 2006 (See Accident section for additional information)
- \$150 for each missed maintenance service interval. A participant's maintenance schedule is base on an individual's driving habits (see Maintenance and repair section for additional information)

Participants are responsible for any expenses associated with obtaining reports and/or forms that may be requested by Company Car Programs, (including police reports, driving records, duplicate title and registrations, etc.).

Permittee Usage

Chrysler-owned vehicles may be used by a “**Permittee**” one time only and for a period **not to exceed one week**. The intent of such usage is the demonstration of Chrysler products.

Permittee Usage (Continued)

The Participant is responsible to ensure that the permittee has a valid, non-restricted (related to driving history) driver's license and operates the vehicle in accordance with the terms and conditions of the PE/EL Program.

Ownership

The agreement between Chrysler and the Participant will be one of lease only, with Chrysler or its assignee maintaining the title to the vehicle.

Illegal and/or Unauthorized Use

The Participant, his/her spouse, dependent children and/or permittees will have no right to use the company-owned vehicle except as provided in this Terms, Conditions & Instructions Manual. The Participant may not sub-lease, sell, assign, mortgage, or otherwise transfer or to attempt a transfer to any person any interest in the lease vehicle. Nor shall the vehicle be used to display any advertisement or any personal businesses such as lawn services, towing/hauling, etc.

The Participant will not use, nor allow permittees to use the company-owned vehicle in an illegal manner or for any illegal purpose or for the transportation of persons or property for hire (other than "car pool") arrangements in which the compensation received approximates the cost of the vehicle's operation.

Government agencies, in particular, The United States Customs Service, have policies of seizing and detaining motor vehicles used by persons in the transportation of drugs or alcohol. Any such seizure and detention of a company-owned vehicle by a government agency will be considered a breach of these terms and conditions. Furthermore, all costs, expenses, fines and penalties that may be assessed by a government agency associated with such seizure and/or detention will be the sole responsibility of the Participant. The Participant will defend, indemnify and hold Chrysler harmless from and against any claims, demands, liability, losses, costs, expenses, damages, penalties and fees related to or connected with the seizure and detention of company-owned vehicles and the recovery of such vehicle from government seizure and/or detention.

The Participant may operate the company-owned vehicle anywhere in the United States and Canada but will not remove the vehicle to any location outside the United States or Canada without the prior written consent of the Secretary of the Company Car Committee. The liability insurance coverage provided by Chrysler does not extend outside of the United States or Canada. See "Insurance Coverage Section" for further details.

Company Business

Unless a pool or other appropriate company-owned vehicle is available, the Participant is expected to use his/her lease vehicle for business travel within headquarters city whenever it is available on the premise, and when travel by automobile is authorized, for travel outside the Participant's headquarters city.

Safe Driving

It is the responsibility of the Participant to ensure that drivers of any company-owned vehicle give full attention to driving safely. Caution against any activity that would distract the driver and possibly result in him/her having an accident, i.e. cell phone use, reading, eating, etc.

Be sure to follow local and state laws governing the use of cell phones. Exercise good judgment and use hands free devices (headset, speakerphone, etc.) whenever possible.