

**JUDO ALBERTA COMPANY VEHICLE POLICY**  
**Schedule B**


Judo Alberta members insured to drive company vehicle: all members of the Executive Committee, Executive Assistant, and High Performance Coach.

Vehicle to be driven primarily by High Performance Coach but must be available for use by Executive Assistant or President for business travel

Mileage must be tracked for business and personal use and no more than 10% of mileage for personal use will be allowed. Use of company vehicle by primary driver for personal use is a taxable benefit by laws of the Government of Canada.

**LIMITATIONS:**

- Vehicle not to be taken out of Alberta without written consent from President.
- Vehicle taken out of Alberta without notification and written permission will be considered in breach of employment agreement.
- Vehicle not to be used for vacation purposes by anyone.
- Gas expenses to be limited to out of town travel only (Edmonton, St. Albert, Sherwood Park, and Spruce Grove are considered in town travel).
- Primary driver must hold a valid Alberta Drivers License and supply a driver's abstract every three years.
- Any accidents or vehicle damage must be reported to President immediately and insurance company must be notified.
- Kilometers not to exceed 24,000 per year.
- Fines incurred by traffic infractions are the responsibility of the driver.

 03/08/10  
Paul Hachey  
President

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Executive Assistant