



## Site Visit/Vehicle Procedure

This Site Visit/Vehicle Procedure applies to all Employees of the business.

The objective of the procedure is to establish clear procedures regarding site visit/vehicle process.

The requirement is for all staff to comply with the Site Visit/Vehicle Procedure.

### Procedures

When attending a measure up or site meeting, please ensure the following:

- You are to use the work car if possible & drive in a responsible & safe manner as you will be representing the company
- If you are required to use your personal car, please note down the odometer readings to give to Byron
- Please ensure you are prepared & have all the necessary tools to complete the assignment
- You are not permitted to drive anywhere other than the project location and back



## Purpose

To ensure professional conduct and efficiency during measure up and site meetings, the following procedures must be followed by all team members.

## Objective

To ensure that all measure up and site meetings are carried out consistently and in a safe manner.

## Requirements

### 1. Transportation:

#### Use of Work Car:

- Whenever possible, use the work car provided by the company.
- Drive in a responsible and safe manner, as you will be representing the company.

#### Use of Personal Car:

- If the work car is unavailable and you need to use your personal car, record the odometer readings before and after the trip.
- Provide the recorded odometer readings to Byron for mileage reimbursement.

#### Preparation:

- Ensure you are fully prepared for the measure up or site meeting.
- Bring all necessary tools and equipment required to complete the assignment effectively.
- Verify you have all relevant documents, plans, and information needed for the meeting.

#### Travel Restrictions:

- You are only permitted to travel directly to the project location and back.
- Do not make any unauthorized stops or detours during the trip.

### Example Steps:

#### 1. Before Departure:

- Check if the work car is available.
- If using the work car, ensure it is in good condition and has sufficient fuel.
- If using your personal car, note the odometer reading and inform Byron.

#### 2. During the Trip:

- Drive responsibly and safely.
- Follow all traffic laws and company policies.

#### 3. At the Site Meeting:

- Arrive prepared with all necessary tools, documents, and information.
- Conduct yourself professionally and represent the company positively.

#### 4. After the Meeting:



- Return directly to the office or designated location.
- If using your personal car, note the odometer reading again and report it to Byron.

By following these procedures, we ensure that all site visit & vehicle usage are conducted professionally and efficiently, maintaining the company's standards and reputation.

### **Review and Updates**

This policy will be reviewed annually to ensure it remains relevant and effective. Updates will be communicated to all team members as necessary.