

WTX Oilfield Services LLC. Vehicle Personal Use Policy

It is the policy of **WTX Oilfield Services LLC.** that the personal use of WTX vehicles is strictly prohibited without the sole express consent of the owner of **WTX Oilfield Services LLC.**, Joe Sanchez.

Those who are authorized by Joe Sanchez, owner of **WTX Oilfield Services LLC.** are permitted personal use of company vehicles under the following conditions:

1. Only employees of this company that meet the following criteria will be eligible to receive a company vehicle for personal use upon request:
 - Must be a current company employee
 - Must be at least 21 years of age
 - Must demonstrate safe driving behavior
 - Must have company experience in operating the requested vehicle
 - Must have an acceptable driving history as determined by management
 - Must demonstrate good work habits as determined by management
2. The personal use of company vehicles by employees requires approval by management. No vehicle is to be used unless approved by Owner.
3. The employee requesting the company vehicle is the **only permitted driver**. No other persons are permitted to drive company vehicles at any time.
4. Personal use may include using the vehicle in what is considered the normal realm of daily activity such as commuting to and from work, run personal errands between business activities or within a reasonable timeframe following the end of the workday, to and from religious services, or any activity individually approved by Joe Sanchez. Company vehicles will not be used for personal use to and from, or parked in the parking lots of:
 - Nightclubs or Gentlemen clubs
 - Bars or clubs where the primary source of revenue is from the sale of alcohol
 - Any place designated as off limits by the company
5. The use of cell phones and other driver distraction devices and activities is prohibited while driving. The use of a hands free device is acceptable. Texting while driving or at a stop sign or stop light is prohibited.

6. At no time is a company vehicle to be operated if the driver:
 - Consumed any alcoholic beverages or
 - Consumed any prescription, over the counter or illegal drug or substance that may impair driving performance or
 - Is intoxicated or under the influence of any prescription, over the counter or illegal drug or substance

7. Company vehicles are not permitted for any of the following uses:
 - Towing of trailers, boats or campers
 - Overloading vehicles or transporting more passengers than available safety belts
 - Transportation of prohibited substances or hazardous materials
 - Giving rides to hitchhikers
 - For loan or hire to others, any livery operations or used to generate income
 - Travel to and use in any foreign country (i.e. Mexico and Canada)
 - Attaching equipment such as plows, winches, or luggage carriers
 - Using the vehicle for any other purpose not approved by the company

8. Authorized drivers must report all accidents, fines, violations, or driving infractions that occur while company vehicles are being used for personal reasons.

9. WTX Oilfield Services LLC. does not assume responsibility for any family members or non-employees riding in WTX vehicles.

10. If a WTX Oilfield Company is approved for personal use outside the normal realm of daily activity, the person allowed to borrow the vehicle is responsible for purchasing their own fuel.

President / Owner

Date