



## TOYOTA GUIDELINES

*Anyone driving a Toyota sponsored vehicle must review the below guidelines. By signing the below, you agree to comply with the stated guidelines.*

1. Mileage - Vehicles should be used for business use only, not personal use. Mileage on the vehicles need to remain under the following amounts:
  - Toyota Tundras (wrapped) – 9,000
  - Toyota Fleet Vehicles (event-weekend) – 1,200
2. Fuel – Fuel can be expensed for business use only.
3. Vehicle Cosmetics – **These vehicles need to remain clean at all times, both inside and out.** Please do not have any loose paper, boxes, supplies, etc. left inside the vehicles. Be sure to wash the vehicles when needed. Car washes up to \$20 can be expensed. Please take extra care with the bed of the Toyota Tundras. These Tundras are for sponsorship / display purposes only. Please limit the use of the Tundras for “hauling” purposes.
4. Approved Drivers - Only NMSS staff members, title sponsors, committee members or medical team volunteers should drive the Toyota vehicles. Any additional drivers need to be approved by the Departmental Vice President's.
5. Auto Insurance – All vehicles must have a current copy of the National MS Society's Auto Insurance placed inside the glove-compartment. All approved drivers must have a current and valid driver's license and auto insurance.
6. **No smoking in any Toyota vehicle.**
7. Food / Refreshments - Refrain from eating and drinking in the Toyota. Sometimes it is necessary to have a small drink or snack in the car, but please refrain as much as possible to reduce the chance for spills and stains.
8. Floor Mats - Please keep the floor mats in the vehicle upside down at all times. This reduces wear and tear on the inside of the vehicles.
9. Damages - Any damages to the vehicles must be reported to Brenda Buchanan (713-526-8967, press 2) immediately (dents, cracked windshields, major accidents, etc).
10. Alcohol – Operating Toyota Vehicles while under the influence of alcohol is prohibited.
11. Picking-up Vehicles – Any issues with picking up the fleet vehicles must be addressed with Brenda Buchanan, 713-526-8967, press 2. Please do not contact the Toyota dealerships directly.

I have read the above Toyota Guidelines and agree to the procedures.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE