

GGGI Vehicle Use and Reservation Policies

20th Jan 2012/IS team

Purpose of Regulation

The primary purpose of this policy is to ensure the effective and efficient use of GGGI's vehicle. The policy is intended to ensure:

- the integrity, reliability, and good performance of GGGI'S vehicles;
- users have access to appropriate guideline and support;
- that the GGGI's vehicles are appropriate managed ;

Persons of Primary Responsibility

Seungyeop Baek / Taebin Park

Regulation

- GGGI owned vehicles are provided for official business only.
- Reservations for use of vehicles may be made in the GGGI internal reservation system. Reservations are on a first come, first served basis. Only staff of the organization can make reservations. Reservations will not be accepted from visitors or consultants. The individual who makes the reservation will be considered the responsible party for the vehicle use.
- When using GGGI owned vehicles, a staff member must be present in the vehicle, or in the case of multi vehicle use, a staff member must be a driver or passenger in one of the organization owned vehicles traveling together. Exceptions to this policy must be approved by Executive Director, Deputy Executive Director, Director of Management or his/her designate.
- Consultants and visitors may not use GGGI owned vehicles without a staff member present. Executive Director, Deputy Executive Director, Director of Management or his/her designate must approve exceptions to this policy. Exceptions may be granted for a single trip usage and do not grant permanent policy waivers to consultants and visitors.
- Vehicle keys, vehicle reservation forms will be distributed only to the persons approved as proper drivers from the Information System team. These materials will only be given to staff members.
- Only "approved drivers" may operate GGGI owned vehicles. Staff members who wish to become approved drivers must complete an application form from in the Information System team and submit a copy of their valid driver's license.
- Information System Team will maintain a file of approved drivers. Staff members who are listed as approved drivers may operate GGGI owned vehicles after going through approved process. This includes the requirement for a staff member to be present while the vehicle is used.
- While using GGGI owned vehicles, approved drivers must obey all ROK's traffic regulations for motor vehicle use. The employee who made the vehicle reservation is responsible to report all citations, including parking citations, issued to any driver with 48 hours of the incident. The budgetary department of this employee will be held responsible for any costs relating to any citation. These costs may include but are not limited to; bail, parking fines, moving violation fines, and towing charges.

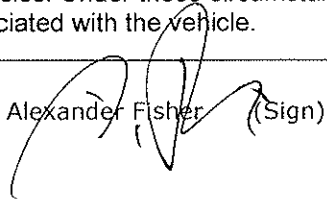
- All accidents involving GGGI owned vehicles must be reported to the Information System Team immediately. GGGI maintains appropriate insurance on its vehicles while they are used for official business and are driven by an approved driver in concurrence with these policies. Each GGGI owned vehicle is equipped with an insurance card and an informational packet on "What to do in case of an accident." Departments will be charged the deductible cost for any accident.
- It is the policy of GGGI that all drivers and passengers must wear properly fastened seat belts while traveling in GGGI owned vehicles.
- Failure to adhere to these policies will result in loss of privilege to use GGGI owned vehicles. It may also invalidate coverage under the GGGI insurance policies. Under these circumstances the responsible party assumes the legal and financial risks associated with the vehicle.

Team Leader, Taebin Park



(Sign)

Director, Alexander Fisher



(Sign)