



TOYOTA

GROUP 1 TOYOTA

North Austin

GP1 TOYOTA NORTH AUSTIN VEHICLE DRIVING POLICY

Effective Immediately

This policy applies to all dealership employees who operate company-owned vehicles, transport vehicles to and from Ranger/Parts/Recon lot, test drive vehicles for sales purposes, or test drive customer vehicles from the Service Department.

To ensure the safety of our customers, employees, and surrounding neighborhoods, all employees must adhere to the following driving route requirements:

- Employees are only authorized to use **Research Blvd** for:
 - Sales test drives
 - Test driving customer vehicles from the Service Department
 - Transporting vehicles between the dealership and the Ranger and Parts/Service Recon building
- Driving through the **Wooten neighborhood is strictly prohibited** under any circumstances while operating dealership or customer vehicles.

Any employee found violating this policy will be subject to disciplinary action, including written reprimands.

All employees are expected to comply with this policy at all times. Failure to follow these instructions may result in further disciplinary action.

By signing below, the employee acknowledges receipt and understanding of this policy.

Employee Name: _____

EMPLID#: _____

Employee Signature: _____

Date: _____

General Manager Signature: _____

Date: _____