

Driver/Hiker Policy

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Purpose: Kunes Country Auto Group uses Driver/Hiker (drivers) for various purchases such as dealer trades, auction pickups, delivering customer vehicle, etc. The following document will discuss the proper way to request a driver as well as how they are paid and charged to the appropriate location.

Eligibility: Managers approval is required to dispatch drivers. SALESPEOPLE are NOT allowed to dispatch drivers.

Policies and Procedures: When its determined necessary that a vehicle must be relocated Kunes Country has three approved methods for handing the transfer.

1. Sales Staff - If the stores are very close, Sales staff can make a run to pick up the vehicle. No approval is needed other than from the two stores Sales Managers or higher and there are no internal charges for the delivery time exchanged.
2. External Transportation – When multiple vehicles need to be picked up or when distance requires it external transportation will be setup. Examples (auction purchased were we have an entire load of vehicles, dealer transfers from great distances...). All external transfers must be set up by Bill Lange 262-749-1711. The corresponding charges for the external transport follow the unit if purchased at auction or will be expensed to the requesting store.
3. Internal Driver/Hiker Transporting – When a single vehicle or multiple vehicles need to be picked up or moved between stores we will often use drivers. Historically, many people could order a driver; and this has created significant unnecessary expenses. As such; the following policies have been put in place related to the use of internal drivers.
 - A. A driver request form must be filled out by the requesting Sales Manager (see Attachment # 1)
 - B. Only Sales Managers or higher can request the use of a driver.
 - Sales Staff CAN NOT request a driver directly.

- B. All requests from the following stores must use “Central Dispatch” (Bill Lange 262-749-1711) when requesting a driver. (Ford Delavan, Chevy Delavan, GMC Elkhorn, Chrysler Elkhorn & Ford Antioch). All other stores may continue to use current driver contacts until Central Dispatch is expanded.
- C. All request for a driver must be accompanied with the following information
- Location / Location’s needed.
 - Vehicle Stock number
 - How soon the vehicle is needed. If possible leave more than one day so that Central Dispatch can try to find a unit that needs to go to your store making the trip more efficient.
 - Cost must be determined by the manager prior to the trip being requested using the Rate Table or Google Maps.
- D. The cost of a driver’s time should be calculated using the Rate Table for all common trips. If a trip is required that is not listed on the rate table, the requesting manager must use Google Maps to determine the travel time and multiply it by the driver’s rate (currently \$10 an hour). In addition to the rates published on the Rate Table or Google Maps, the following are additional charges that the use of a driver will be incurred
- 15 Minutes extra for each stop, to compensate the drivers for time at destination to switch vehicles, plates, etc.
 - 30 Minutes extra at auctions, to compensate for time to retrieve vehicle, gas, etc.
 - 30 Minutes extra when delivering to a customer and paperwork is needed to be signed or vehicle is needed to be presented or features explained.
 - No Exceptions for additional time will be paid except for accidents or events that increase trip by over 1 hour and a phone call to the requesting manager is made and approved.
- E. All trip charges are to be paid by the requesting store.
- F. Personal use of drivers is prohibited from being billed to company. Any person who would like to use the drivers for personal reasons (i.e. being dropped off at the airport for vacation) must set up the transaction directly with the driver and must pay the driver out of their own pocket.

Failure to adhere to the above policy may result in disciplinary action including up to termination with the company.



DRIVER SHEET

Please fill out all that pertains for each trip. Ensure a manager approves the trip and gives final approval on expenses. Place on clipboard at Delavan Ford in the used car office.

Date _____

Name _____ Kunes Store _____

Requesting Person _____ Account _____

Name on Deal or Reason _____

Destination _____

Stock # or Last 6 of VIN _____ Year Make Model _____

MANAGER APPROVAL OF TRIP

Notes _____

Miles Traveled _____ Charge _____
(if over 100)

COMPANY EXPENSES

Gas Slip # _____ \$ _____

iPass (last 3 digits) _____

Hotel (last 4 of CC#) _____ \$ _____

Flight (last 4 of CC#) _____ \$ _____

Other _____

Company
Expense Total _____

PERSONAL EXPENSES

Gas _____

Tolls _____

Hotel _____

Flight _____

Other _____

Personal
Expense Total _____

PERSONAL EXPENSE RECEIPTS MUST BE STAPLED
HERE FOR REIMBURSEMENT. Write your name and
stock # or VIN on all receipts.

FINAL MANAGER APPROVAL

white: payroll yellow: driver