

UPS Company Car Program Driver Manual

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UPS Company Car Program Driver Manual

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UPS Company Car Program Driver Manual

I. Introduction

The UPS Company Car Program (the Program) was created to provide vehicles to sales employees for use in the performance of their job responsibilities. The Program has three main components: the UPS Company Car Policy, the UPS Company Car Program Driver Manual, and the outsourced Fleet Management Services Company.

The UPS Company Car Policy outlines eligibility for the program and driver responsibilities. Driver responsibilities include but are not limited to: appropriate use of the vehicle, safety, inappropriate driver behavior, accident reporting, mileage reporting, and vehicle maintenance and repair. Each driver must agree to and sign the policy before they initially receive a car and annually thereafter as part of the Motor Vehicle Records (MVR) authorization process.

The UPS Company Car Program Driver Manual (the manual) is intended to assist drivers in complying with all the responsibilities described in the UPS Company Car Policy. The manual provides Fleet Services contact information, process guidance, references, and detailed instructions.

Wheels, Inc., the UPS fleet management services provider (Fleet Services), will instruct and guide you during your use of a company vehicle. **Any and all program questions should first be directed to Wheels at 1-855-331-6051.**

Driver Safety Guidelines

"We Value Health, Wellness, and Safety –The health, wellness, and safety of our people and the public are of utmost importance to us. We train our people to avoid injury to themselves and others in all aspects of their work. We do not tolerate unsafe work practices."

Company Car Drivers are responsible for the safe, legal operation of their vehicles. All Drivers are expected to drive defensively and must obey all traffic laws.

All occupants of company vehicles are required to wear seat belts at all times. Infants and children age 12 and under riding in a company car must be properly secured in the rear seat using appropriate child restraint systems.

Under no circumstances is a driver to disconnect or allow anyone else to disconnect an airbag. Requests to deactivate the air bags for certain medical conditions or disabilities must be directed to Wheels and approved in advance by UPS.

UPS management will regularly review all moving and traffic violations, toll violations, and insurance claims incurred by each driver. Multiple violations of any kind may lead to a driver being required to complete on-line driver training, losing company car privileges, and/or disciplinary action up to and including termination.

Eligibility

Participation in the Program is offered to those designated sales employees in eligible positions within Enterprise Sales, Global Accounts, Global Freight Forwarding (GFF), Mail Innovations, and UPS Ground Freight. Generally these sales positions require daily or weekly face-to-face interaction with customers.

Also eligible are those UPS Freight employees who qualify as business mileage drivers and a few others based on specific job title.

Business Mileage- positions which require an employee to drive a sufficient number of business miles (exclusive of miles the employee commutes to and from work) per year such that Corporate Procurement determines the use of a company car is more economical than reimbursement to the employee for use of his/her personal vehicle.

Job Title Driver- (e.g. *Regional Operations Management, VPs, and higher level*) positions in which the employee's job title qualifies the employee for a vehicle.

Additionally, management approval and satisfactory MVR results are required to participate in the program. A list of eligible job codes is provided in **Appendix A**.

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Getting a Vehicle/Vehicle Order

For new drivers passing the MVR review, a car will be provided either from the current inventory of unassigned (surplus) vehicles or by ordering a new vehicle. Wheels will notify each new driver which vehicle has been assigned to them and how to take delivery. New vehicles are ordered using DriverView, the Wheels website.

Note: New participants are not guaranteed a new vehicle upon entering the Program. Refusal to accept a surplus vehicle may disqualify the new participant's eligibility in the Program. If a driver is assigned a surplus vehicle, the assignment of that vehicle remains until the vehicle reaches its replacement threshold, which is typically 36 months, or less, from its factory delivery date. At that time the driver will be instructed to order a new vehicle.

II. Driver Responsibilities

Motor Vehicle Records Review

UPS will regularly request access to your motor vehicle records (MVR) and review these records to develop driver risk profiles and thereby identify anyone who might be considered a high risk driver.

First time drivers are required to authorize an MVR before a company car is *initially* assigned to them. Driving records will be reviewed and evaluated for accident risk prior to a car being assigned. Additionally, if a spouse or domestic partner is to be authorized to drive the vehicle, they fall under the same MVR release and driving record review requirements. A one-time, non-refundable fee of \$50 will be charged to pay for the cost of the initial spouse/domestic partner MVR check. After the initial payment there are no more fees for the duration of the time your spouse/partner authorizes MVRs and drives the vehicle. Payment should be sent to:

UPS OASIS Supply Corporation, 28185 Network Place, Chicago IL 60673-1281.

On or around the beginning of each calendar year, UPS will request annual MVR reauthorization for the purpose of keeping driver's license information current. MVR authorizations remain in effect until the driver is no longer active in the company car program. Those individuals who do not complete the MVR authorization may lose the privilege of driving a company vehicle or be considered for other action up to and including termination of employment.

To execute a Motor Vehicle Record Authorization ("MVR Authorization") you will receive an e-mail from Wheels with instructions on how to complete the MVR release process. Employees and spouses/domestic partners complete one MVR Authorization form at the same time on the website provided in the e-mail. The MVR Authorization allows Wheels and/or their contractual designees to provide your driving records to UPS.

For new drivers once the MVR records pass evaluation, they will be notified by Wheels where to pick up an existing vehicle or how to order a new one. The MVR evaluation process usually takes about 2 weeks.

You have the right to receive a copy of your electronically signed consent in non-electronic, paper form after it is executed by sending an email to safetyfirst@wheels.com.

You may also withdraw your consent at any time by providing written notice to safetyfirst@wheels.com. However, withdrawal will result in company car program ineligibility. Suitable personal transportation would be required to continue employment in the current job classification.

Once your authorization is completed, Wheels will not modify or alter it. If you need to change the authorization contact safetyfirst@wheels.com for instructions. If you wish, you may print out your Authorization Form, sign it by hand, and mail it to Wheels Inc., Attn: SafetyFirst, P.O. Box 1816 Des Plaines, IL 60017-1816.

Mileage Reporting Requirements

All drivers of assigned company cars are **required** to report monthly business and personal mileage by the eighth calendar day of the month following the monthly reporting period. The purpose of this reporting is to comply with the IRS regulation requiring employers to impute the taxable benefit related to the personal use of a company provided vehicle. Mileage reporting should be entered in the Wheels DriverView Mileage Reporting Module of the Wheels DriverView website.

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Drivers are required to maintain IRS compliant mileage logs (Refer to IRS Publication 463, Table 5-2). Monthly mileage reporting may also be done via phone at (855) 331-6051.

For more information on:

- Wheels DriverView Mileage Reporting Module (Navigation/User Guide) Refer to **Appendix B**
- Imputed Taxable Benefit: Explanation of Calculation & Example. Refer to **Appendix C**
- Definition of Business and Personal Miles Refer to **Appendix D**

Late, missing, or incorrect reporting for any or all months will be assessed at 100% personal use and calculated as such. This may result in significant tax liability.

Accident Reporting

It is the driver's responsibility to drive defensively and with the utmost care while operating their company car, or in lieu of a company car being available, a personal car, or rental car.

In the event of an accident involving a company car, the driver must take the following actions:

1. If any injuries occur, contact proper individuals to provide aid.
2. Report the accident to the local police while at the accident scene as required by law. All accidents involving personal injury must be reported to the police. Complete any written statement or accident report required by police procedure. Do not admit fault to anyone.
3. Report the accident to your manager within 24 hours (immediately if known injuries are involved).
4. Report the accident to Wheels within 24 hours (855-331-6051). They will:
 - a. Document the claim;
 - b. Report the claim to the insurance company;
 - c. Arrange for towing if the vehicle is not drivable;
 - d. Refer you to a repair shop; and
 - e. If the other party was at fault, subsequently subrogate the claim with the other party's insurance company.
5. File a UPS Accident Report using the UPS Accident & Injury Reporting System located on UPSers.com. See **Appendix E** for website location and detailed instructions. (UPSers/My Workspace/Health and Safety/Accident and Injury Reporting/Report a new accident or injury)
<https://shrmis.inside.ups.com/SHRMIS/apps/PH1HSEmpLookUp.aspx>
6. Be courteous but give ONLY your name and home address, and company name and address to the other party or parties involved.
7. DO NOT ADMIT LIABILITY TO ANYONE OR GIVE A STATEMENT TO ANYONE OTHER THAN A POLICE OFFICER OR REPRESENTATIVE OF UPS INSURANCE COMPANY.
8. Take reasonable precautions to protect the vehicle from further damage or theft.
9. Should the other party's insurance company make contact, do not discuss the accident or give a statement, but rather refer them to the UPS contracted Third Party Accident Claims Administrator. (See the next section).
10. If the company car needs to be repaired, follow the instructions in the collision repair section of this manual.
11. NOTE: Without proper approval, invoices for repairs of cosmetic damages will not be processed for payment, and will therefore become the personal responsibility of the Driver.

Failure to comply with the above requirements may lead to the driver losing company car privileges and/or disciplinary action up to and including termination.

The third-party accident claims administrator will handle the claim on behalf of UPS. The company's contracted third-party accident claims administrator for the U.S. is either Gallagher Bassett or Liberty Mutual. If you've been in an accident you may receive a call from them seeking additional information related to the claim. As these parties may also be representing the other person in the accident make sure they are speaking to you as the **UPS** third-party claims administrator.

The company's contracted third-party accident claims administrator for Canada is Crawford & Company.

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Traffic Violations

Notify your manager immediately of all driving violations for both you and any other driver of the vehicle, including, but not limited to, the following:

- License suspension or revocation
- Reckless driving
- Speeding
- Violation of state or local law relating to traffic control
- Failure to obey railroad signaling device
- Driving under the influence of alcohol or controlled substance
- Refusal to submit to intoxication or impairment test by law enforcement official
- Failing to stop, or remain at the scene of an accident
- Operating a vehicle which unlawfully contains drugs or alcohol
- Homicide or manslaughter resulting from unlawful the operation of a vehicle
- Use of vehicle in the commission of a felony
- Unreported auto crashes
- Unpaid violations causing a suspension of Driver's License
- Driving with a suspended Driver's License

Failure to report any of the above incidents immediately to your manager may lead to disciplinary action, including removal from the Company Car Program, any other driving privileges, and possible termination of employment.

Drivers are responsible for all expenses resulting from parking and moving violations (photo red light, speeding, etc.) associated with their assigned vehicle, including all processing and handling fees. These expenses are non-reimbursable. Failure to promptly and appropriately respond to citations can result in increased fines and penalties, for which the driver will be held liable. These types of violations will be monitored by Wheels.

Vehicle Impoundment

Impoundment of any vehicle for any reason must immediately be reported to Fleet Services and your manager. Any costs associated with the impoundment will be the responsibility of the assigned driver.

Toll Payment and Violations

UPS Freight

For UPS Freight drivers, toll road, toll bridge, and other transponders (if used) are the responsibility of the driver. Business related toll expenses are reimbursable to the employee via the UPS iExpense program.

Any unpaid violation notices, summonses, or warrants received by UPS will be referred back to the driver. If the driver fails to resolve the issue(s) in a timely manner, it will be referred to the employee's manager or to other appropriate UPS departments for action. Failure to pay a violation may not only affect a driver's record for registration renewal, but may also affect other employees within the company fleet. Thus, immediate payment of violations is necessary in order to uphold the titling and/or registration privileges of the company's leased vehicles.

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A number of states and municipalities will actually impound vehicles if outstanding violations are not paid. Any cost associated with towing or impound is the sole responsibility of the approved driver and is not reimbursable.

UPS SCS, GFF and Mail Innovations

UPS SCS, GFF and Mail Innovations drivers are covered by the Wheels Toll Management program. Refer to section III. Fleet Management/Services.

Leave of Absence

Leaves of absence as defined by UPS Human Resources, include but are not limited to:

- Personal Leave
- Short-term Disability
- Family Medical Leave
- Military Leave

A driver may elect to retain the privileges of using his/her company car during an approved leave of absence for a period of up to 90 days. Such continued use during this period is predicated upon the driver continuing to adhere to any and all responsibilities required of active status drivers described in both the UPS Company Car Policy and the Driver Manual. Should the company have knowledge that the driver is not compliant with the aforementioned, the driver may be asked to immediately surrender the assigned company car.

If the driver has not returned to work by to the end of the 90 day period, the driver will make arrangements to return the vehicle to his/her UPS domiciled location on the first business day following the end of the 90 day period.

Drivers on LOA still must continue to complete monthly mileage reporting. All miles will be considered personal miles and personal use charge will be calculated as such. Please consult your Human Resources Representative for an explanation of deferred payroll deductions, withholdings, and true up upon reactivation to work.

III. Fleet Management/Services

Wheels

Wheels, Inc. (Wheels), manages the day-to-day operation of the UPS Company Car Program. Wheels is a leader in vehicle leasing and fleet management solutions, and maintains a fleet of more than 1.3 million vehicles globally. As such, they have developed the processes necessary to fully service the needs of UPS drivers and manage the entire fleet in an efficient, cost effective manner. *All drivers should contact Wheels for assistance with all vehicle related questions. UPS Fleet Services managers no longer handle routine day to day fleet operations.*

Drivers can contact Wheels by calling (855) 331-6051 or by logging into the Wheels DriverView website at <http://www.wheels.com/>. Drivers can access emergency road side assistance, collision and maintenance assistance 24/7. Order assistance, registration, and driver assistance is available Monday – Friday 8 a.m. - 8 p.m. EST.

New drivers will receive a series of letters and e-mails from Wheels providing instructions - from car ordering, to fueling, insurance, tolling, car turn-in, and everything in between.

Wheels issues car registrations, fuel cards, tolling transponders, Maintenance Assistance Program (MAP) laminated cards, and insurance cards. They also replace these items.

Initially logging into the Wheels' website requires a Registration Code, which each driver should receive from Wheels via email.

Vehicle Title & Registration

If your vehicle was ordered through Wheels, they will handle your initial vehicle license and title along with your annual registration renewal needs with the exception of vehicle/emissions inspections. If emissions are required as

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part of the vehicle registration renewal requirements in your state, you will be required to complete the vehicle/emissions inspection. Wheels will also handle the change in registration of Wheels' vehicles that are moved from one state to another.

If your vehicle was ordered through GE, they will continue to handle your annual registration renewal. You will receive information from GE regarding your registration renewal approximately six weeks prior to the registration expiration date. Wheels can still advise you with any issues or questions you may have regarding your GE vehicle registration.

In most cases, Fleet Services will contact you before the car's license plate and state vehicle registration expire to initiate the renewal process. Company car drivers must respond promptly to Fleet Services' requests for information, such as documentation of emissions tests or required safety inspections.

Local and city vehicle permits, where required, are the responsibilities of the individual driver in the locale and must be paid for using your American Express Corporate Card with reimbursement via the UPS iExpense program. Fleet Services does not issue or renew local or city vehicle permits.

Insurance

Wheels will mail drivers an insurance card for all newly ordered vehicles.

UPS provides insurance coverage that complies with all regulatory requirements when an authorized driver is operating the company car for business or personal use. A valid insurance card must be carried in the company car at all times, along with the vehicle registration card. Insurance cards expire at the end of each year (12/31/XXXX). New cards will be issued by Wheels in time for driver receipt prior to January 1st of each new year.

Insurance cards are unique to each vehicle. Any change in vehicle assignment will prompt Wheels to automatically send a new insurance card.

Lost cards are replaced by Wheels.

Any questions should be directed to Wheels at **(855)331-6051**.

No coverage is provided for the loss of personal property. These items are the driver's responsibility and would normally be covered under an individual homeowner's or renter's insurance policy. Employee medical expenses may be covered by workers' compensation, group health coverage, or a combination of coverages.

For driving into Canada, there are no special requirements needed from Fleet Services for a short term trip. Drivers are reminded to ensure they have a current passport, up-to-date license plates, valid registration and current proof of insurance. For temporary driving into Mexico, the Driver must obtain and complete a border crossing letter. There is a copy of that letter in Appendix F.

Fuel Services

Drivers will use the WEX Fuel Card (a multi-branded fleet card accepted at more than 160,000 locations) issued by Wheels to fuel their assigned company car. Fuel cards are specific to the vehicle and driver. Do not use an existing fuel card with any other vehicle. Fuel cards are for the purchase of fuel, only. Non-fuel purchases are reported to your UPS Company Car Administrator.

A personal identification number (PIN) is required to purchase fuel. The last six digits of the driver's UPS employee identification number is the PIN and identifies the driver as the purchaser. Drivers are required to enter this number, along with the current odometer mileage into the station keypad when fueling. This security feature allows Wheels to track purchases and to ensure the card is not being used incorrectly.

If a card is lost, damaged or stolen it should immediately be reported to Wheels. They will cancel the card and expedite the issuance and delivery of a replacement fuel card. In the interim drivers should use their Company American Express cards for fuel purchases.

Short term (2 weeks or less) rental cars should be fueled using the employee's UPS Corporate American Express card. For longer term rentals, a Wheels'-issued fuel card, specifically for that vehicle, should be requested and used.

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Fleet vehicles do not require premium fuel; therefore, only regular fuel should be purchased.

NOTE: The fuel card is for the purchase of fuel only. It is the responsibility of the Driver to keep the vehicle's interior and exterior clean. These expenses are the personal responsibility of the Driver and must not be put on the fuel card or the corporate American Express Card.

Toll Payment and Violations

UPS SCS, GFF and Mail Innovations

UPS SCS, GFF and Mail Innovations drivers use the Wheels Toll Management program, which provides drivers with a Wheels' issued transponder, or video tolling window "cling/sticker" customized to your location. These tolling devices will send fees directly to Wheels for payment. Drivers will need to track their personal toll charges manually and remit a monthly reimbursement check to UPS for all personal toll charges. Checks should be sent to the Financial Service Center (FSC), 1335 Northmeadow Parkway, Roswell GA 30076, with reference: Co Car Program – Personal Toll Charges (include your center number).

Tolling devices are issued to any driver whose residence is within 100 miles of a toll road. Wheels will automatically reissue the appropriate tolling device for new vehicles or for employees who relocate to a different tolling jurisdiction.

In the future we expect to have an automated personal toll payment system available that will facilitate driver payments for personal toll usage directly to Wheels or its third party provider.

Term	Definition
Video Tolling	Pays tolls electronically using your license plate without a transponder. May include an informational or actively used cling/sticker
Transponder	Maybe the most familiar way of collecting electronic tolls by use of a receiver-transmitter that will generate a reply signal upon proper electronic interrogation.
Cling/Sicker	May be informational only or work in conjunction with a video tolling technology.
Tolling device	Any of the above

Freight

The Freight business unit does not use the Wheels Toll Management program. Business related toll expenses are reimbursable to the employee via the UPS iExpense program.

Maintenance and Repair Management

Maintenance Assistance Program (MAP) is Fleet Services' comprehensive vehicle maintenance program developed to keep drivers and vehicles safe and on the road by providing routine maintenance scheduling, billing authorization, and important contact information. Wheels provides a laminated "MAP Passport" reference document uniquely created for each vehicle. The Passport is a guide for drivers and maintenance shop personnel to provide the required maintenance at specified mileage intervals. The Passport should be kept in the vehicle.

All maintenance and repairs must be performed under the Wheels Maintenance Assistance Program (MAP).

MAP has established service agreements at over 50,000 vendor locations nationwide. All maintenance and repairs to your vehicle are billed by the repair vendors directly to Wheels and ultimately paid by UPS.

The MAP passport has three sections to make maintenance quick and easy. The Maintenance Service Chart section references exact services that need to be performed at specific mileage intervals. Another passport section contains a quick reference to commonly referenced vehicle information such as make, model, VIN, fleet number, Wheels' phone number, and special instructions. The third section contains vehicle service provider instruction.

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Vehicle maintenance must be performed at authorized service facilities according to the Maintenance Service Chart in the MAP Passport. Present the MAP Passport to the service facility at each mileage interval listed on the schedule and get the appropriate maintenance completed.

Any manufacturer's warranty coverage negated due to an assigned driver's negligence in having their car serviced, will result in the driver being responsible for the repairs.

To avoid unnecessary costs, call Wheels (800-477-2211) for **authorization** before bringing your vehicle in for any **unscheduled** maintenance or repair. A Wheels certified technician will direct you to the nearest repair facility based on the type of repair needed.

Emergency Roadside assistance is available 24/7, 1-855-331-6051.

Collision Repair

If your company vehicle needs to be repaired, call Wheels to guide you through the process of accident evaluation. They will provide direction to the nearest preferred repair shop or arrange for towing if needed. Upon arrival at the repair shop, an estimate of the needed repairs will be written and provided to Wheels. To ensure payment, all estimates must then be authorized by Wheels prior to the start of any work. Once the work is authorized you will be contacted by a Wheels representative.

Rental Program

A rental car may be required under two scenarios:

1. New driver – In this case, a company car is not immediately available to assign to the new driver and the driver does not have a personal vehicle available to him/her to drive. In such a case, the new driver should arrange for a rental car using the UPS-contracted travel agency, American Express Travel Services. Reservations can be made via their on-line travel site, [AMEX Online](#). With this rental, the Driver must follow the rental car guidelines stated in the [UPS Employee Expense Reimbursement Policies guide](#).
2. Company Car Repair – In this case, the driver's vehicle is anticipated to be in the shop for multiple days while the vehicle is repaired. The driver must coordinate the rental through Wheels.

Glass Repair/Replacement

Call Wheels (855-331-6051) as soon as you notice any damage to the vehicle's windshield or windows. Wheels will arrange to have the glass repaired or replaced. Most minor damage to glass can be repaired if it is caught in time, before it has to be replaced, so it is important to call as soon as the damage occurs.

Duplicate or Lost Car Keys

Charges for duplicate or lost car keys are the responsibility of the driver and are not to be reimbursed by the company via expense report. Call Wheels for instructions or contact your local car dealer.

Vehicle Turn In

You will receive instructions from Wheels detailing when and where to turn in your company car when it becomes necessary to do so. All cars turned in must meet the following "CLEAN WHOLESALE" standards:

1. The vehicle should be in sound operating and mechanical condition.
2. Carpet or upholstery damage, including burns and permanent stains must be repaired.

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3. The vehicle must be returned with all factory-installed options with which it was originally delivered.
4. The vehicle must have two sets of keys, two key fobs where applicable, the Owner's Manual, and the original warranty booklet.
5. The vehicle must be washed and vacuumed prior to turn-in. Remember, as noted in the Fuel section of this manual, such cleaning of the company car is the personal responsibility of the driver and not a cost that is to be incurred by the company.
6. All Fleet Services and UPS documents (i.e. car registration, insurance card, Wheels/WEX fuel card, and MAP laminated guide) must be removed from the vehicle.

Note: You, the assigned driver, will be liable for the costs associated with any unauthorized modifications to your assigned company car, and for any costs resulting from the lack of proper care and scheduled maintenance of the vehicle.

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Appendix A - Program Eligible Job Classification Codes

Job Code	Freight Title	Job Group
0487	APPLICATIONS MANAGER	94
P200	AREA HR MANAGER	84
0304	AREA SALES MGR INTL SALES	82
3550	ASSOCIATIONS ACCOUNT MANAGER	88
0306	DIRECTOR OF ENTERPRISE ACCTS	88
DOSM	CANADA & PUERTO RICO MANAGER	89
3550	CANADA AREA SALES EXECUTIVE	74
3822	DIRECTOR OF BUSINESS DEVELOPMENT	88
2496	DIRECTOR STRATEGIC PLANNING	89
1493	DISTRICT ENGINEERING MANAGER	89
0785	DISTRICT FREIGHT MGR	89
P145	DISTRICT HR MANAGER	89
ASMG	FREIGHT AREA SALES MANAGER	82
1484	FREIGHT DIVISION MANAGER	96
3293	FREIGHT LINEHAUL STAFF MANAGER	89
4016	FREIGHT REGIONAL OPS MANAGER	84
SREP	FREIGHT SALES ACCOUNT EXEC	74
4736	FRT SALES AND MARKETING COORDINATOR	98
VPLT	LINE TRANSPORTATION MANAGER	94
2599	MAJOR ACCOUNT MANAGER	82
NAME	NATIONAL ACCOUNTS EXECUTIVE	82
S671	REG ACCT MGR	82
CONT	REGION CONTROLLER	94
1487	REGION ENGINEERING MANAGER	94
1483	REGION FLEET MANAGER	94
3359	REGION FREIGHT BD MANAGER	93
P166	REGION HEALTH/SFTY MGR	89
P147	REGION HUMAN RESOURCE MANAGER	94
1490	REGION MANAGER	97
1854	REGION TL MANAGER	94
0791	REGIONAL FREIGHT MGR	94
RGSD	REGIONAL SALES DIRECTOR	88
RSMG	SENIOR ACCOUNTS MANAGER	82
0790	SERVICE AND QUALITY MANAGER	94
SCMD	SERVICE CENTER MANAGER D	84

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Job Code	Freight Title	Job Group
MCVS	TRADESHOW MANAGER	82
3685	TRADESHOW REGIONAL SALES MGR	82
RTMR	TRADESHOW SALES EXECUTIVE	74
2880	UPS FREIGHT DISTRICT MANAGER	96
1491	UPS FREIGHT SECURITY DIRECTOR	89
3373	UPSF ENTERPRISE ACCOUNTS ASM	82
3489	URGENT SERVICES BUS DEV MGR	82
3231	VICE PRESIDENT PRICING	94

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Appendix A Continued - Program Eligible Job Classification Codes

Job Code	UPS SCS, GFF and Mail Innovations Job Title	Job Group
S135	ACCOUNT EXECUTIVE	74
2122	AREA SALES MANAGER MAIL	82
8043	ASSOCIATE ACCOUNT EXECUTIVE	77
0306	DIRECTOR OF ENTERPRISE ACCTS	88
0310	DIRECTOR OF SALES	88
2691	DIRECTOR OF SALES MAIL	88
8103	DISTRICT ACCOUNT EXECUTIVE	74
0326	DISTRICT LOGISTICS ACCT MGR	82
S360	ENTERPRISE ACCOUNT MANAGER	82
S619	ENTERPRISE ACCOUNTS ZONE MGR I	93
2482	EXPRESS CRITICAL ACCOUNT MGR	82
2811	EXPRESS CRITICAL SALES MANAGER	82
1939	GLBL ACCTS SALES MGR	82
0299	GLOBAL ACCOUNT MANAGER	88
2483	GLOBAL LOGISTICS ACCOUNT MGR	82
1302	INTL ACCT MGR-ENTRPRS ACCTS	82
0309	LEAD AREA SALES MANAGER	82
2599	MAJOR ACCOUNT MANAGER	82
S671	REG ACCT MGR	82
1887	REGIONAL ACCOUNT EXECUTIVE	74
1888	REGIONAL INTL ACCT MGR	82
9019	REGNL SALES LEAD MGR	82
0295	ROUTE DEVELOPMENT MANAGER	82
4238	SALES SUPPORT MANAGER	84
1746	SR DIRECTOR GLOBAL ACCOUNTS	88
2690	STRATEGIC ACCOUNT MANAGER MAIL	82
0276	TRADE SERVICES ACCT MGR	82
1304	UPSF ENTERPRISE ACCOUNT MGR	82

Appendix B - DriverView Navigation/Mileage Reporting

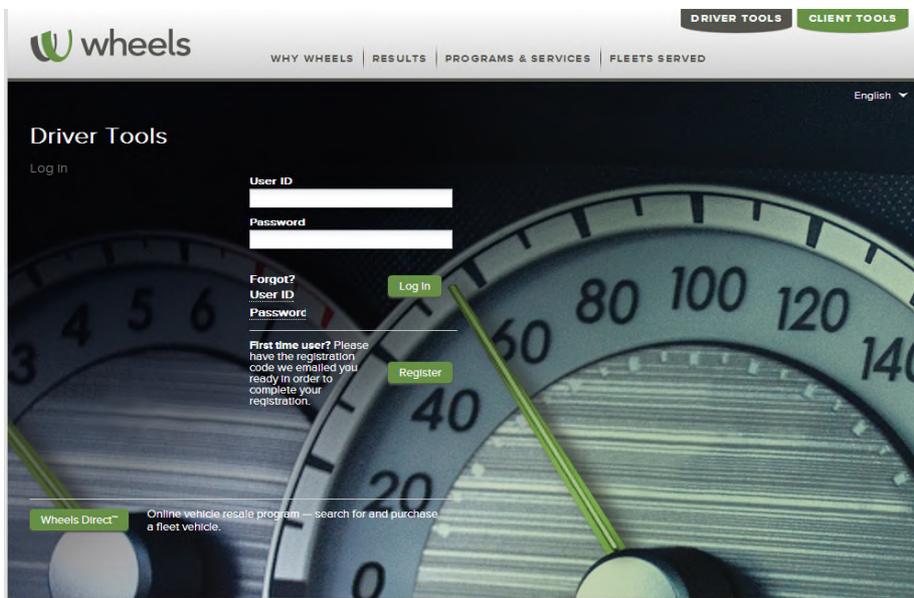
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To Report Mileage via the DriverView Website:

1. Access the Wheels website at <http://www.wheels.com>.
2. Select Driver Tools in the upper right-hand corner

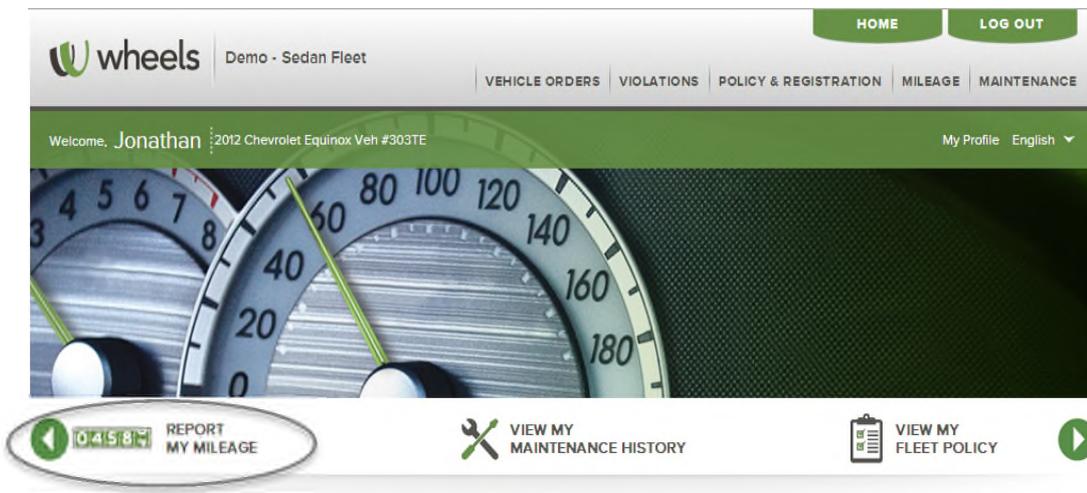


3. Enter User ID and Password (If you do not have your login information, please select Forgot User ID or Password)



4. Select Report My Mileage

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5. Enter the required data in Mileage and Logging section
 - a. If you were not in the vehicle for a specific month, select "Not in Vehicle..."
 - b. Odometer History provides visibility to all odometer records. The latest odometer reading and source is noted at the top of the list.
 - c. To view odometer readings for a specific month, expand the field using the + sign

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d. Click on the calculator icon to bring up a pop-up window to assist in calculating Days in Vehicle. Enter Begin Date and End Date. Click on Calculate Days. Click on Use Value to have the number populate Days in Vehicle.*

*"Days in the Vehicle" represents the number of calendar days during the reporting month the vehicle was assigned to the driver; typically, this would be the total calendar days in the month. An exception would be a month in which a new vehicle was delivered and an old vehicle was turned in. In the case where a driver is in possession of two cars in a single month, mileage driven and calendar days in each vehicle, is reported separately for each vehicle.

Mileage and Logging

2012 Ford Explorer Veh#80898

September 2014

Not in vehicle for this logging period

Beginning Odometer: 76,800

Ending Odometer:

Personal Mileage:

Business Mileage:

Days in Vehicle:

SUBMIT

Odometer History

Vehicle Number	Last Reported Odometer	Date	Source
80898	79,537	09/30/2014	MAP

View History: All Vehicles Select Odometer History P View

Odometer Date Source

September 2014

Begin Date: 09/11/2014

End Date: 09/30/2014

Calculate Days

Days in Vehicle: 20

Use Value CANCEL

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Appendix C - Imputed Taxable Benefit

Explanation and Calculation Examples

The IRS requires employers to impute the taxable benefit related to the personal use of a company provided vehicle. UPS completes this calculation following each monthly reporting period and applies the net imputed taxable benefit as taxable income to the employee's payroll calculation.

There are two components to the imputed taxable benefit: Annual Lease Value of the assigned vehicle and Fuel. The Annual Lease Value (ALV) is defined by the IRS and is based on the model year and stipulated value of the vehicle (manufacturer's invoice amount less incentives and rebates).

The calculation of Net Imputed Taxable Benefit is based on the following calculation:

	Personal Use Portion of ALV
Plus:	Personal Use Portion of Fuel
Less:	<u>Monthly Personal Use Contribution (Payroll Deduction)</u>
	Net Imputed Taxable Benefit

Calculation Example:

1. Driver logs 1,600 business miles and 400 personal miles

Annual Lease Value:	\$6,350
Personal Fuel Rate:	\$0.055/Personal Mile
Days In Vehicle:	31
Monthly Personal Use Contribution:	\$100.00

Step 1: Calculate Personal Use %

$$400 \text{ Personal Miles} / 2,000 \text{ Total Miles Driven} = 20\%$$

Step 2: Calculate Personal Use Portion of ALV

$$\text{ALV} * \text{Days In Vehicle} / \text{Total Calendar Year Days} * \text{Personal Use \%}$$
$$\$6,350 * 31 / 365 * 20\% = \$107.86$$

Step 3: Calculate Personal Use of Fuel

$$\text{Personal Miles} * \$0.055$$
$$400 * \$0.055 = \$22.00$$

Step 4: Calculate Imputed Taxable Benefit

$$\text{Personal Use: ALV} + \text{Personal Use: Fuel}$$
$$\$107.22 + \$22.00 = \$129.22$$

Step 5: Calculate Net Imputed Taxable Benefit

$$\text{Imputed Taxable Benefit} - \text{Monthly Personal Use Contribution}$$
$$\$129.22 - \$100.00 = \$29.22 *$$

*Negative Net Imputed Taxable Benefit results in no taxable impact to driver

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Appendix D - Definition of Business and Personal Miles

Business miles are considered those miles driven, in your company assigned vehicle, for the purpose of getting from one workplace to another in the course of your business activities, including visiting clients or customers. As a general rule, the distance from your home to your regular place of business is considered personal miles (commuting miles). Many of UPS's account representatives are considered Home-Based employees and, therefore, by UPS policy are assigned to the UPS facility that serves their home address for UPS package deliveries. For purposes of calculating business and personal miles all drivers have an assigned UPS office location and can calculate the commuting distance between their home and their assigned UPS office location.

An employee that drives directly to visit a client or to any other business related meeting or event that is not at their assigned UPS facility can claim those miles, less the number of miles from their home to their assigned UPS location, as business miles. The same holds true for the distance between the last appointment and the employee's home address.

Personal miles are considered as all mileage logged on the odometer of the vehicle less business miles driven during the monthly a mileage reporting period.

Business/personal Mile Calculation Example:

Assumptions: Commuting distance between home and assigned UPS location is 10 miles

- Trip Segment 1: Employee drives 8 miles from home to first client visit
- Trip Segment 2: Employee drives 3 miles from first client visit to second client visit
- Trip Segment 3: Employee drives 12 miles from second client visit to third client visit
- Trip Segment 4: Employee drives 3 miles to favorite bakery to pick up cake for son's birthday
- Trip Segment 5: Employee drives 14 miles to fourth client visit (actual miles from third client is 11 miles)
- Trip Segment 6: Employee drives 16 miles home

Total business miles for this day is 32 miles. The calculation works as follows:

- Trip Segment 1: 0 miles – Miles from home to first business location, meeting, or event falls under the 'Commuter Rule': The first 10 miles are commuting miles and are not business mileage eligible
- Trip Segment 2: 3 miles
- Trip Segment 3: 12 miles
- Trip Segment 4: 0 miles – This segment was for personal benefit
- Trip Segment 5: 11 miles – Driver can only claim, as business miles, the actual distance between eligible business locations, meetings or events
- Trip Segment 6: 6 miles – Commuter Rule applies, 10 of the 16 miles is considered personal miles

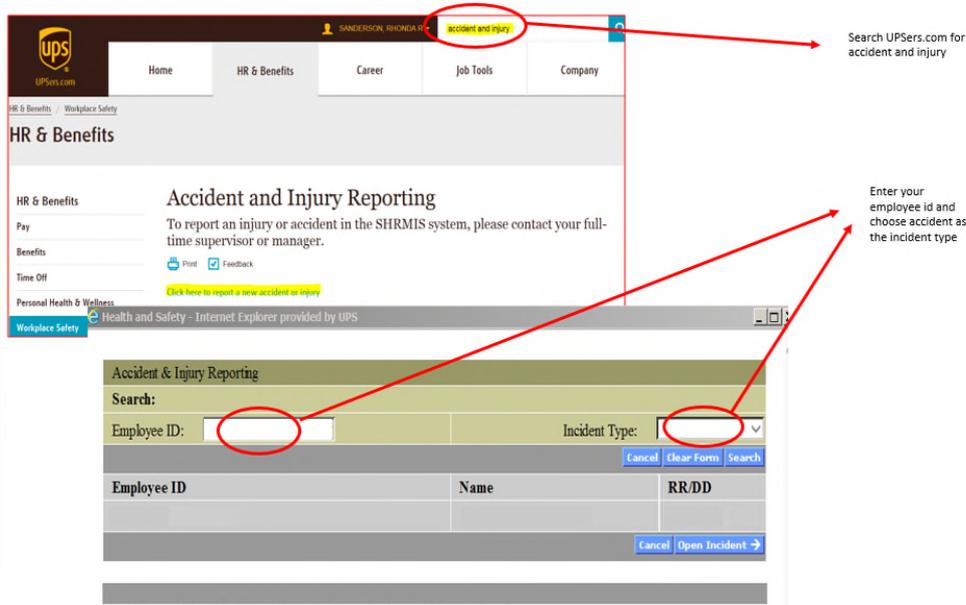
Total personal miles for this day is 24 miles.

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Appendix E - Accident and Injury Reporting SHRMS

File a UPS Accident Report using the UPS Accident & Injury Reporting System (SHRMS) located on UPSers.com.

Map to UPS Accident and Injury Reporting Site



Tips that will help avoid the most common issues with entering a company car accident into SHRMS

Browser set-up – **Important: users should turn off their pop-up blockers before they begin reporting the incident.

--Supervisor/Manager name screen:

On this screen, the driver's supervisor or manager will probably not be shown in either of the dropdowns. Users can skip both fields as long as they don't enter any characters into either field (not even spaces). If there are any characters at all in these fields, you won't be able to leave the field. The only thing required on this screen is a phone number in the Supervisor Phone Number field. List your managers' phone number there.

The screenshot shows the 'Supervisor / Manager Contact Information' screen in the RiskConsole. The header includes the UPS logo, 'RiskConsole', 'Accident Report', and 'AON'. Below the header, the driver's name 'SANDERSON, RHONDA' is displayed. The main content area contains the following fields and labels:

- Supervisor Name: [Dropdown menu]
- Manager Name: [Dropdown menu]
- Enter the employee's personal email address, if available: [Text input field]
- Supervisor Phone Number: [Phone number input field]

At the bottom of the form, there are navigation buttons: 'Previous', 'Next', and 'Close'.

When clicking "Next", the message below asking for you to go back and select supervisor, will appear. Ignore the message and click "Next" to continue.

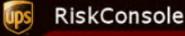
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--Supervisor Selection Required Screen

Click on "Next".

Ignore the request to return to the previous screen.

Supervisor Selection Required

 **RiskConsole** Accident Report 

Driver Name SANDERSON, RHONDA

Supervisor Selection Required

Supervisor selection is required. Please click the previous button and select the supervisor of the injured employee from the dropdown. If the supervisor is not listed in the dropdown, select next to continue.

[← Previous](#) | [Next →](#) Close ✕

--Verify Center Charged Information Screen

Center charged: The first operating center proposed on the screen below will be the center of the user who logged on to UPSers.com. to report the incident. If someone is reporting their own accident, or if the person reporting the accident and the person involved in the accident are in the same center, they should answer "Yes". Otherwise, answer "No", click "Next" and answer "Yes" on the next screen you are presented with (not shown in this set of example screens).

Verify Center Information 1

 **RiskConsole** Accident Report 

Driver Name SANDERSON, RHONDA

Verify Center Charged Information

Was employee working for the following operating center when the accident occurred?

201-89810-G--COMPENSATION Yes No

[← Previous](#) | [Next →](#) Close ✕

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--Accident Liability Screen

Vehicle ownership and type:

On the screen below, the driver should respond "Yes" to the question, "Was a UPS owned or rented vehicle involved"? Then you should select "Company/Lease Car" from the "Type of Equipment" dropdown.

Accident Liability

RiskConsole Accident Report AON

Driver Name SANDERSON, RHONDA
Accident Date 12/21/2015

Accident Liability

Was a UPS owned or rented vehicle involved? Yes No

Was another vehicle involved in the accident? Yes No

Was a vehicle hired by UPS involved? (eg. an owner-operator) Yes No

Type of Equipment

← Previous | Next → Close X

--Incident Summary Screen

UPS Claim Number

At the end of the reporting process, users will see a Summary Page that provides key pieces of data from the reporting process as well as a 9-digit UPS Claim Number. Users should make a note of the UPS Claim Number it will be required in the event that any information needs to be changed after the reporting process has been completed.

Summary Page

RiskConsole Accident Report AON

Incident Summary
(The following accident has been reported.)

Accident Information

UPS Claim Number	113867912
UPS Driver Name	[REDACTED]
Accident Date	01/01/2001
UPS Vehicle Number	<No Value>
Accident Address	1300 OLD ELLIS ROAD, ROSWELL, GA
Accident Description	test

