

COMPANY CAR BULLETIN

Phone: T/L 874-5226 or 1-800-481-6736

Fax: (248) 512-0571 or T/L 722-0571

July **2010**

We welcome the opportunity to keep you informed of available benefits under the Company Car Program and also to remind you of certain requirements.

The purpose of the Company Car Bulletin is to keep our participants informed of any program changes / enhancements as well as addressing frequently asked questions concerning the Company Car Program.

BULLETIN HIGHLIGHTS:

- Fenkell Glass
- Tire Replacement
- Reimbursement Address
- AAA Membership
- Quality Engineering Center (QEC)
- Company Car Communication
- Hours of Operation
- Delivering Dealer Package
- Cell Phones and Texting
- MIP (minor in possession)

Please note: Company Car Terms & Conditions, related forms, phone numbers, and past and present bulletins can be found on the Company Car website via www.dashboardanywhere.com under "Cars and Trucks".

Fenkell Glass

Damaged windshields that impact visibility regardless of severity **MUST** be replaced. All glass replacement on Company Car Lease/PE vehicles must be performed by contacting Fenkell Automotive Services: 1-800-325-3517 regardless of where the participant resides.

- Windshields with only a chip and no evidence of further cracking **MUST NOT** be replaced or repaired.
- Windshields with multiple chips, bullseyes and/or chip with evidence of further cracking must be replaced.

Only windshield replacements are authorized, at no time should a windshield simply be repaired.

Tire Replacement

There are only two national tire accounts. Tire replacement must be performed using the appropriate national tire program. To replace your tires please call the locator number provided below to obtain the location of the nearest facility. You will need to provide the national account number for the corresponding program and your vehicle registration. Call the facility first to verify their participation.

All other tire brands will have to be replaced by the participants and submitted for reimbursement.

<u>Tire Company</u>	<u>National Account #</u>	<u>Locator Phone #</u>
Continental	7426035	(800) 847-3349
Goodyear	1699	(800) 466-3932

Reimbursement Address

When submitting for a Reimbursement please print an updated form that can be found on the Company Car website. The Reimbursement Department does NOT have a fax or CIMS, the completed form and required documents **MUST** be mailed to the address on the form.

Reimbursement claims are processed by an outside company, please do not send any reimbursements claims to the company car coordinators as they cannot be processed and will be returned to the participant.

AAA Membership

Participants residing in Alabama, Delaware, Florida, Illinois, Indiana, Michigan, Missouri, New York, Ohio and Wisconsin are eligible for one AAA membership for each Lease and Product Evaluation vehicles in their custody. Participants must apply for a membership by completing an AAA application once they have taken delivery of a company vehicle.

Quality Engineering Center (QEC)

The Quality Engineering Center (QEC) is pleased to continue to provide support for all PE, EL, Field, Pool, and/or Fast Feedback vehicles. Custodians are strongly encouraged to have their company cars serviced and repaired at the convenient location, 2021 Executive Hills Blvd., Auburn Hills MI 48326 (on Opdyke Rd; across from the Pontiac Silverdome). Apart from providing an incredible service and convenience for you and our company, vehicles serviced at the QEC provide valuable, early identification of potential new emerging quality as well as durability issues that drivers may or may not be aware of.

Fast Feedback vehicles are required to have all services completed at QEC to support new model launches.

Vehicle scheduling for oil changes, basic maintenance and repairs can be completed by calling **248-451-5500** (Teline 793-5500) and selecting **option 1** from the menu, or by using our "New and Improved" Web-Scheduler. Click and/or bookmark our **NEW link** for access:

<http://www.servicecid.com/pgrc>

Company Car Communication

Due to the sensitivity of the information we receive and to protect the privacy of our participants, please submit your documentation by fax to 1-248-512-0571. If you have any questions regarding Company Car please use our e-mail cocars@chrysler.com or phone 1-800-481-6736.

Hours of Operation

Company Car's hours of operation are Monday thru Friday 8 am – 4:15 pm. The fax is turned off after hours due to the personal information (i.e. driver history records, Payroll Deduction Forms, etc.) that is submitted to us. If you are calling to speak to a coordinator please call during our normal business hours or send an e-mail to cocars@chrysler.com.

Deliveries outside of Southeast Michigan

It is the responsibility of the Participant to familiarize him/herself with the delivering dealer instructions and provide the dealer with all necessary documents contained in the updated "Delivering Dealer Package" which can be found on the Company Car website.

Cell Phones and Texting

Employees are required to refrain from engaging in texting using a hand-held communication device while driving a company owned or leased vehicle. Chrysler encourages employees to always use “hands-free” alternatives if you must speak on cell phones while driving. Be sure to follow local and state laws governing the use of cell phones which, depending on jurisdiction, may be more restrictive.

MIP (Minor In Possession)

Please be mindful that a minor in possession (MIP) violation is an alcohol/substance abuse matter that is considered part of the driving record and must be reported immediately to Company Car Programs if it involves an eligible driver.

“Remember, drive safely, always wear your seatbelt and follow local and state laws.”