

If a colleague terminates from the company, their manager must contact their HR representative and submit the Surplus Vehicle Form to vimrequest@wheels.com immediately.

On what date does the vehicle have to be returned?

- Once the surplus form is received by Wheels (from your manager) a transport company will be assigned to your vehicle for its pickup
 - Depending on your location, it can take 2-3 weeks to coordinate a driver and schedule pickup
 - The transport company will reach out to you to verify your address and schedule a pickup from there

Where do I return the vehicle?

- The vehicle should remain parked at your address until it is picked up from the transport company
- **You must *NOT* operate the company vehicle while awaiting pickup from Wheels or you could be held liable for any incident that occurs after last day worked**

What should I do before returning the vehicle?

- Please leave the fuel card and MAP passport in the vehicle's glovebox
- Remove all personal belongings
 - Zoetis is not responsible for any personal belongings left in the vehicle when picked up by the transport company
- Make sure all damages have been reported to Wheels: 888-360-9575
 - Any unreported damages above standard "wear & tear" will be addressed after the vehicle inspection

Can I purchase my vehicle?

- Only upon retirement can a vehicle be purchased outside of its replacement cycle

Who should I contact if I have questions?

- **Primary Contact:** Your Manager, Your HR Business Partner
- **Fleet Contact:** fleet-us@zoetis.com

* The FAQs highlight the commonly asked questions. If you would like further information or confirmation, we recommend referring to the Zoetis US and PR Fleet Policy as that document will control to the extent there are any discrepancies between the policy and FAQs.