Introduction

A Company policy for company vehicle use must be clearly stated so that employees and supervisors both understand the terms by which these vehicles may be used. A good way to show that employees are aware of the rules they must follow is to have them review and sign a list of these rules.

Following is a sample of a possible company policy that employees can review and sign to show that they are aware of the rules they must follow.

Sample policy

Operation of a company vehicle is both a privilege and a responsibility, not a right. Drivers are responsible for operating the company vehicle according to state and federal laws and our Company policy. Violation of these laws and rules will result in the removal of driving privileges.

Drivers of company-owned vehicles

Employee driving records will be checked at least every 12 months to make sure the employee has an acceptable record to operate a company vehicle. The following is our Company’s Driver Performance Rating.

<table>
<thead>
<tr>
<th>Number of Violations</th>
<th>Number of Preventable Accidents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>Clear</td>
</tr>
<tr>
<td>1</td>
<td>Acceptable</td>
</tr>
<tr>
<td>2</td>
<td>Acceptable</td>
</tr>
<tr>
<td>3</td>
<td>Poor</td>
</tr>
<tr>
<td>4</td>
<td>Poor</td>
</tr>
</tbody>
</table>

Any major violation is automatically considered “Poor.”

“Clear” and “Acceptable” Motor Vehicle Records (MVRs) will be monitored at least annually. “Borderline” MVRs will be watched closely and a warning will be given to the individual in that category.

Drivers are required to immediately notify management if their driving status changes.

Penalties

Any driver falling into the “poor” category will immediately be relieved of his/her company vehicle driving privileges. In addition to the MVR criteria outlined in the above Driver Performance Rating, the following will automatically place that individual in the “poor” category:

1. Any major violation. The following are defined as major violations:
   - DWI in past three years
   - Failure to stop/report an accident
Sample company vehicle fleet policy

- Reckless driving/speed contest
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising from the use of a vehicle
- Driving while license is suspended/revoked
- Careless driving
- Attempting to elude a police officer
- Leaving the scene of an accident

2. Any employee permitting fellow employees, dependents or any other person not listed on the driver list to operate vehicles under their control or assigned to them

3. Suspension of driver’s license

4. Failure to consistently drive in a safe manner as determined by management

5. Failure to pass the drug test

6. Refusal to take a drug test

7. Failure to notify management within one business day of any moving violation and/or accident

Safety review committee

A driver will be reviewed by the internal Safety Review Committee if the driver drops from an “acceptable” rating to a “borderline” rating due to a single incident. The Safety Review Committee will review all accidents to determine if they were preventable or non-preventable. The Safety Review Committee will be made up of one manager, one office employee and three field employees. Results of the Safety Review Committee will become a part of each driver’s personal file.

Scope of use

1. **Assigned Driver** – No person other than the employee assigned to the vehicle shall operate the vehicle unless that person is an employee of our Company, is listed on the approved driver list and has the permission from the person to whom the vehicle is assigned or from a supervisor.

2. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.

3. Driver and all passengers must wear available personal restraints.

4. Report any accident immediately to police and your manager.

5. **Personal Use of Company Vehicles** – Company-owned vehicles are to be used for company business only. Personal use of a company vehicle is prohibited. Personal trailers, including boat and recreational vehicles, are not to be pulled. Company vehicles may be driven home and used as transportation to and from work only if approved by management.

6. Employees who drive or take home a vehicle are responsible for all fines and parking expenses. The driver must make sure that the truck and tool boxes remain locked and equipment in the bed is reasonably stored or secured as to prevent theft.

Use of personal vehicle for company business

1. Anyone that uses their personal vehicle for any company business must be on the approved driver list.
2. All those who use their personal vehicle for company business must observe the same policies governing the use of company-owned vehicles.

3. In addition to those policies, the driver must provide a certificate of insurance that shows liability limits of at least $100,000/$300,000/$50,000.

4. The vehicle must pass a written monthly inspection by the fleet manager.

**Driver qualifications**

1. Must be at least 21 years old

2. To operate a commercial motor vehicle, the driver must be at least 21 and have a valid license for the vehicle to be operated which may include a Commercial Driver's License (CDL).

3. Must be on the company's approved driver list

4. Must pass the company's written driving test

5. Must pass the company's driving test

6. Must pass the company's drug test

**Maintenance and upkeep**

Drivers are responsible for ensuring the vehicle is well maintained. The assigned driver is responsible for taking the vehicle to approved service stations to have scheduled fluid changes, brake jobs, tire changes and other repairs completed. Turn in all repair receipts and maintenance records for filing in the vehicle's maintenance file. The employee is responsible for reporting any damage, faulty equipment or other needed repairs to his/her supervisor. The employee is also responsible for making sure the equipment is safe to operate on the road. Also, replace burned out bulbs and fuses for lights, turn signals, headlights and horn immediately.

The employee is responsible for keeping his vehicle as clean and orderly as job conditions permit.

**Vehicle inspections**

The driver is responsible for completing a written vehicle inspection checklist at the end of every month. Any faulty equipment should be noted on the inspection report. The written vehicle inspection checklist should be turned in to (NAME OF FLEET MANAGER). Company vehicles will be subject to spot-checks by management.

Company vehicles must have the following standard items:

1. Current insurance verification

2. Safety belt ready for use

3. Fire extinguisher

4. First aid kit

5. Usable spare tire, jack and lug wrench

6. Reflector kit

7. Binder with the following forms and information:
   - Vehicle mileage forms
   - Vehicle inspection forms
   - Emergency phone numbers
Sample company vehicle fleet policy

- Company phone numbers
- Copy of vehicle inventory form
- Accident investigation form
- Operator’s manual

**Vehicle mileage forms**
Drivers must maintain a vehicle mileage form and turn in the form at the end of each month. The form is used to keep track of the miles driven each day and the jobsites visited. Record gas usage, oil changes and repairs on this form.

**At-fault accidents**
If you are involved in an at-fault accident, as determined by the Safety Review Committee, in a company vehicle, you will be responsible for paying for the cost of the damage or the first $500 of any cost of that accident (whichever is less) or your annual bonus will be reduced by that amount.

**Drug testing**
Any employee who will drive a company vehicle or personal vehicle for company business will be drug-tested at hire, randomly and for cause. The drug testing procedure will follow the established our Company drug policy.

**Management’s responsibility**
1. Each supervisor is responsible for all vehicles and drivers under their control.
2. Each supervisor will spot check vehicles on a monthly basis and random basis in writing and turn the report in to the fleet manager.
3. It is the responsibility of the fleet manager to follow up on all vehicles and all drivers to make sure this policy is implemented and enforced.
4. Keeping the qualified drivers list up to date is the responsibility of the fleet manager.

**For personnel file**
This is to confirm that I have received the driver requirements policy and the personal use policy of our Company and agree to abide by the rules and regulations set forth.

I understand these policies in no way constitute a contract and cannot be construed as such, either in whole or in part. Furthermore, I understand that management reserves the right to change, modify or cancel the contents of these policies in whole or in part at any time.

Employee Signature: ________________________________ Date: __ / __ / ___

For more information, log in to the Risk Control Customer Portal at travelers.com/riskcontrol. (Need help? Read our Registration Quick Guide.) You also can contact your Risk Control consultant or email Ask-Risk-Control@travelers.com.