

## **Guidelines For Vehicle Use - For Management Only**

General requirements for all drivers

Maintain and have in possession a valid operator's license while driving  
Promptly report on and off duty traffic citations and accidents to supervisor  
Be a safe, defensive driver  
Comply with all traffic laws and regulations  
Use company vehicles for authorized business uses only  
Enforce use of seat belts for all vehicle occupants  
Inspect vehicle each day before use to insure it is in safe operating condition  
Report/repair vehicle safety defects before the vehicle is driven  
    Carry only authorized passengers  
Inspect and secure loads to ensure they are not damaged or dropped off the vehicle during the trip  
Ensure the security of the vehicle and its cargo from theft or vandalism  
Carry proof of insurance in accident kit or with registration  
Purchase the loss damage waiver and liability coverage under each rental agreement when renting a vehicle for business purposes  
Report all job-related accidents to your supervisor, immediately, providing the information we have asked for in our standard accident report form  
Abstain from the use of alcohol or drugs during the course of the business day or evening

### **An effective "Vehicle Use Program" will include:**

A selection and screening process for drivers of company vehicles and any personal vehicles driven on company business  
The designation of authorized and unauthorized drivers for company vehicles including those executive vehicles that may receive personal/family use  
Implementation of guidelines and procedures for counseling drivers who receive citations or have accidents, including removal from the "authorized driver" list, when warranted  
The execution of a corporate vehicle use policy  
    The development of a corporate policy that addresses mandated minimum liability limits on employee's personal auto

## **Vehicle Use Statement Of Policy**

We have developed the following loss control program to establish a policy of accident prevention:

Eliminate human suffering resulting from accidents  
Reduce indirect costs of accidents

Lower insurance costs

Our goal is to reduce to a minimum the injuries employees and members of the public suffer from vehicle accidents.

We must also recognize that accidents and violations of traffic laws have negative effects on the potential for profit. Indirect costs of accidents, combined with insurance costs, are a serious concern and we intend to reduce them by keeping the number of accidents to a minimum.

Eliminating accidents is an important responsibility of management. We will assume this responsibility and give it the same consideration as our business procedures relating to quality, volume, and cost of operation.

For this loss control program to be effective, each employee must take serious interest in accident prevention and traffic law compliance. We fully intend to provide, in administering this program, the leadership and direction to which supervisors and employees will respond.

Our company intends to comply with any applicable Federal, State and local regulation. We expect the same of our employees. We also must insist on compliance with the following company rules:

The purchase of the loss damage waiver and liability coverage under each rental agreement when renting a vehicle for business purposes  
Report all job-related accidents to your supervisor, immediately, providing the information we have asked for in our standard accident report form  
Report all driving convictions you receive, whether received on the job or off\*  
Wear seatbelts at all times in vehicles  
Abstain from the use of alcohol or drugs during the course of the business day or evening

## **Vehicle Use Statement Of Policy**

Any business use of your personal vehicle, any personal use of company vehicles or any vehicles rented while on business will be limited to those persons we have formally approved, and then, only in a reasonable and practical manner.

\* At our discretion we will order a copy of your motor vehicle report. If your report reveals a record of incidents that put you at a higher risk for accident, dismissal could follow.

Additionally, the following incidents, singularly could jeopardize your position with our firm:

driving with suspended license

careless / reckless driving  
driving while under the influence  
leaving the scene of an accident

\_\_\_\_\_  
Company Owner/President

I have read and understand the foregoing policy and rules, and will comply with them.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date