

Company Vehicle Usage Policy

SCOPE

This Company Vehicle Usage Policy (hereinafter referred to as "this Policy") applies to all employees of (company name _____) (hereinafter referred to as "the Company").

OVERVIEW

This Policy describes the company's guidelines for using company vehicles. The term "company vehicle" refers to any type of vehicle the Company assigns to employees. This term includes, but is not limited to, cars, trucks, front-end loaders, backhoes, graders, and any motorized watercraft.

PURPOSE

This Policy aims to ensure the safety of the individuals who are granted company vehicles. Company vehicles are provided to qualified and authorized employees only to support their business activities.

Employees are not permitted to drive company vehicles for personal use. Company vehicles can only be driven for company business. Also, unauthorized persons aren't allowed to ride in company cars.

PERSONAL USE

The Company [does not allow/allows/] personal use of company vehicles. Personal use includes:

- Commuting between home and the workplace.
- Using the vehicle for personal errands between business activities.
- Using the vehicle outside of business hours.

All listed work safety rules apply when a company car is used for personal purposes.

ELIGIBILITY FOR A COMPANY VEHICLE

Employees may be eligible for a company vehicle in the following cases:

- If they drive [number] miles per year for work purposes
- If they need a company vehicle to execute their daily tasks
- If they've negotiated a company car use as a perk of their contract

To be eligible to be assigned a company car, employees have to complete a form and submit a copy of their driver's license.

The Company may, at its discretion, assign and revoke access to the Company's vehicles.

PREREQUISITES FOR DRIVING A COMPAY VEHICLE

The employees are granted access to company cars in the following cases only:

- They hold a valid driver's license for the type of vehicle to be operated
- Keep the license with them at all times while driving
- Their driving record is clean for at least X years

Having a clean driving record means that an employee wasn't at the fault of a car accident and wasn't arrested on charges related to violating car and traffic laws.

An unfavorable record will result in the loss of access to company vehicles.

Employees are required to inform their supervisor of any changes that may impact their legal or physical ability to drive.

ACCIDENTS INVOLVING COMPANY VEHICLES

In the event of an accident, theft, or malicious damage involving a company vehicle, an employee must report it to the police, their supervisor, and the HR department immediately. The reports are expected to be made as soon as possible. However, they shouldn't be made later than 48 hours after the incident.

In the event of an accident, employees are expected to cooperate with authorities fully. Also, they should reply to investigating officers' questions but avoid making voluntary statements. If possible, the employee will obtain a copy of the accident report. In addition, employees need to follow legal guidelines regarding exchanging information with other drivers.

Without the company's authorization, the employees shouldn't accept responsibility. They shouldn't guarantee payment to another party either.

EMPLOYEES WITH DISABILITIES

Employees with disabilities may qualify for a company vehicle too. The Company will make reasonable accommodations to facilitate their company car use. If an employee takes medications that severely affect their abilities to drive a car (like their vision, reflexes, or their sense of orientation), they may not be allowed to drive a company car.

DRIVER RESPONSIBILITIES

Employees who drive company vehicles are expected to follow certain rules. The employee shall:

- Obey all motor vehicle laws under all circumstances
- Operate the vehicle in a safe and courteous manner
- Respect traffic laws and fellow drivers
- Drive defensively to prevent injuries and damage to the property
- If applicable, wear glasses or contacts when driving.
- Check their car regularly to ensure gas, tire pressure, and all car fluids are at appropriate levels.
- Bringing the vehicle to the scheduled maintenance appointments (booked by the company)
- Report repair needs, any damages or mechanical difficulties with their assigned cars to _____.
- Avoid engaging in traffic violations that may result in fines, like double parking or blocking entrances.
- Avoid using a phone and texting while driving (or other devices that are potentially distracting while driving)

Also, an employee whose driver's license has been revoked or suspended must immediately notify the supervisor.

THE COMPANY'S OBLIGATIONS

To ensure that the employees are safe at work, the Company will make sure:

- Cars are safe to drive before assigning them to employees.
- Schedule periodical maintenance to ensure cars remain in good condition
- Ensure company vehicles with a reliable insurance provider



- Keep detailed records of the Company cars (manufacturing date and mileage included). A car that is assessed to be too old or with high mileage will be "retired."

The Company is not responsible for:

- Paying any fines employees receive while driving company cars that they are responsible for (speeding fines, for example)
- Bailing out employees who get arrested while driving company cars

DISCIPLINARY CONSEQUENCES

Employees who don't follow the rules listed in this Policy will face disciplinary consequences. In the case of minor offenses, the company will issue reprimands. For more severe offenses, the Company may take legal action or terminate the employee.

POLICY CHANGES

(Company Name _____) retains the right to amend or terminate this policy at any time.

Employee's name: _____

Drivers license number: _____

Signature: _____

Date: _____

Reviewer's signature: _____

Date: _____

*Retain signed original in employee's file.