



Company Vehicle & Driver Policy

SAMPLE



Vehicle & Driver Policy Sample

Introduction



COMPANY NAME deeply values the safety and well-being of all employees. Due to the risk of motor vehicle accidents resulting from traffic congestion, unsafe driving habits, road conditions and driver distraction, COMPANY NAME is improving its safe driving program. This safety program applies to all employees who operate a motor vehicle on company business and/or company time, whether operating a company or personal vehicle.



Safety Rules

1. Every employee must have a valid and current driver's license issued by the state or province in which s/he resides for the type of company vehicle that s/he drives. Current auto insurance is required for all vehicles used for company business.
2. Inspect the vehicle before each use to ensure that it is in safe operating condition.
 - a. If a vehicle does not pass inspection, corrective action must be taken before operating the vehicle.
 - b. Do not drive a vehicle unless it is in a safe operating condition.
3. Be physically and mentally able to drive safely. Fatigue, medications and physical injuries can affect an employee's ability to safely operate a vehicle.
4. Follow all traffic laws and make allowances for adverse weather and traffic conditions. Speeding and aggressive behavior are not tolerated.
5. Always wear a seat belt while driving, travelling as a passenger, and when the vehicle is in motion.
6. Don't attend conference calls while driving, even hands-free.
7. Don't make outbound calls while driving, even hands-free.



Safety Rules

8. Answer inbound calls only to advise the caller that you will call back when safely parked, and never use headsets when driving.
9. Never read or send emails, SMS texts, or engage in social media activities on your device while driving.
10. Use of radar detectors is forbidden in all vehicles owned or used by the company.
11. Hitchhikers are not permitted in company vehicles.
12. Secure cargo and lock all doors at all times.
13. Respect the rights of other drivers and pedestrians.
14. Never operate a vehicle under the influence of drugs or alcohol.
15. Immediately report all traffic violations, whether on company or personal time, to the driver's manager and HSE Department. This includes license suspension, loss of insurance coverage or DUI/DWI arrest. CDL & CMV drivers will also be required to complete a violation review form.
16. COMPANY NAME will monitor employees' motor vehicle records and reports throughout the year.



Safety Rule enforcement

Every employee is expected to follow all COMPANY NAME vehicle policies and procedures issued through the Human Resources Department, the Health, Safety & Environmental Department, and Vehicle Fleet Management, as well as all federal, state/provincial, and local traffic laws and regulations. Employees may be subject to disciplinary action, including suspension of driving privileges or vehicle allowance benefits and potential termination for violations of the Company Vehicle Policy and procedures.

Reporting Accidents

Any employee involved in a vehicular accident while driving for company purposes is required to complete an accident report through the HSE Reporting System (including the HSE App). The employee must undergo a post-accident drug and alcohol analysis at one of our designated facilities.

Management will review all accidents and determine whether they were preventable or non-preventable. A preventable accident is one in which the driver failed to exercise every reasonable precaution to prevent it from occurring.

Company Owned Vehicle Policy

User Agreement & Rules



All COMPANY NAME employees operating a company owned vehicle agree to operate the vehicle according to the rules defined in the COMPANY NAME Employee Policy Manual (the “Policy”), including but not limited to the following requirements. Failure to follow these rules may result in disciplinary action up to and including termination.

1. Employee must immediately notify management if s/he no longer has a valid driver’s license and promptly obtain one.
2. Employee must immediately notify his or her manager and the COMPANY NAME HSE team of any accidents that occur while operating a company vehicle.
3. Employee must promptly notify his or her manager of any citations received while operating a company vehicle, and is financially responsible for any parking, traffic, or moving violations. COMPANY NAME will not reimburse employee for any such fines.
4. Employee is financially responsible for any unreported damages to a company vehicle.
5. Employee is responsible for maintaining a Motor Vehicle Record (MVR) within the established Policy guidelines.
6. Employee must follow all applicable traffic laws and regulations, and safe driving practices.



User Rules

7. Employee must follow rules and regulations for mobile technology and cell phone use as stated in the Employee Policy Manual.
8. Fuel card usage is limited to the assigned company vehicle only. Do not fuel any other vehicles or equipment with a company-provided fuel card.
9. Employee must keep the company vehicle clean and properly maintained. This includes having the vehicle regularly serviced according to the manufacturer's minimum requirements at designated fleet management repair shops. COMPANY NAME will pay for all maintenance, except for unnecessary repairs and/or costs associated with vehicle neglect.
10. Employee must perform a quarterly COMPANY NAME vehicle inspection and send it to HSE.
11. Employee may use the vehicle for non-business purposes as outlined in the Policy. For any trip over 100 miles that is personal in nature (such as a vacation), the employee must pay for his or her own fuel.
12. Non-employees are NOT allowed to operate a company vehicle.
13. Hitchhikers are not allowed in company vehicles.
14. Employee must not make any modifications to a company vehicle unless pre-approved by the Fleet Manager.



User Rules

15. Towing of any type, whether for business or personal reasons, is not allowed for any company vehicles unless approved in advance by COMPANY NAME's DOT Compliance Department.

16. Any accident and resulting damage that results from towing personal property is the sole obligation of the employee. COMPANY NAME will not indemnify, reimburse, hold harmless or assist in the defense of an employee who is in an accident while towing a personal item.

The approval by DOT Compliance requires that:

Items towed are within the towing capacity & GVWR limitations of the company vehicle.

17. Any modifications to the company vehicle be first approved by COMPANY NAME Purchasing.

18. Installation of a trailer hitch or electrical towing package is the sole responsibility of the employee and any hardware installed must remain with the vehicle at the end of the lease term.

19. The use of alcohol, cigarettes, and controlled substances prior to and during operation of a company vehicle is prohibited.

20. It is against company policy to transport any hazardous substance that is required by DOT to be placarded in any company vehicle.

Telematics Disclosure Statement and Device Installation Agreement

Company Vehicle



To optimize the safety, driving effectiveness and operational efficiency of COMPANY NAME drivers, COMPANY NAME has installed a global positioning system and telematics device in COMPANY NAME company vehicles. The device tracks the GPS location of the vehicle and provides telematics data related to vehicle performance, health, acceleration, deceleration and speed. This technology enhances COMPANY NAME's commitment to "Safety for Life" by improving employee safety and situational awareness and reducing COMPANY NAME's response in time-critical situations such as disaster recovery. The telematics devices provide real-time information to centralized monitoring systems.

COMPANY NAME will use this captured data for business-related purposes, such as measuring safe driving behaviors, providing aid to vehicles that break down, locating stolen vehicles, managing COMPANY NAME's vehicles and resources effectively, and investigating accidents, complaints, or misuse or abuse of vehicles. Data generated during working hours will be subject to review by the Head of HSE and the Vice President of HR or their designees only (HSE Specialist or HR Manager/Business Partner assigned to the employee driver's specific business functions). COMPANY NAME will not have access to data generated during non-working hours, except in very limited circumstances in which COMPANY NAME has a legitimate business justification (e.g., a vehicular accident that occurs outside of the employee's working hours).

The telematics data shall belong exclusively to COMPANY NAME for business purposes, and employees operating COMPANY NAME Vehicles shall have no expectation of privacy concerning telematics data. Employees shall not alter, attempt to alter, or disable the devices installed in COMPANY NAME vehicles.

Telematics Disclosure Statement and Device Installation Agreement

Company Vehicle



By signing this document, I agree that my authority to drive an COMPANY NAME vehicle is subject to the following conditions:

- 1.** The COMPANY NAME vehicle assigned to me is equipped with a GPS/Telematics device, and I acknowledge receipt of the device.
- 2.** I am responsible for driving safely at all times and will review and incorporate suggested improvements from the telematics data into my driving skill set. Significant incidents or patterns of unsafe driving will be referred to my manager for review in consultation with HSE and HR for possible disciplinary action.
- 3.** Installation of the device in the COMPANY NAME vehicle assigned to me is a requirement of my employment with COMPANY NAME, and I consent to use of the device for the purposes described above. I understand that if I tamper with, alter, disconnect, or damage the device, I will be subject to disciplinary action, up to and including termination of my employment, and I may be liable for the cost to repair or replace the device. I will immediately report any damage to or mechanical failure of the device to my manager and the COMPANY NAME Purchasing Department.
- 4.** I acknowledge that COMPANY NAME will use the GPS/Telematics technology to monitor COMPANY NAME vehicles in which I am a driver or passenger while I am working in the course and scope of my employment with COMPANY NAME, and I do not have an expectation of privacy in the data that results from such monitoring.



Motor Vehicle Report (MVR)/ Monitoring

Standards

MVRs will be monitored for all employees who may be required to drive for company purposes. The MVR will be reviewed to ascertain whether the employee holds a valid license and whether his or her driving record is within the parameters set by the company.

Drivers may be disqualified from driving vehicles for company purposes for any of the following reasons:

Criminal Violations:

- DUI, DWI, OWI, OVI, Impaired Driving
- Hit and run
- Refusal to take a drug/alcohol test
- Leaving the scene of an accident
- Fatality caused by operation of a vehicle

Moving Violations:

- Speeding; Excessive speeding
- Unpaid parking tickets
- Warrants out for their arrest
- Careless/ Reckless driving
- Driving while license is revoked or suspended

Additional requirements for employees with vehicle allowance or enrolled in the DOT Compliance Program:

For employees receiving a vehicle allowance, you will also need to email a copy of your insurance declaration page to: driver-compliance@COMPANY NAME.com

For employees enrolled in the DOT Compliance Program, email a copy of your Driver's License & Medical Card to: driver-compliance@COMPANY NAME.com

THE UNDERSIGNED DOES HEREBY ACKNOWLEDGE AND CERTIFY AS FOLLOWS:

1. I am an employee, or have applied to become an employee of COMPANY NAME, in a position which involves the operation of a motor vehicle, and I give my consent to the release of my driving record (MVR) for review by an appointed COMPANY NAME representative.
2. I authorize my driving record to be periodically obtained, monitored, and reviewed for the purpose of initial and continued employment and driving privileges.
3. I have read, understand, and agree to comply with the above COMPANY NAME Driving and Vehicles Policies authorizing me to drive a company vehicle.

*** California, Minnesota, Massachusetts, Maine, and Oklahoma applicants/employees:

Notice to California Applicants: Under Section 1786.22 of California Civil Code, you have the right to request from Embark Safety LLC, upon proper identification, the nature and substance of all information in files pertaining to you, including the sources of information, and recipients of any reports on you, which Embark Safety LLC has previously furnished within the two-year period preceding your request. You may view the file maintained on you by Embark Safety LLC during normal business hours. You may also obtain a copy of this file upon submitting proper identification. Upon making a written request, you may receive a summary of your report.

Notice to Maine Applicants: Under Chapter 210 Section 1314 of Maine Revised Statutes, upon request, you have the right to be informed within 5 business days of such request, as to whether an investigative consumer report was requested. If such report was obtained, you may contact the Consumer Reporting Agency and request a copy of the report.

Notice to Massachusetts Applicants: Under Mass. Ann. Laws, Chapter 93, Section 50, a Consumer Reporting Agency may furnish a report if intended to be utilized for employment purposes.

Upon Request, Embark Safety LLC will supply a copy of the completed consumer report along with a copy of an individual's right under the Fair Credit Reporting Act.