

<Enter Company Name> Driving Policy

<Enter Company Name> has made a commitment of safety, service, and quality to both our employees and customers. <Enter Company Name> insists that both our employees and non-employees operate all vehicles owned by or used by <Enter Company Name> in a safe and economical manner. The following summarizes policy guidelines:

- Vehicles are not to be operated unless in a safe operating condition.
- Drivers must be physically and mentally able to drive safely.
- Drivers must conform to all traffic laws and allowances made for adverse weather and traffic conditions.
- Respect the rights of other drivers and pedestrians. Courtesy is contagious.
- Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle.

Accidents

All accidents are to be reported to management of <Enter Company Name> within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and a determination made as either preventable or non-preventable which result from factors outside of a driver's control.

A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

Driver Standards

Employees who qualify as a driver may be evaluated and selected based on their driving ability and history. Motor Vehicle Records (MVRs) will be checked periodically on anyone where driving for company use is a part of their job. The MVR will be reviewed to determine whether the driver holds a valid license and their driving record is within the parameters set by company management. MVRs that reveal the following will disqualify the driver from using vehicles for company use for <Enter Company Name>:

a) Within the past 3 years:

- Three (3) or more traffic violations and/or at fault accidents for drivers age 25 and older
- Two (2) or more traffic violations and/or at fault accidents for drivers age 18 through 24
- One (1) or more traffic violation and/or at fault accidents for drivers 17 and under

OR –

b) One or more violations or convictions of the following type of serious offenses within the past 3 years will disqualify the driver from driving vehicles for company use for <Enter Company Name>:

- Driving while under the influence of alcohol or a controlled substance
- Refusal to submit to test for alcohol or controlled substances as required (e.g., Failure to take a Chemical Test, Blood Test, or Breath Analyzer Test)
- Leaving the scene of an accident without reporting it
- Homicide, assault, or criminal negligence resulting from the operation of a vehicle
- Using a motor vehicle to commit a felony
- Driving while license is suspended or revoked
- Reckless driving as defined by state or local law, including, but not limited to, offenses of driving a motor vehicle in a willful or wanton disregard for the safety of property or persons
- Racing
- Passing a stopped school bus
- Illegal possession, transportation or unlawful use of a controlled substance

Drivers with other violations, convictions and/or at-fault accidents within the past three years may also exceed our driver standards. Examples include, but are not limited to, distracted driving violations, cell phone violations, and seat belt violations, but do not include such non-moving violations such as weight violations, no insurance violations, administrative type violations, or improper or inadequately maintained equipment violations.

Distracted Driving and Mobile Devices

We deeply value the safety and well-being of all employees. Due to the increasing number of accidents resulting from distracted driving and the use of mobile devices, it is our company policy that you not engage in activities that cause you to become distracted when driving, including, but not limited to:

- Sending or reading text messages
- Using a hand held mobile device for either outgoing or incoming calls
- Using a hands free device for either outgoing or incoming calls
- Using cell phones and other devices for social media and other forms of entertainment
- Adjusting or programming controls of audio or navigation systems
- Searching for and/or reaching for items in the vehicle
- Eating or drinking beverages
- Reading maps or other printed material

The above restrictions apply anytime the vehicle is in motion. It is our company policy that, in all circumstances, you pull the vehicle over to a safe area prior to engaging in these activities. Employees are also expected to follow all state laws regarding mobile device usage. Any violation of these mobile device state laws or the restrictions listed above may be grounds for termination.

Vehicle Usage

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. <Enter Company Name> has developed the following expectations for you as a driver to help ensure company-owned vehicles and/or those used by company employees will be operated in a safe and economical manner.

- Seat belts must be worn at all times when the vehicle is in motion.
- Defects and needed repairs of any company vehicle will be reported to management so necessary repairs can be made.
- Cargo must be secured and doors locked while en route and when company vehicles are parked.
- All accidents must be reported to the manager consistent with <Enter Company Name>'s Accident Reporting Policy.
- You, the employee, may be held responsible for damages to vehicle(s) resulting from preventable accidents as determined by <Enter Company Name>'s accident review process. All traffic violations received will be paid by you, the employee.
- No permission may be given for any other person, including family members, to drive company vehicles. Specific permission must be obtained from company management for any personal use of a company vehicle.
- The use of radar detectors is forbidden in all vehicles owned or used by the company. Use of a radar detector will result in revoked driving privileges.
- Hitchhikers and passengers, other than company employees or authorized persons, are not permitted in company vehicles.

Company consequences for failing to follow company policy:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate this policy may be subject to disciplinary action.
- Employees who violate this policy may be subject to disciplinary action including termination.

All current drivers of <Enter Company Name> must have a signed copy of <Enter Company Name>'s Driving Policy retained in a management file.

Your signature below certifies your agreement to comply with this policy, and you are willing to accept the consequences of failing to do so.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Sample Form

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This sample policy is provided as a courtesy. The material provided is intended to be general in nature, and may not apply in your state. Information provided may be recommendations, suggestions, or ideas that are not applicable to the unique conditions and operations of your business. Obtain the advice of independent legal or other business advisors in developing forms and procedures for your business. The recommendations herein may help reduce the risk of loss, but should not be construed as eliminating any risk of loss nor exhaustive as to all risk exposures.