**COMPANY VEHICLE USE POLICY**

The purpose of this Policy is to ensure the safety of those individuals who drive company vehicles.

Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, [COMPANY NAME] endorses all applicable state motor vehicle regulations relating to driver responsibility.

The Company expects each driver to drive in a safe and courteous manner and follow all traffic laws, including wearing safety restraints. The attitude you take when behind the wheel is the single most important factor in driving safely.

Employees must have a valid and current Driver’s license to operate a company vehicle, or a personal vehicle with current auto insurance while on company business and clean driving record.

Company vehicles are to be driven by authorized employees only. Company vehicles are not to be driven by family members or friends of an authorized driver.

No driver may consume or transport alcohol or illegal drugs while driving a Company vehicle, while on Company business, while in a Company vehicle, or prior to the employee's shift. In addition, no driver may consume or use any substance, regardless of legality or prescription status, if by so doing, the driver's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished.

It is the responsibility of the employee to notify management as soon as possible of any moving violation received. Any employee who has a driver license revoked or suspended shall notify his or her supervisor, and immediately discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, up to and including termination of employment.

All accidents in company vehicles, regardless of severity, must be reported to the police (from the scene, during the same day, or as soon as practical if immediate or same day reporting is not possible). Accidents in personal vehicles, while on company business, must follow these same accident procedures. Accidents involving the employee’s personal injury must be reported to Human Resources for Worker’s Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

Employees are prohibited from using all data services on their wireless devices, such as texting, emailing, or accessing the mobile web while driving. Employees are required to use hands-free technology for phone calls when such technology is available. If an employee needs to use any data services on their phone, they must pull over safely to the side of the road or another location.

An employee to whom a vehicle is assigned shall be fully responsible for the general proper care of the vehicle. If damage is done to a company vehicle, the employee that vehicle is assigned to is responsible for immediately reporting damage to his/her immediate supervisor. Excessive or repeated damage to a company vehicle could result in disciplinary action up to and including termination.

I agree and understand that the violation of any part of this policy may lead the [COMPANY NAME] to take disciplinary action against me, up to and including the termination of my employment.

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Employee Name (printed) Date

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Employee Signature Witness Signature