

Sample

Personal Use of Company Vehicles Policy

It is the policy of this company that the company vehicles provided for employees be used **only** for company business.

Any personal use of the company vehicles is to be made in writing, or noted phone conversations with company executive officers, stating the nature of each personal use.

A decision to allow limited personal use shall be based upon past driver performance and usage anticipated.

The company may allow employees to drive company vehicles home at night and on weekends for convenience and/or security purposes. This may also be in case of client/project emergencies that these employees may be called upon to handle.

The use of company vehicles is restricted to employees of the company only.

Non-employees such as spouses, children, other relatives, or friends are **not authorized** to drive company vehicles at any time.

Employees driving company vehicles are required to wear safety belts (seat belts) any time the vehicle is driven.

The company will consider any unauthorized use of vehicles as the equivalent of theft and the driver may be held responsible (liable) for consequences of any accidents.

A driver road observation program is also in effect to monitor usage of the vehicles during business and off hours.

Employees driving company vehicles may be observed on a random basis, after call in complaints, and after an accident.

If negative results are found, disciplinary action up to and including termination of employment may be required.

I, the undersigned, have read and understand and agree to comply with this policy.

Employee Name Printed _____

Employee Name Signed _____

Date of Vehicle Issue _____

Supervisor Signature _____