

# SAMPLE POLICY

*ABC ENTERPRISES, INC.*

## POLICY ON USE OF COMPANY OWNED VEHICLES

The assignment and use of a Company Vehicle is a privilege and it is ABC Enterprise's policy to insist that employees operate in a safe and economical manner all vehicles owned or used by ABC enterprises. This document is intended to help you comply with that policy and summarize the controls that make up the program.

### Controls

1. You may operate your vehicle on company business and to and from work only.  

or
1. *You may operate your vehicle for personal business, provided . . . [outline any limitations such as geographical limits, etc.]*
2. Only ABC employees who have been pre-approved by the office may operate a company vehicle.  

or
2. *Only you and your spouse may operate your company vehicle provided he or she has also met the qualifications outlined below.*
3. The vehicle must be in safe mechanical condition and its operation must not damage it.
4. You must be mentally and physically able to drive safely.
5. You must conform to all traffic laws, signals, and markings, and make proper allowance for adverse weather and traffic conditions.
6. You must be courteous at all times, respecting the rights of other drivers and pedestrians.
7. You and all passengers must wear seatbelts and all other available active restraints.  

*optional*
8. *You may not smoke in a company vehicle or permit others to do so.*

Driver Qualification

1. You must have a valid license for the vehicle you are operating from the state in which you live.
  2. You must have and keep a favorable driving record and be willing to permit a periodic review of your driving record (MVR).
- and, if applicable*
3. *Your spouse must have and keep a favorable driving record and be willing to permit a periodic review of his/her driving record (MVR).*

Accidents

If your company vehicle is involved in an accident (regardless of who is driving) *you must notify ABC Enterprises* immediately and follow the procedures established and required by our insurance carrier.

*If the accident is determined to be preventable, you will be required to reimburse the company the sum of \$500 [or another amount] to help cover the cost of repairs to our vehicle and you will be required to complete a recognized Driver Training Course (i.e. "Traffic School") within 60 days, at your own expense.*

**I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE PROVISIONS.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**NOTE:** *This contains examples of how a policy can be worded. Actual policies in use by business are in some cases more complex and in some cases simpler. Your legal counsel should review your policy.*