

# Company Vehicle Personal Use Policy

It is a policy of our company, \_\_\_\_\_ that company vehicles provided for employees be used only for company business.

Any personal use of a company vehicle should be made in writing, or noted from a phone conversation with an executive, stating the nature of personal use.

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

We 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 seat belts any time the vehicle is driven.

We 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 PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF VEHICLE ISSUE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and MEM assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*