



# Risk Management Services

## COMPANY DRIVING POLICY

\_\_\_\_\_ has made a commitment of safety, service, and quality to both our employees and customers.  
\_\_\_\_\_ mandates that both our employees and non-employees operate all vehicles owned by or used by  
\_\_\_\_\_

### Conditions

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 with allowances made for adverse weather and traffic conditions. Respect the rights of other drivers and pedestrians. Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle owned by, or when utilizing a non-owned vehicle on behalf  
\_\_\_\_\_

### Accidents

All accidents involving a company vehicle are to be reported immediately to management of \_\_\_\_\_.  
All accidents involving a company driver, (including those in a non-owned company vehicle), must also be reported to the management of \_\_\_\_\_, as the accident may require the review of the driver's eligibility pursuant to the MVR Standards. All accidents will be reviewed and a determination made as either preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

### MVR standards

Motor Vehicle Records (MVRs) will be checked periodically on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal:

1. Three (3) or more traffic violations and/or at fault accidents over a three (3) year period or,
2. One or more of the following type of serious traffic convictions within the past 5 years:
  - Conviction for an alcohol and/or drug related driving offense
  - Refusal to submit to a Blood Alcohol Content (BAC) test
  - Failure to stop/report an accident and leaving the scene of an accident as defined by state laws
  - Conviction for homicide, manslaughter, or assault arising out of the use of a vehicle
  - Suspension, revocation, or administrative restriction of driver's license within the last three years
  - Conviction for reckless or careless driving
  - Racing
  - Passing a stopped school bus and/or
  - Possession of a controlled substance
  - Making a false accident report
  - Three or more "company vehicle" physical damage claims in any twelve month period
  - Speeding (10+ MPH over posted speed limit)
  - Conviction for attempting to elude a police officer

will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of \_\_\_\_\_.

# DRIVING POLICY - *continued*

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

- Any unauthorized passengers, other than company employees, are not permitted
- Seat belts must be utilized when the vehicle is in motion
- The use of radar detectors is forbidden in all vehicles owned or used by the company
- Cargo will be secured and all doors locked while en route and while the vehicles are parked
- Driving distractions must be avoided, which includes the use of cell phones, while operating a vehicle on behalf of the company

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The Company

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Date

800.873.4552

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