

Written: 05/08/2017	Policy	Company Vehicle Policy
Approved: 07/27/2017		Dept.: All
Reviewed/Revised: 05/08/2017		Written By: Logan Brown

Policy:

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of Area Agency on Aging, Inc. vehicles. Vehicle accidents are costly to the 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, employers endorse all applicable state motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules.

Procedures:

Driver Guidelines and Reporting Requirements

1. Company vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic.
2. Employees with company cars assigned to them will be required to keep a monthly log of business miles. Beginning and ending odometer readings will be recorded on the log kept in each vehicle for each business trip.
3. Gasoline and maintenance items may be charged at previously approved company charge-account locations.
4. Smoking is prohibited in any company vehicle.
5. Any employee who has a driver’s license revoked or suspended shall immediately notify the Human Resources Director by 9 a.m. central time the next business day, and **immediately discontinue operation of the company vehicle**. Failure to do so may result in disciplinary action, including termination of employment.
6. All accidents in company vehicles, regardless of severity, must be reported to the police, the department supervisor and to the Human Resources Department. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable 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.

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7. Drivers must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business, within 72 hours to the Human Resources Department.

8. Motor Vehicle Records will be obtained on all drivers prior to employment. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy by Area Agency on Aging, Inc. will result in a loss of the privilege of driving a company vehicle.

** Company business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.*

Driver Criteria & Administration

Employees must have a valid and current Driver’s license to operate an Area Agency on Aging, Inc. vehicle, or a personal vehicle with current auto insurance while on company business.

Employees under the age of 25 will not drive company vehicles per insurance underwriter and transportation state contract.

The Supervisor or designee will inspect the company vehicles at least monthly for cleanliness and/or damage and report needed repairs/replacement needs to the Transportation office.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The Human Resources Department is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee’s driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations* in a year
- Two or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
- Any combination of accidents and/or moving violations.

** Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant by the Human Resources department.*

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Driver Safety Rules

1. Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. Cell phone use while driving is prohibited.
3. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a company vehicle ***must*** wear seat belts, even if air bags are available.
5. No unauthorized personnel are allowed to ride in company vehicles. Passengers are allowed to ride in company vehicles for business purposes only.
6. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
7. Head lights shall be used 2 hour before sunset and until 2 hour after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
8. All State and Local laws must be obeyed.

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.
 - Call for medical aid if necessary.
 - Call the police. All accidents, regardless of severity, must be reported to the police.
 - Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.
3. Provide the other party with your name, address, driver's license number, and insurance information.

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4. Immediately report the accident to your Supervisor. Provide a copy of the accident report and/or your written description of the accident to the Human Resource department.