**Non-Owned Fleet Policy**

**Company Name**

Provided by



**Policy Statement**

We are dedicated to the health and safety of our employees, and the general public. Safety is as crucial to the success of our company as is any other element. This **Fleet Safety Management Program** was developed to prevent injuries, property damage, and to control both direct and indirect costs for our company. Collisions can be prevented. Through our prevention activities, collision costs will be reduced with corresponding reductions in pain and suffering of collision victims, and a resulting increase in profits.

20% of all fatal workplace injuries were associated with motor vehicle crashes. Motor vehicle crashes are the leading causes of employee death in the U.S.A. The number of traffic-related deaths was eight times the number not related to traffic.

Accordingly, it is our policy that every effort be made to prevent collisions. It is the responsibility of all personnel—from top management, through all ranks of employees—to comply with this policy.

**“NO JOB IS SO IMPORTANT AND NO SERVICE IS SO URGENT — THAT WE CANNOT TAKE THE TIME TO DO OUR JOB SAFELY”**

President

Company Name

**Non-owned Auto Use Agreement**

An employee’s use of a personal vehicle while on company business must be properly controlled to protect both the company and the employee. This certification ensures that employees understand whether they are permitted to drive a personal vehicle on company business and understand company policies related to that use.

\_\_\_\_\_ I understand that I am not an “authorized driver” for my company and as such am not permitted to operate company vehicles or my own vehicle on company-related business under any circumstances.

\_\_\_\_\_ I will be required to drive a personal vehicle on company business and am subject to the requirements of this program including:

* Maintaining auto liability insurance with minimum limits of $\_\_\_\_\_\_\_\_\_\_\_\_ for bodily injury and $\_\_\_\_\_\_\_\_\_\_ for property damage or combined single limit of $\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Maintaining current state vehicle inspections when required.
* Maintaining my vehicle in a safe operating condition when driven on company business.
* Proof of insurance (copy of declaration page, certificate of insurance) will be sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I agree to submit information concerning any changes or cancellation of that insurance and to provide updated evidence of insurance at any future renewal of my policy within three days of the change.
* If I am pulling a trailer or hauling equipment/materials, the vehicle that I use must be appropriately designed/rated for the work being done for my company.
* Acceptable motor vehicle report (MVR) that meets the policies set by my company (provide company policy reference)
* No ‘business use’ exclusion on personal insurance policy.
* I understand that my insurance is meant to be primary in the event I am involved in a vehicle collision while I am operating my personal vehicle on company business and that I am responsible for liability arising out of the operation of my vehicle.

Name Date

Employees who use their vehicles only occasionally for company business should submit their automobile policy "dec" page annually (or at renewal if policies are written for less than a 12 month period) to verify the acceptable coverage limit. Often the minimum automobile liability limits required by the state are not adequate to protect the company as they may be held liable for excess damages. We would recommend limits of liability are:

1. Regular Use: $250,000/$500,000 bodily injury and $100,000 property damage; or $300,000 combined single limit (CSL).
2. Occasional Use: $100,000/$300,000 bodily injury and $50,000 property damage; or $300,000 combined single limit (CSL).

**Vehicle Use Rules**

We consider no phase of operations or administration of being a greater importance than collision prevention.

Our policy has always been and will continue to be:

* Obey speed limits; excessive speed is a major cause of collisions.
* All occupants of a vehicle being used for company business must wear a seat belt. Wearing a seat belt improves your chances of survival if you are involved in a collision.
* Signal well in advance of turning, changing lanes or stopping.
* Reverse and change lanes only when absolutely necessary.
* Use the inside lane only when absolutely necessary.
* Tailgating will not be tolerated.
* Maintain reasonable distance, allow for speed, road and weather conditions.
* Never contest right-of-way. Always yield to avoid collision.
* Adjust for others merging into traffic flow
* Merge into traffic without forcing yourself in.
* Obey all traffic signs and signals with a full and complete stop.
* Do not pass any vehicles at intersections, railroad crossings or where vision may be limited.
* Drivers will perform a daily vehicle safety inspection (Pre-Trip).
* Wheels of all trailers are to be chocked during ALL loading/unloading.
* Drivers will follow all applicable State and Federal regulations.
* FOLLOW THE SPEED LIMIT & BUCKLE UP!
* Driving while under the influence of drugs or alcohol will be cause for immediate termination. If a driver is on prescribed medication, this information should be reported to the Fleet Manager. The manager will determine if driving is still acceptable.
* The use of Radar detectors is prohibited while driving for work; their purpose is to attempt to evade the law.
* If there is a possibility of objects flying out of the vehicle, cargo tie-downs or covers are to be used. All loads are to be inspected prior to starting by the driver.
* Collisions are to be reported IMMEDIATELY to the Fleet Manager. Collision investigation forms are to be completed by the driver at the scene of the collision.
* NEVER ADMIT FAULT at a collision scene. Be cordial and polite.
* Tickets and moving motor vehicle violations that occur while driving for work are to be reported to the Fleet Manager within 24 hours.

**Driving Restrictions**

The driver should not drive a vehicle for business if one or more of the following conditions exist:

* He/she is physically or mentally impaired to a level that would reduce his/her capability to operate a motor vehicle at a safe level (impairments may include but are not limited to, a severe heart condition, poor eyesight, a history of mental disorders, or use of a prescription drug that would adversely impact his/her ability to drive).
* The vehicle is in an unsafe operating condition.
* Traveling is unsafe due to severe weather conditions.

**Distracted Driving**

**SCOPE AND APPLICABILITY**

The Cell Phone/Electronic Device Use Policy applies to all employees who fit any or all of the following criteria:

* Driving on business in any vehicle, personal or otherwise
* Driving a company car, whether on company business or not
* Placing work-related calls, whether driving on company business or not
* Using a company-issued cell phone or other electronic device while driving

**General Procedures**

* Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including, but not limited to, phone calls, text messaging/SMS, e-mail, MMS, Internet use, camera use, etc.
* Use of electronic devices – including laptops, PDAs, cameras and pagers – while driving is strictly prohibited unless specifically outlined below.
* Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
* Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver’s performance.
* Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.
* Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

**Headset/Hands-Free Use**

The use of headsets or hands-free devices while driving is permissible IF:

* Device is pre-approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for use.
* Use of the device does not cause distraction (i.e., fiddling with the device or taking eyes off road to get it to function properly).
* Any dialing or use of the handset is handled while stopped or pulled to the side of the road.
* Conversations do not interfere with the driver’s ability to drive safely.
* Road conditions are generally good and do not threaten your safety.

**Driver Selection**

All drivers must complete the driver selection process. The Fleet Manager will be responsible for overseeing the process and insuring that all necessary criteria are met.

In order to ensure that our drivers will be capable of safe vehicle operation, the following selection process will be utilized.

1. **Application:** All drivers will be required to complete an application for employment. This will include providing references and past employers.
2. **Driver’s License:** A visual check of the driver’s license should be made. The license should be current, valid, and of the correct type for the driver’s job. A photocopy (front & back) should be made for the employee’s file.
3. As a condition of employment, Motor Vehicle Reports (MVRs) for each driver will be reviewed prior to hiring and will be requested annually thereafter. More than two moving violations or collisions, during any 12-month period will be reason for not hiring a prospective driver. For current employees, any violation will be discussed with the Fleet Manager (the company disciplinary policy may be used for corrective action).

Evaluation of the MVR information will be made as follows:

1. Any driver with one major violation will be considered unacceptable.
2. Any driver having 3 or more minor violations will be considered unacceptable.
3. Any driver having a total accumulation of 10 points will be considered as unacceptable.

**MVR Evaluation**

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| --- | --- | --- |
| **Each Violation** | **Points** | **Violations** |
| Driving without a license (i.e., never had a valid license vs. "left at home") | 10 | Major |
| Driving while license is suspended or revoked | 10 | Major |
| D.W.I. | 10 | Major |
| D.U.I.N. (narcotics)  | 10 | Major |
| Any "serious" violation from 1 to 10 mph. over speed limit  | 6 | Major |
| Any speeding violation from 1 to 10 mph. over speed limit  if operator is over 21 years old | 2 | Minor |
|  if operator is 21 years old or under | 3 | Minor |
| Any speeding violation from 11 to 20 mph. over speed limit if operator is over 21 years old | 4 | Minor |
|  if operator is 21 years old or under | 5 | Minor |
| Any speeding violation 21 mph. or more over speed limit  if operator is over 21 years old  | 6 | Major |
|  if operator is 21 years old or under | 7 | Major |
| Any "standard" moving violation; i.e., careless driving, speed too fast for conditions but within normal limit, stop sign, lane crossover, failure to signal, failure to keep right, following too close | 2 | Minor |
| Any (preventable) chargeable B.I. collision | 4 | Minor |
| Any (preventable) chargeable P.D. collision | 3 | Minor |

Annual MVR reviews will be completed on ALL drivers. The following criteria will be used on a 12-month review basis:

* Clean Record—No action
* One moving violation—Discussion/evaluation with Fleet
* Manager (DUI type of infraction will result in immediate termination)
* One collision—No Fault—No action
* One collision—Driver Fault—Discussion/evaluation with Fleet Manager plus semi-annual review of MVR
* Moving violation—Discussion/evaluation with Fleet Manager plus semi-annual review of MVR
* One collision and one moving violation—Probation for one year, quarterly review of driving record.
* More than one moving violation—Suspension of driving privileges
* Two or more driver fault collisions—Termination of driving
* Two moving violations and one collision—Termination of driving privileges

**Rental Vehicles**

You may be required to rent a vehicle as part of your business travel. These rentals often involve driving in unfamiliar areas and vehicles that are quite different than you are used to. To reduce the risk to both you and the company, we have implemented the following rules:

* All vehicles must be from a national vendor. When possible, please use our preferred provider as there may be agreements in place that allow for improved pricing and/or service. We want to ensure the quality of the vehicle you are operating.
* Prior to leaving the rental lot a walk around inspection of the vehicle must be completed to identify any pre-existing damage and/or issues with critical components such as tires and windows.
* Rental vehicles are only to be used for company business purposes. The vehicle may be used to go to and from your hotel and for meals. The operator is not allowed to be under the influence of drugs or alcohol if driving a vehicle that is to be paid for by the company.
* All drivers of rental vehicles must submit their personal insurance information to the rental agency. The driver’s personal insurance policy will serve as the initial layer of coverage in all liability situations.
* It is highly recommended that mid-sized or standard vehicles are rented. In cases where there are severe winter driving conditions, such as heavy snow or ice, it is a good practice to rent a four or all-wheel drive vehicle.
* Convertibles, roadsters, and other specialty vehicles are not to be rented for company business.

**Collision Investigation**

Although the goal of our company is to attempt to prevent all collisions, we realize that some collisions may occur. The following procedures provide a guideline to completing collision investigations. Collision Investigation forms are available from your supervisor and should be kept in your glove box.

**After a Collision:**

1. Check to make sure that you are OK. Collect your thoughts for a minute and become apprised of what just occurred. This is a very stressful situation no matter how minor the crash is.
2. Make sure that your vehicle is in a safe location and not a hazard to others. We do not want to be the cause of a secondary crash. Use reflective triangles if you have them.
3. Call emergency services (911) immediately. Aid the injured if possible and only provide medical care if you are appropriately trained.
4. Call the Fleet Manager.
5. Obtain key driver information if another vehicle is involved. Provide name of company, license number, name of insurance and policy number to other driver.
6. Complete collision investigation form. Fill in all applicable blanks.
7. If you have a camera, take photos from at least four sides of the scene. Try to show the full scene in the pictures; streets, traffic sign’s, all vehicles involved, damage to the vehicles, etc.
8. Provide copies of the completed Collision Investigation form to the Fleet Manager for distribution.
9. Collision Investigations will be reviewed by key personnel and corrective actions developed. Causes of collisions should not be oversimplified. Some items to be considered when establishing collision cause and related corrective action include:
10. Driver condition.
11. Scheduling (hours behind the wheel)
12. Adverse Driving Conditions.
13. Vehicle Maintenance
14. Road Conditions.
15. Other vehicle issues