



Driver Vehicle Agreement II

Non-Take Home Company Vehicle

Company Responsibilities

- The company will pay all operating expenses for company vehicles, such as registration, insurance, excise tax, state inspection, fees, gasoline, oil, greasing, washing, and repairs. Parking and toll charges will be reimbursed upon the submission of receipts.
- The company does not allow de minimis use of a company vehicle.
- The company reserves the right to discipline or discharge an employee for motor vehicle offenses.
- The company may revoke this assignment at any time.

Employee Responsibilities

- The driver of a company vehicle must hold and maintain a valid driver's license.
- Employees are required to operate company vehicles in a safe and lawful manner at all times.
- Employees are required to report all violations, convictions, accidents, or incidents that occur either in a company vehicle or in a personal vehicle on company time. Included shall be any revocation or suspension of the employee's license. Reports will be made to the supervisor or project manager, and to the risk manager.
- Employees shall keep accurate reports and records the company may require, including records or reports related to mileage, accidents, or maintenance.
- The driver is responsible for payment of all traffic violations incurred in a company vehicle by the driver's negligence, such as speeding or parking.
- Employees agree to a periodic report by the Department of Transportation, Bureau of Motor Vehicles, or similar entity for a company review of his or her driving record.
- Employees shall submit to drug/alcohol testing when required by law or when directed to do so by the company after an incident.
- Any employee determined to be using, or have been using, a company vehicle while under the influence of alcohol or drugs will immediately lose the privilege of driving a company vehicle, and will be subject to dismissal.
- Employees shall not operate a vehicle at any time when their ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over the counter medication, illness, fatigue, or injury.

- Drivers of company vehicles shall not pick up or transport hitchhikers or other unauthorized passengers. Unauthorized passengers include those individuals who are not company employees, not affiliated with the company or not contracted to conduct company business.
- Drivers of vehicles shall not request or accept payment for carrying passengers or materials.
- Drivers of company vehicles shall not use any radar detector, laser detector, or similar device.
- Unless authorized, drivers of vehicles shall not tow, push, or pull another vehicle or trailer.
- Drivers of company vehicles shall only transport hazardous materials issued by or approved by the company, and shall take care to store and handle hazardous materials in ways that minimize the risk of accidental release and any other risks the materials may pose to persons or property.
- Drivers of company vehicles shall not assist disabled motorists or accident vehicles beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to the notification of proper authorities.
- Drivers shall cooperate with company officials and/or law enforcement agencies in matters such as violation of company policies and/or accident investigation.
- The driver and all occupants shall wear safety belts when the vehicle is in motion. The driver is responsible for ensuring passengers wear their safety belts.
- Drivers shall abide by federal, state, and local motor vehicle regulations, laws, and ordinances.
- The use of hand-held cell phones is not permitted by employees driving a company-assigned vehicle or driving a leased or rented vehicle on company business. These devices may be used when the vehicle is safely parked. Hands-free devices may be used where allowed by law.
- Employees shall not text message while driving.
- Employees shall not engage in any activity that might distract him or her from the safe and/or lawful operation of a vehicle.
- Employees shall not use a Walkman or similar device while operating a motor vehicle.
- Employees shall not operate motorcycles, motor scooters, or motor bikes when traveling on company business.
- Employees are expected to ensure “reasonable care” of company property such as computers, work papers, and equipment under their control. The company will not reimburse the employee for the theft of personal property from a company vehicle unless the reimbursement is approved by the general manager or executive vice president.

Permitted Use Policy

Permitted use: Company vehicles may be driven only for company business; no personal use is permitted unless approved in writing by the risk manager.

Permitted users: Company vehicles may only be driven by authorized company employees who meet the minimum driver eligibility criteria contained in this document. No unauthorized passengers are permitted at any time.

Minimum Driver Eligibility Criteria

The company has established criteria to minimize the at risk behavior which contributes to accidents, injuries, and property damage. Each current and prospective driver must meet these standards to qualify for and maintain his/her company vehicle driving privileges.

Driving behavior is based on a points system, in which violations are assigned higher points according to their increasing likelihood in predicting collisions.

Each driver will be evaluated using the form shown below. Evaluations will occur before driving privileges are granted. Violations from the prior 48 months will be included in each evaluation.

Violation or Conviction	Points	# of Violations	Total pts	Notes
DWI, DUI, or refused test	15			
Hit & run, Leaving scene of accident	15			
Currently suspended license	15			
Felony homicide/manslaughter w/vehicle	15			
Reckless driving	10			
Texting while driving	10			
Passing stopped school bus	5			
Failure to obey traffic device	5			
Failure to yield right of way	3			
Illegal passing	3			
Speeding, 20mph and above limit	3			
Driving on wrong side of the road	3			
Talking on phone/other distraction	3			
Following too closely	3			
All other moving violations	2			
Non-moving violations	1			
Any accident within last 4 years	3			
CDL license holder less than 2 years	3			
CDL license holder 3-4 years	1			
Credits within last 4 years:				
Defensive driving class	-5			
Total violations/points				

Driver Evaluation Categories – Driving record report for the past 4 years is evaluated.

- Category I: 0-4 points – Good: MVR Evaluation conducted twice a year.
- Category II: 5-9 points – Questionable: MVR Evaluation conducted twice a year. Driver will be counseled to inform him/her of possible consequences of future violations and accidents. Driver must complete a defensive driving course or driver improvement program within 60 days. Driver observation will be completed within 45 days.
- Category III: 10 points and above - Poor: Company driving privileges revoked. Any exceptions for Category III must be approved in writing by the risk manager and President. All driver improvement procedures apply.

Accident Classifications

1. **Non-preventable accident.** Accidents that occurred despite the fact that the driver exercised every reasonable precaution to avoid the incident. Examples of non-preventable accidents include, but are not limited to:

- Animal strikes
- Struck while legally parked
- Struck by another vehicle while stopped in traffic

2. **Preventable accident.** An accident, as ruled by the review committee, where the driver failed to exercise every reasonable precaution to avoid the incident.

3. **Major preventable accident.** A preventable accident arising from a lane change, rear end collision, or intersection incident that resulted in a fatality, an injury requiring treatment away from the scene, or disabling damage (tow-away) to any vehicle(s).

Driver Acknowledgement of Policies - Vehicle Agreement II for Non-Take Home Vehicle

1. The company has provided me with a copy of the policies defining use of company vehicles, and a company official has reviewed these policies with me. I understand the policies and agree to comply with them.
2. I have received an accident reporting kit and have been trained on its use in the event of an accident. I agree to comply with its instructions and understand it is my responsibility to inform my direct supervisor as soon as possible following any accident or incident. I further understand that it is my responsibility to notify proper law enforcement agencies as soon as possible and to prepare a written report describing the accident events.
3. I agree not to operate any company vehicle while under the influence of alcohol or drugs. I fully understand that, should I be found operating a company vehicle while under the influence of alcohol or drugs, it shall constitute grounds for immediate revocation of driving privileges.
4. I agree to abide by all federal, state, and local laws and ordinances regarding the operation and storage of the company-assigned vehicle. I understand it is my responsibility, as a holder of a driver's license, to remain informed of, and to fully comply with, current and future laws and ordinances governing the operation and storage of motor vehicles.
5. I understand that I must report to the company any suspension, revocation, or cancellation of my driver's license at the beginning of the business day following the day I received notice of the suspension, revocation, or cancellation.
6. I agree to allow the company to request copies of my Motor Vehicle Report as often as the company sees fit.
7. I understand that my use of any company vehicle may be revoked or restricted in accordance with the provisions outlined by the company policies, which I have read and reviewed.
8. Should the revocation or suspension of these privileges affect the performance of my assigned job responsibilities, I understand that this will constitute grounds for suspension without pay or dismissal from my position.

CERTIFICATION:

Employee Name (Print)

Employee Signature

Date

Supervisor/Witness Signature

Date