

Business Use Policy – Driver Acknowledgment

Operating an organizational vehicle is a privilege. All drivers will be responsible and accountable to:

- Possess a valid motor vehicle driver's license issued in the state of their residency or in a foreign country that is valid in the United States. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator. An international driver's license is acceptable.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the organization.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable federal and state laws and regulations.
- Maintain vehicle in a safe operating condition.
- Maintain vehicle in accordance with the manufacturer's maintenance schedule.
- Report moving violations to their supervisor.
- Report changes in driver's licensure status to the organization's insurance/risk management department or fleet manager as defined by company policy.
- Accurately complete a condition survey when turning in an organizational vehicle.
- Accurately record and report vehicle mileage in accordance with organization procedures.
- Complete an approved defensive driver safety-training program within 90 days of hire.
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats or other age or weight appropriate restraint devices at all times.
- Pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability insurance.
- Refrain from towing any personal recreational equipment (boats, campers, etc.) with your vehicle.
- Not alter vehicles leased, owned or rented by the organization in any way.
- Never deactivate an air bag on any vehicle owned, leased or rented by the organization or on a personal vehicle used on organizational business. Exceptions will be made only in extremely limited circumstances for those: (1) who cannot maintain a 10-inch distance between the center of the steering wheel and center of the breastbone; or (2) whose doctors say that, due to their medical condition, the air bag poses a special risk that outweighs the risk of hitting their head, neck or chest in crashes if the air bags are turned off.
- Always transport children under age 13 in the back seat. Infants in rear-facing infant seats and other children under age 13 should never be in the front passenger seat facing an airbag.
- Never operate a computer or other electronic device while driving a motor vehicle.
- Pull off the road to a safe location prior to making or receiving phone calls or using an electronic device.
- Comply with organizational policy on transport of passengers.

Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver's license is revoked, suspended, withdrawn or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with organizational policies or as required by applicable state or jurisdiction.
- Operating outside the limitations of a restricted license.
- Moving violations exceed the organization's established threshold.
- Driver permits unauthorized or unlicensed drivers to operate a vehicle owned, leased or rented by the organization.

In case of vehicle damage:

- Report any vehicle damage to the organization by the end of the next business day following the incident.
- Police reports, witness statements or other pertinent documents should be obtained and forwarded to the organization.
- The driver shall cooperate with representatives of the organization, including insurance company personnel and obtain written repair estimates from reputable shops or authorized dealerships. If damages exceed \$1,000, a second estimate may be required. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.
- Drivers should not make verbal or written statements concerning an incident during its immediate aftermath except to law enforcement officials or representatives of the organization.

I, _____, have read and understand the Business Use Policy established by _____. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver Signature

Supervisor Signature

Date

Date