

### Driver Owned/Leased Vehicles Used for Business Purposes Policy Driver Acknowledgment

There are situations where drivers use their personal vehicles for organizational business. In these cases, drivers are typically reimbursed on a per-mile or prearranged vehicle allowance basis.

For those drivers utilizing their personal vehicles on organizational business, the following requirements apply:

- Must have a valid driver license in their state of residence, and meet the same MVR and accident criteria as drivers of organizational vehicles.
- Automobile liability and property damage insurance coverage must be maintained by the driver as prescribed by the organization. The organization shall be provided with evidence of this insurance coverage, which clearly lists policy declarations and coverage limits.
- In case of an accident and subsequent claim, the coverage provided by the employee's personal insurance will apply first.
- The vehicle must be maintained in accordance with the same requirements as organizational vehicles.
- Drivers must comply with all applicable state laws and regulations.
- Motor vehicle records will be checked initially, and periodically thereafter. The driver's authorization to operate their personal vehicle for organizational business may be revoked by management if the motor vehicle record discloses the following:
  - o The state motor vehicle driver license is revoked, suspended, withdrawn or denied.
  - o Operating outside the limitations of a restricted license.
  - o Driver refuses to undergo drug or alcohol testing in accordance with organizational policies or as required by applicable state or jurisdiction.
  - o A conviction for driving a motor vehicle while under the influence of alcohol or illegal drugs.
- Regular occasional drivers (those being reimbursed more than six times per year for business use) will be required to attend driver safety training and meetings.

The organization reserves the right to withdraw this privilege at any time.

I, \_\_\_\_\_, have read and understand the Driver Owned/Leased Vehicles Used for Business Purposes 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