Vehicle Use Policy

Purpose:

This policy outlines the rules and guidelines for using company vehicles to ensure safety, accountability, and proper care of assets.

Scope:

This policy applies to all employees authorized to operate company-owned or leased vehicles.

Key Points:

1. Vehicles must only be used for official business purposes unless otherwise authorized.

2. Drivers must possess a valid driver's license appropriate for the vehicle they are operating.

3. The use of company vehicles under the influence of alcohol, drugs, or any impairing substance is strictly prohibited.

4. Regular vehicle maintenance and inspections must be conducted, and any issues must be reported immediately.

5. Employees are responsible for all fines, penalties, or citations incurred while using the vehicle.

Non-Compliance:

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.