**Company Transportation Policy**

**1. Introduction**

**1.1 Purpose of the Policy**

This Transportation Policy is established to provide guidelines and procedures for the use of company-provided transportation and employee use of personal vehicles for company-related activities. The policy ensures safe, efficient, and cost-effective transportation solutions while minimizing risks to both the company and its employees.

**1.2 Scope**

This policy applies to all employees, contractors, and consultants of [Company Name] who utilize company transportation services or drive personal or rented vehicles for company business.

**1.3 Definitions**

* **Company Vehicle**: Any vehicle owned, leased, or rented by [Company Name] for business use.
* **Personal Vehicle**: Any vehicle owned by an employee and used for company business.
* **Business Use**: Any use of a vehicle for activities directly related to the operations of [Company Name].

**2. General Guidelines**

**2.1 Compliance with Laws**

Employees are required to comply with all federal, state, and local laws and regulations related to vehicle operation. This includes holding a valid driver’s license, maintaining current vehicle registration, and adhering to traffic laws.

**2.2 Vehicle Safety**

Employees must ensure that vehicles used for company business are in safe operating condition. Regular maintenance and safety checks should be performed on all vehicles, whether company-owned or personal.

**2.3 Driver Qualifications**

Employees who drive company vehicles must have a valid driver’s license appropriate for the type of vehicle operated. The company reserves the right to check driving records periodically to ensure employees meet company standards.

**2.4 Use of Company Vehicles**

Company vehicles are to be used exclusively for company business. Personal use of company vehicles is generally prohibited unless expressly authorized by management. Unauthorized personal use may result in disciplinary action.

**2.5 Use of Personal Vehicles**

Employees may use personal vehicles for company business if a company vehicle is not available. Employees who use personal vehicles must carry adequate insurance coverage as required by law and provide proof of insurance to the company.

**3. Vehicle Usage and Maintenance**

**3.1 Vehicle Assignment**

Company vehicles may be assigned to specific employees based on job responsibilities. Assignment is subject to approval by management and may be reviewed periodically.

**3.2 Fuel and Maintenance Costs**

For company vehicles, the company covers all costs related to fuel, maintenance, and repairs. Employees using personal vehicles for company business may be eligible for mileage reimbursement, which covers fuel and wear-and-tear.

**3.3 Vehicle Maintenance**

Employees assigned a company vehicle are responsible for ensuring the vehicle is properly maintained. This includes regular oil changes, tire rotations, brake inspections, and other routine maintenance as recommended by the manufacturer.

**3.4 Accident Reporting**

In the event of an accident involving a company vehicle or a personal vehicle used for company business, the employee must report the incident to their supervisor and the company’s insurance provider within 24 hours. A written accident report must be submitted, detailing the circumstances of the accident, any injuries, and damage to vehicles.

**3.5 Vehicle Inspections**

Employees should conduct a pre-trip inspection of any vehicle used for company business. This includes checking tire pressure, oil levels, brakes, lights, and signals. Any issues should be reported immediately and addressed before the vehicle is used.

**4. Reimbursement and Expenses**

**4.1 Mileage Reimbursement**

Employees who use personal vehicles for company business are eligible for mileage reimbursement at the standard rate set by the Internal Revenue Service (IRS). This rate is intended to cover fuel, maintenance, and depreciation.

**4.2 Expense Reporting**

Employees must submit a detailed expense report for mileage and other transportation-related costs, such as tolls and parking fees. Receipts must be attached to the report, which should be submitted within [X] days of the incurred expense.

**4.3 Car Rental**

When a rental vehicle is necessary for company business, employees should use approved vendors and select a vehicle appropriate for the business purpose. The company will cover the cost of the rental, fuel, and necessary insurance. Employees should decline optional insurance coverage if the company’s insurance policy already covers rental vehicles.

**5. Driver Safety and Conduct**

**5.1 Safe Driving Practices**

Employees are expected to operate vehicles safely and responsibly. This includes adhering to speed limits, wearing seat belts, and avoiding aggressive driving behaviors. Distracted driving, such as texting or using a phone without a hands-free device, is strictly prohibited.

**5.2 Alcohol and Drug Policy**

Employees are prohibited from operating any vehicle for company business under the influence of alcohol, illegal drugs, or any prescription or over-the-counter medication that impairs their ability to drive safely.

**5.3 Defensive Driving**

The company encourages defensive driving practices, including maintaining a safe following distance, being aware of surroundings, and anticipating the actions of other drivers. Defensive driving courses may be provided to employees as part of the company’s safety training program.

**5.4 Fatigue Management**

Employees should avoid driving if they are fatigued or drowsy. Long-distance travel should include regular breaks, and overnight stays should be arranged if necessary to prevent fatigue-related accidents.

**6. Insurance and Liability**

**6.1 Company Insurance**

[Company Name] maintains commercial auto insurance for all company vehicles. This insurance covers liability, collision, and comprehensive coverage, as well as uninsured/underinsured motorist coverage.

**6.2 Personal Vehicle Insurance**

Employees using personal vehicles for company business must maintain insurance coverage that meets or exceeds state-mandated minimums. The company is not responsible for any damage to personal vehicles used for company business.

**6.3 Liability for Accidents**

In the event of an accident involving a company vehicle, the company’s insurance will cover liability claims. However, employees may be held personally responsible for damages resulting from reckless or negligent driving. Personal vehicles used for company business are primarily covered by the employee’s insurance.

**6.4 Subrogation Rights**

The company reserves the right to subrogate against any third party responsible for damage or injury to company vehicles or employees using vehicles for company business.

**7. Policy Enforcement and Violations**

**7.1 Disciplinary Action**

Failure to comply with the transportation policy may result in disciplinary action, up to and including termination of employment. This includes violations such as unauthorized use of company vehicles, unsafe driving practices, and failure to report accidents.

**7.2 Policy Review and Updates**

This policy is subject to review and may be updated periodically to reflect changes in laws, regulations, or company practices. Employees will be notified of any significant changes to the policy.

**7.3 Employee Acknowledgment**

All employees must sign an acknowledgment form indicating that they have read, understood, and agree to comply with the company’s transportation policy. The acknowledgment form will be retained in the employee’s personnel file.

**8. Additional Resources**

For questions or additional information regarding this transportation policy, employees should contact the Human Resources department or their direct supervisor.