**Company Vehicles**

**Effective Date:** (XX/XX/XXXX)

**Revision Date:** (XX/XX/XXXX)

[Company Name] may assign a [Company Common Name] vehicle to an employee holding a position that requires regular travel for business purposes. This policy outlines the rules for use and care of [Company Common Name] provided vehicles.  
  
**Business Use:**  
  
[Company Common Name]-owned vehicles are to be used for business purposes only. Personal use of a [Company Common Name] vehicle is prohibited. The [Company Common Name] vehicle may only be driven by the employee to whom it is assigned. Passengers are prohibited unless for business purposes only.   
  
**Driving Records:**  
  
Employees who are assigned a [Company Common Name] vehicle must maintain a valid driver’s license and must notify their supervisor of any changes in their driver’s license status. Additionally, drivers may be subject to periodic driving record checks.

**Local Regulations:**  
  
Employees must follow state and local traffic laws while using the [Company Common Name] vehicle. All drivers and passengers are required to use seat belts at all times. Use of handheld cell phones and texting while driving is strictly prohibited. Employees will be responsible for any driving and parking infractions or fines incurred while driving the [Company Common Name] vehicle. Traffic violations may result in loss of driving privileges.   
  
**Accidents & Theft:**  
  
Employees must lock the vehicle when it is left unattended. Employees are required to report any vehicle-related accident, theft or damage to their supervisor immediately.

**Substance Use and Abuse:**  
  
Employees are not permitted, under any circumstances, to operate their [Company Common Name] vehicle when his or her ability to do so safely has been impaired in any way. Employees shall not operate any [Company Common Name] vehicle while using or consuming alcohol, illegal drugs or prescription medications that may impair their ability to drive. Convictions for driving under the influence of alcohol or drugs or vehicular incidents related to the use of drugs or alcohol may result in loss of driving privileges. Smoking is also prohibited in the vehicle.

**Maintenance:**  
  
It is the employee’s responsibility to ensure the vehicle has routine maintenance at designated intervals. Routine maintenance includes, but is not limited to, oil changes, tire rotation, proper tire inflation and inspections.

The [Company Common Name] reserves the right to revoke vehicle privileges at any time. Any employee found to be engaged in any form of unsafe driving may be subject to disciplinary action, up to and including termination.