## COMPANY VEHICLE AND SAFE DRIVING POLICY

This policy will outline the rules and regulations governing the use of company vehicles, as well as the safe driving guidelines that [Insert Organization Name] employees must adhere to at all times.

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of company fleet vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to employees, passengers or the general public.

It is the authorized driver’s responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, [Insert Organization Name] endorses all applicable local, provincial, and federal motor vehicle regulations relating to driver responsibility. [Insert Organization Name] expects each driver to drive in a safe and courteous manner pursuant to the following safety rules.

DEFINITIONS

**Company Vehicle** refers to any vehicle owned by [Insert Organization Name] and provided for use by authorized employees.

POLICY

[Insert Organization Name] 's company vehicle and safe driving policy are in place to protect the company, those who drive on its behalf, those who are passengers in vehicles owned or operated by [Insert Organization Name] and/or its employees, and members of the general public.

This policy must be strictly adhered to at all times by anyone driving on behalf of the organization, whether in a company-owned vehicle or a privately owned vehicle used for business purposes.

Company Owned Vehicles

[Insert Organization Name] may provide authorized employees with a company vehicle for business purposes, subject to the following guidelines:

* All company vehicles remain the property of the company
* The use of company-issued vehicles is not permitted without prior written authorization from [INSERT NAME/TITLE].
* Only approved employees may drive company vehicles.
* [Insert Organization Name] shall not extend any liability or insurance to any driver or passenger other than the authorized employee.
* Authorized employees must not allow the company vehicle to be driven by someone other than themselves.
* Authorized employees may not use the company vehicle for personal use without prior approval.
* Authorized employees must maintain the vehicle in a safe and tidy condition.
* Authorized employees must ensure they operate all company vehicles in a safe manner at all times according to the Safe Driving Guidelines outlined below.
* Authorized employees must receive approval from management before driving any unauthorized passengers.
* Employees issued a company vehicle may not use said vehicle while they are on any type of leave such as sick leave, maternity or parental leave, etc. Rather, they are required to return the vehicle or the vehicle’s key to [INSERT NAME/TITLE] during the course of their leave.

PLEASE NOTE: [Insert Organization Name] shall not extend any liability or insurance to any driver or passenger other than the authorized employee. [Insert Organization Name] is only responsible for authorized employees driving company vehicles for the purposes of and within the scope of employment.

Safe Driving

Only those employees authorized by [INSERT NAME/TITLE] to drive on behalf of [Insert Organization Name] are permitted to do so. Management reserves the right to revoke the privilege to drive company vehicles.

Any [Insert Organization Name] employee who has any concerns about the safety of a vehicle or their or another employee's ability to safely operate a vehicle must immediately bring said concerns to the attention of [INSERT NAME/TITLE]. Concerns to be reported include, but are not limited to the following:

* Temporary conditions such as fatigue or illness
* Having taken a prescription or over-the-counter medication has had a negative effect on the employee.

If an employee has any reservations about their ability to drive safely, they must refrain from driving and consult with their supervisor.

Along with driving safely, employees are expected to conduct themselves professionally and courteously while driving for [Insert Organization Name] . If an employee drives a company vehicle, the [Insert Organization Name] brand and logo are prominently displayed. Therefore, whether the employee is driving a company vehicle or not, they must keep in mind that they are representing [Insert Organization Name] while on company business. The employee must be courteous, must follow the rules of the road, and refrain from engaging in road rage or any other behaviour that violates our code of conduct, harassment, or violence policies.

Vehicle Safety

All motor vehicles used for business purposes must be kept in safe operating condition and properly insured, regardless of whether the vehicle is owned by the employer or an employee. Each vehicle will be subjected to routine safety inspections and checks. Every vehicle should have a fully stocked First Aid kit.

Driver Credentials

Employees will only be authorized to drive a company vehicle if the following credentials are met:

* The employee possesses a valid driver’s licence for the class of vehicle they will be operating. The employee must have this in person while driving at all times.
* The employee must provide a copy of their driver’s licence to [Insert Organization Name] and update it every year.
* The employee must provide a copy of their insurance information. Any such records will be maintained securely in the employee’s personnel file for a period of three years.
* The employee must have a thorough understanding of the rules and regulations of the roadways on which they operate and will be required to participate in any specialized driver training specified by [Insert Organization Name].
* The employee must follow the rules of the road, as well as any safe driving techniques [Insert Organization Name] outlined while operating a motor vehicle during working hours.
* The employee may be required to provide a clean driving record/abstract to the employer.
* The employee must report any changes in their driving credentials or record to [INSERT PERSON IN CHARGE] immediately, including:
  + Violations (such as speeding);
  + Accidents involving the use of a vehicle;
  + Medical restrictions (such as prescription eyewear);
  + Convictions; and
  + Felonies involving the use of a vehicle.

Adhere to Driving Laws

Drivers must follow all traffic laws including but not limited to:

* Wearing your seatbelt at all times while driving and not driving if a passenger is unbuckled;
* Adhering to posted speed limits and traffic signs;
* Watching for pedestrians, construction, and vehicles that make frequent stops;
* Utilizing car headlights or hazard lights properly; and
* Staying focused, alert and at an appropriate distance from other motorists.

Note that speeding tickets or other traffic violations or offences while using company vehicles are not acceptable and will be met with disciplinary action, up to and including dismissal.

Dangerous Driving and Illegal Driving Practices

[Insert Organization Name] will not tolerate any type of dangerous or careless driving including but not limited to:

* Driving while impaired. Employees may not drive under the influence of any substance, legal or not, that may hinder their ability to drive safely. Employees who are impaired in any way, for any reason, must not drive;
* Reckless or aggressive driving; and
* Purposely breaking laws such as texting while driving, operating cell phones or other hand-held devices such as GPS devices or computers while driving or at a traffic stop. If the driver must make a call, send a text, check a message, or look for directions on a map app, they must pull over to a safe location in order to do so.

Distracted Driving

Distracted driving is a dangerous but preventable hazard. Even the smallest distraction can result in a driving error with potentially disastrous consequences. Drivers are advised to avoid or at the very least, exercise caution when:  

* Adjusting the music within the car
* Adjusting the temperature or car accessories
* Talking with passengers
* Eating or drinking
* Reaching for something on another seat
* Taking photos of self or others

Additionally, drivers should not divert their attention away from the road in order to groom, dress, or do anything else. If a task has the potential to distract you, you must pull over in a legal manner to complete it.

No Smoking

No smoking or vaping is permitted in any vehicle used for business purposes at any time.

Inclement Weather or Night Driving

Employees who encounter inclement weather while driving, such as fog, rain, snow, ice, or extreme wind, must immediately adjust their driving and take appropriate precautions, such as slowing down or pulling over to a safe location until the weather passes. Additionally, employees are encouraged to take a proactive approach by staying informed of weather conditions and warnings prior to departing. In the event of severe weather, drivers must contact their supervisors for guidance.

Employees must be aware that driving at night entails additional risks. Some people have impaired vision, while others experience nighttime fatigue. If your vision is impaired at night, speak with your supervisor and arrange for your driving to be completed during daylight hours.

When driving at night, it is important to:

* Stay alert and slow down
* Stop to rest if needed
* Keep your windshield clean
* Dim your dashboard and avoid looking directly into oncoming lights
* Wear glasses that have an anti-reflective coating

Accidents or Traffic Incidents

In the event of an accident or incident, safety is the primary concern.

* If the [Insert Organization Name] driver requires medical attention, they must call 9-1-1 immediately and follow the directions of the first responders.
* If possible, the driver must obtain the contact and insurance information of any other parties involved in the altercation and provide theirs as well.
* As soon as it is safe to do so, the driver must report the accident or incident to their supervisor to ensure all appropriate follow-up actions can be taken by the appropriate parties such as management or the workplace representative.

Notifying contact persons, filing incident reports, conducting workplace representative investigations, repairing equipment, scheduling time off work, notifying insurance companies, and a variety of other tasks may need to be completed.

Even if an incident appears to be minor or insignificant, employees must report it to their supervisor.

Passenger Safety

In the event that a [Insert Organization Name] vehicle is used to transport a passenger that is not an employee of the company, authorized employees must ensure that the passenger has been pre-authorized by [INSERT NAME/TITLE HERE]. Only authorized employees may drive the company vehicle. Employees must adhere to all rules and regulations applicable to transporting passengers and must possess the appropriate driving qualifications to do so. All authorized drivers and passengers are required to wear a seatbelt that is securely fastened.

**Non-Compliance**

Violations of this policy may result in disciplinary action up to and including termination, or, in appropriate cases, legal action. [Insert Organization Name] will fully cooperate with authorities in the event that a violation of the law occurs or is suspected to have occurred.

**COMPANY VEHICLE POLICY SIGN OFF**

As an authorized driver of [Insert Organization Name] , I understand that it is my responsibility to operate any vehicle (company-owned vehicle or my own vehicle while being used for company purposes) in a safe manner and to drive defensively to prevent injuries and property damage. I agree to have a valid driver’s license for the type of vehicle to be operated and to keep the licence (s) with me at all times while driving. I agree to comply with all applicable regulations. I also understand that my employer will periodically review my Driving Abstract/Record to determine continued eligibility to drive a [Insert Organization Name] vehicle or operate my own vehicle on the company’s behalf.   
  
I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain and/or document my Driving Abstract/Driving Record. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.   
  
  
  
  
Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
  
  
Drivers License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
  
  
 Reviewer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
(Sign and retain the original copy in the employee’s file)