

**NAME OF COMPANY**

**Pool Vehicle Policies and Procedures Manual**

**Effective:** \_\_\_\_\_

The following pages contain \_\_\_\_\_ policies and procedures regarding the operation of a company pool vehicle, which has been furnished to provide you with adequate, safe and economical transportation in the performance of your duties.

Since pool vehicles represent a substantial investment by \_\_\_\_\_, we ask your help in keeping operating expenses to a minimum.

Please review your pool vehicle policies and procedures manual carefully, and then keep this information in the vehicle glove compartment. Your supervisor/manager will answer any questions you may have about pool vehicle policies and procedures.

# POOL VEHICLE

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# GENERAL INFORMATION

*Introduction* - You, as the assigned driver/custodian of a company pool vehicle, are held responsible for:

- \* The proper care and maintenance of the company vehicle.
- \* The safety of your passengers - including yourself.

A "safe" vehicle operated by a "safe" driver can...

- \* Prevent accidents
- \* Prevent costly repairs
- \* Prevent undue vehicle depreciation
- \* Save lives

*Pool Vehicles and its Equipment* - Selection of a company pool vehicle can be subject to change from one model year to the next, so a detailed description of company vehicles is not presented here. At the present time a well-equipped \_\_\_\_\_ is the selected base company vehicle. However, all company vehicles are equipped with driver-side air bag.

*Use of the Vehicle* - Employees or their spouses are the only ones allowed to operate company pool vehicles. Personal usage is not allowed.

No towing is allowed with company vehicles.

*Motor Vehicle Records* - MVR's will be obtained and checked periodically; this information will be kept in a *confidential* file for review only by a safety committee member and/or a company officer.

Drivers with unacceptable MVR's will not be permitted to drive a company vehicle until such time as MVR becomes acceptable.

An "Unacceptable MVR" will be determined by application of the following violation/accident point table. The prior 36-month (3 year) history of the MVR will be reviewed. An "Unacceptable MVR" is one where more than 4 points are accumulated in the 36 month period.

**The Safety Committee will review violations exceeding the 4 point limit. The Safety Committee reserves the right to make exceptions to the policy based on facts and circumstances.**

**5 points:**

At fault accident  
Vehicle used in commission of Felony  
Intoxicant in vehicle  
Implied consent violations, including BAC  
(Blood Alcohol Content)

Alcohol and drug related violations,  
including operating under the influence of  
intoxicating liquor, narcotic, or dangerous drugs,

**4 points:**

Eluding an Officer  
Operating while revoked or Suspended  
Reckless Driving

Operating after Revocation  
Racing  
Speeding over 20 mph over limit

**2 points:**

All other violations including but not limited to:

Altered drivers license  
Backing illegally  
Defective Speedometer  
Driving on wrong side of road  
Failure to give signal  
Failure to stop after accident  
Failure to yield right of way  
Falsified application  
Illegal possession malt beverage.  
Illegal turn  
Inattentive driving  
Operating without license  
Passing illegally  
Speeding intermediate  
Unnecessary acceleration

Arterial violation  
Careless driving  
Deviation from lane of traffic  
Failure to dim lights  
Failure to report accident  
Failure to stop for school bus  
Falsified accident report  
Following too closely  
Illegal riding  
Imprudent speed  
Obstructing traffic  
Operating without owner's consent  
Permitting unauthorized person drive  
Too fast for conditions  
Violation of restriction

**SMOKING in company vehicles is not allowed.**

*Your Safety* - All company vehicles are equipped with driver-side air bags. Since air bags only protect the driver against frontal collisions, the following company vehicle safety policy is strictly enforced:

SEAT BELTS AND SHOULDER RESTRAINTS MUST BE PROPERLY UTILIZED BY **ALL** OCCUPANTS OF EVERY COMPANY VEHICLE AT **ALL** TIMES WHEN THE VEHICLE IS IN MOTION.

To guard against vehicle or contents thefts, company vehicles should always be locked when unattended. Items attractive to "would-be" burglars, such as brief cases, attaché cases, cameras, video equipment, etc. should always be locked in the trunk or covered, when the vehicle is unattended.

It is recommended that drivers of company vehicles equipped with phones should find a safe place to park before using phone. Never use the phone while driving in congested traffic areas or during adverse road conditions.

Loose items should never be stored on the rear window ledge, since they present a "flying missile" exposure should vehicle be required to stop suddenly or impacted. Such items are best conveyed in the trunk.

During inclement periods, all windows, mirrors, head lamps, tail-directional lamps should be fully cleared of dirt, ice and snow.

Posted speed limits should be maintained, unless weather or traffic conditions dictate slower speeds. Traffic signs should be obeyed at all times.

*Service Station Checks* - Self-service islands at service stations should always be used due to cost/gallon savings. Check oil levels and tire pressures when fueling vehicle.

*Insurance Coverages* - Pool vehicles are automatically insured under a policy purchased by \_\_\_\_\_ providing liability coverage, excluding physical damage. "Proof of vehicle insurance coverage" cards are provided for all vehicles. These cards should be kept in vehicle glove compartments.

*Personal Insurance* - Adequate insurance coverages on any personal vehicle shall be maintained. Minimum liability of \$300,000 combined single limit or \$100,000/300,000 bodily injury and \$50,000 property damage, including comprehensive and collision coverages are recommended.

This is important since you may, at times, need to use your personal vehicle on company business.

## **MAINTENANCE AND OPERATIONS**

A safe driver promotes "accident-free" driving by operating a safe, well-maintained vehicle. There is no substitute for disciplined vehicle maintenance habits. This can be done with a minimum of effort if you abide by the following operating instructions and preventative maintenance practices:

*Owner's Manual* - Owner/operator manuals are provided by all vehicle manufacturers. Manuals should always be kept in vehicle glove compartments for handy reference.

*Gasoline/Vehicle Fueling* - Regular, unleaded gasoline, with an 87 octane rating, should provide adequate vehicle performance.

Do not use any gasoline additives, other than usage of a de-icer during extremely cold weather periods to combat gas tank condensation. Only de-icer containing isopropyl should be used, since de-icers containing methanol cause damage to fuel injectors.

*Tires* - The proper care of vehicle tires is not only important from the standpoint of expense, but also from the standpoint of your safety. Tire pressures should be kept about two pounds higher than those recommended by vehicle manufacturer. A tire pressure gauge is kept in the glove compartment.

*Battery* - Batteries in today's vehicles need "little to no" attention, and should last well beyond 50,000 miles.

When using battery for "jump-starting" be certain that recommended safe practices are followed. Only jumper cables in good repair should be used and avoid placing your face over the top of a battery. The following jumper cable hook-up should be strictly followed:

Connect one jumper cable to dead battery positive (+) terminal.

Connect other end of same cable to good battery positive (+) terminal.

Connect second jumper cable to good battery negative (-) terminal.

Connect other end of second jumper cable to a clean portion of engine block on vehicle with dead battery.

Stand back and attempt "start-up".

*Parking and Tolls* - Fees for parking and tolls incurred should be reported on your weekly expense report. Whenever possible, avoid parking lot expenses, but not at the expense of valuable time.

If for some reason you must take the vehicle to your home, it is your responsibility to properly store the company vehicle. No reimbursement is made for home storage. If you are unable to garage the vehicle, park it in a safe location, not on a heavily traveled street.

*Interior of Vehicle* - Keep this interior clean. Do not leave food or drink containers or other refuse in vehicle.

*Inspections* - All company vehicle will be inspected periodically. Inspections will be conducted by \_\_\_\_\_, and a company inspection form will be completed.

*Traffic Violations* - You are responsible for any parking tickets, traffic violations and the resulting fines.

## **REPORTING VEHICLE EXPENSES/MILEAGE**

*Expenses* - You are required to complete the information requested on the clip board, which is in all pool vehicles. Gas credit cards are in all vehicles; receipts are to be submitted to the accounting department.

## **ACCIDENT PROCEDURES/REPORTS**

In the event of a vehicle accident, any injured persons should receive first priority attention. Do not take any chances with yourself or other persons for the sake of your vehicle.

Protect the accident scene and any injured persons to the best of your ability.

A driver's accident reporting kit is in the glove compartment.

Obtain the following necessary information for your report:

- \* The name, address and license number of the other driver(s).
- \* The name of his/their insurance companies.
- \* If possible, the identification of passengers and witnesses.

Do not give any statements or discuss the accident with anyone other than police authorities.

If the car is disabled, obtain the name of the towing firm and the location where the vehicle will be stored.

Report the accident to Safety Committee representative \_\_\_\_\_, immediately.

All company car accidents will be reviewed by an accident review committee to determine if accident was preventable or non-preventable. All accident review proceedings will become part of the company driver's file.



# SAFE DRIVING TIPS

Driving is a FULL TIME JOB. Avoid all distractions ... always keep your mind strictly on your driving ... always concentrate on drivers around you assuming they will not do what's expected of them.

Roads are CROWDED ... consider all cars as potential accidents looking for a place to happen.

Signal entry onto expressways and, where at all possible, stay in the center or non-merging lane to avoid merging lane congestion and permit emergency maneuvering.

Don't insist on the RIGHT-OF-WAY. Let the other drivers take it.

BRIDGES are slippery and freeze before roads, and expressway on-off ramps can be dangerous during inclement periods.

Use your TURN SIGNALS at all times. Signal when changing expressway lanes, on left and right hand turns and during parking maneuvers.

If windshield washer needs filling, use a top grade washer solution.

Before DRIVING, especially NIGHT DRIVING, wipe off all vehicle lamps - head, tail and directional lights.

If you're wondering whether or not to turn on your HEADLIGHTS ... its time to turn them on. It is illegal to drive with only the parking lights illuminated.

Nobody wants to be the victim of an auto accident, but thousands are EVERY DAY - A SAFE DRIVER IS A DEFENSIVE AND COURTEOUS DRIVER!

# POOL VEHICLE USAGE

## ACKNOWLEDGEMENT

I, \_\_\_\_\_ (name), acknowledge the company pool vehicle policies and procedures manual.

I have read the manual and fully understand all policies and procedures.

I will maintain adequate insurance coverages on any owned personal vehicles. Minimum Liability of \$300,000 combined Single Limit or \$100,000/300,000 Bodily Injury and \$50,000 Property Damage, including Comprehensive and Collision coverages, are recommended.

I also understand that any failure to comply with the policies and procedures may result in disciplinary action.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

(Acknowledgement form will be placed in driver's file)