



Motor Vehicle Driver

Safety Policy

Motor Vehicle Driver Safety Policy

Table of Contents

1. Purpose	3
2. Assignment of Responsibilities	3
3. Insurance and Vehicle Registration	3
4. Personal Vehicle Use for Company Business	3
5. Motorcycles.....	3
6. Authorized Drivers	3
7. Driver Eligibility	4
8. Vacation Use	4
9. Driver Safety Rules.....	4
10. Cellular Devices	5
11. Emergency Roadside Assistance.....	5
12. Maintenance & Repairs.....	5
13. Accident Reporting Guidelines.....	6
14. Deductible and Financial Responsibilities.....	6
15. Vehicle Inspections.....	6
16. Gasoline – Fuel Card.....	7
17. Winter Driving	7
18. Supervisor’s Investigation of Motor Vehicle Accident.....	8
19. Guide for Determining Accident Causes.....	9
20. Employee Signature/Acknowledgment	10
21. Employee’s Agreement for Use.....	11
22. Additional Resources	12

Safety and health are the responsibilities of your company. Please understand that the information and services provided do not guarantee that your premises and/or operations are completely free of all hazards, or in compliance with OSHA or any other municipal, state, or federal ordinances or regulations. The information and services received are not a substitute for ongoing safety/loss prevention programs designed and implemented by your company.

Purpose

The following pages contain policies and procedures to provide safe and reliable vehicles to employees in which to conduct company business if required as a part of their normal job duties. This policy focuses on regular and incidental drivers of company-owned, leased, or rental vehicles provided for the completion of company business, as well as the use of personal vehicles used for the completion of company business. The company is committed to promoting a heightened level of safety awareness and responsible driving behavior in its employees. This policy is provided so each employee is aware of his or her responsibilities. Compliance with this policy is necessary to ensure employee and public safety, in addition to vehicle reliability.

_____ fleet is under the supervision of _____ and he/she is responsible for the administration of company policy regarding the fleet.

Assignment of Responsibilities

Management is responsible for ensuring that driver safety policies and procedures are established and enforced consistently, providing safe equipment free from obvious defect and damage, and providing training and information to employees.

Supervisors are responsible for ensuring drivers follow proper procedures, training drivers in safety procedures and best practices, and ensuring vehicles and equipment are maintained in proper working order.

Drivers are responsible for following all company procedures and guidelines established in this *Motor Vehicle Driver Safety Policy*.

Fleet Safety Administrator is responsible for updating this policy, as necessary, and disseminating copies to appropriate parties. He/she is also responsible for the administration and review of the *Driver Eligibility Guidelines*, motor vehicle accident reports, and communication of claims to West Bend Mutual Insurance Company.

Insurance and Vehicle Registration

The company will supply the insurance ID and vehicle registration cards for each company vehicle. The insurance ID and vehicle registration cards should remain in the company vehicle's glove box at all times.

Personal Vehicle Use for Company Business (Hired/Non-Owned)

_____ may authorize employees to use their personal vehicle for the completion of company business. An employee must meet the following criteria to become an authorized driver:

1. Employee consents to a review of his/her Motor Vehicle Report (MVR) and eligibility is determined based on criteria established in our company's *Driver Eligibility Guidelines*.
2. An employee who uses a personal vehicle for company business agrees to observe the same policies outlined here in the *Motor Vehicle Driver Safety Policy*.
3. Each year the driver must provide a certificate of insurance that shows liability limits consistent with _____ liability insurance policy.
4. The employee agrees to maintain his/her personal vehicle in a safe operating condition when driven on company business.

Motorcycles

Employees are prohibited from using motorcycles when traveling on company business.

Authorized Drivers (choose one of the first two paragraphs below)

Company-owned vehicles are provided for business use only. Only the assigned driver or other authorized company drivers can operate company-owned vehicles. Use of company-owned vehicles by non-employees and/or family members is prohibited.

You and your spouse (if over 21 years of age), who must be a licensed and qualified driver, can use the company-owned vehicle for personal use. No other family members, friends, fiancés, fiancées, relatives, etc. are to drive a company-owned vehicle.

Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a company vehicle. If unauthorized use results in an accident, the responsible employee will be required to make restitution for any damages. Additionally, disciplinary action may be taken.

Driver Eligibility

Company vehicles are assigned by _____ on the basis of business need, to those employees who, in the course of their employment, will be driving in excess of _____ miles per month for business use or those employees who require a company vehicle in order to meet the core competence of the position. This figure does not anticipate any personal use or routine commuting.

_____ will annually review the company vehicle assignments to verify continued eligibility.

The company vehicle is equipment assigned to an employee for the primary purpose of satisfying employment-related transportation requirements. Incidental personal use of an assigned company vehicle is permissible; however, this personal use is a privilege that, for obvious reasons, must be subordinate to business use.

Drivers of company vehicles are expected to meet the *Driver Eligibility Guidelines* established by the company. A Motor Vehicle Record (MVR) check will be obtained on each employee before the assignment of a company vehicle. In addition, as a condition of being assigned and continuing to use a company vehicle, drivers must grant _____ authorization to check their driving history (MVR).

Drivers of company vehicles are required to read the *Motor Vehicle Driver Safety Policy*, then sign the *Employee's Agreement for Use form (Appendix A)* before operating a company vehicle.

In certain situations, based on business needs, vehicles may be assigned to a department if there is significant local travel by one or more employees in that department but the vehicle is not an "essential work tool" for those employees. These vehicles and keys will be left with the assigned coordinator in the department when the vehicle is not in use for business purposes. These vehicles will be strictly for business use and can only be driven by authorized employees meeting the minimum *Driver Eligibility Guidelines*.

Vacation Use

Permission for personal use outside of your assigned territory, such as extensive vacation travel, should be requested in advance of the _____ travel from _____. Reimbursement for vacation mileage should be made to _____ in accordance with current IRS business mileage regulations.

Driver Safety Rules

Drivers and other authorized drivers must always operate the vehicle in a safe manner adhering to state and local laws pertaining to the operation of a motor vehicle. The following Driver Safety Rules are required for drivers of company-owned, leased, or rental vehicles and personal vehicles used for company business.

1. Drivers will be courteous and respectful to other drivers, pedestrians, and bicyclists.
2. Drivers must maintain a current valid driver's license as required by federal and/or state regulations. Drivers must notify _____ within one business day if they lose their driver's license through lapse or penalty, or if their driving privileges have been suspended or revoked in any state.
3. Drivers and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts.
4. Drivers will not operate any vehicle under the influence of alcohol, illegal drugs, chemical substances, or medications or drugs that could impair safe operation of the vehicle. Drivers taking prescribed medication which may affect their ability to perform their duties safely must notify their supervisor before reporting to work.
5. Unattended vehicles shall have the keys removed, brakes set, windows rolled up, and doors locked. All company and personal belongings, such as computers, electronics, work documents, tools, equipment, and other valuables should be stored and locked in the trunk of the vehicle when not in use. _____ will not be responsible for lost or stolen personal property.
6. Drivers must abide by all federal, state, and local motor vehicle regulations, laws, and ordinances. All fines, including parking tickets, moving violations, traffic camera fines, etc., are the responsibility of the driver and are not reimbursable by the company.

7. Drivers who receive a traffic citation for a moving or stationary violation must report the citation to their manager within one business day.
8. Repeat traffic convictions, or failure to report traffic accidents or convictions, may result in disciplinary action that may include suspension and/or dismissal of driving privileges.
9. All incidents involving damage to company property, property of others, personal injury of employees or to others, regardless of size/severity, must be reported to within 24 hours.
10. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unauthorized drivers is prohibited unless an authorized official of the company has given permission. If the vehicle is a commercial motor vehicle and operating interstate, the permission must be written and meet federal rules.
11. Drivers are prohibited from wearing headphones, headphone radios, or other such devices that might impair their ability to hear surrounding conditions while operating a motor vehicle.
12. Weapons (firearms, bow and arrow, crossbow, knives, swords, etc.) are not permitted in any company-owned vehicle or vehicle used for company business.
13. Drivers will not transport hazardous materials or waste in any vehicle. Transportation of flammable liquids, such as gasoline, is only allowed if using an approved DOT or Underwriter's Laboratories-approved container and only then in limited quantities.
14. Trailer hitches and towing equipment are not allowed on company vehicles unless expressly required to perform duties required of your position.
15. Smoking in company vehicles is prohibited.
16. Pets in company vehicles are prohibited.
17. Use of radar equipment in any vehicle is prohibited.
18. Drivers are responsible for ensuring the vehicle is maintained in safe driving condition, as well as being maintained in a clean and professional manner.

Cellular Devices (SMARTPHONES, iPADS)

Use of cell phones, iPADS, and/or other electronic devices (even with hands-free technology) is strongly discouraged. If a phone call is necessary during a trip, the driver should find a safe place to pull off the road until the call is completed and full attention can be returned to driving safely. A driver's use of cell phones may be prohibited by law in the states where he/she is traveling and drivers should be aware of state cell phone regulations. No texting and driving or other distracted driver activities are allowed while operating a company-owned vehicle.

Emergency Roadside Assistance

In the event of a roadside emergency, such as a flat tire, dead battery, running out of fuel, traffic accident, etc., please move the vehicle to a safe location such as an on/off ramp, side road, shoulder of the road, etc. out of the way of heavy traffic. Please activate hazard lights and remain in the vehicle seated on the passenger's front seat.

has contracted with

to provide prompt roadside service. Please contact them directly at

Maintenance & Repairs

Drivers are encouraged to read the owner's manual thoroughly and carefully. It is important that drivers become familiar with the content and follow the manufacturer's instructions on vehicle break-in, driving instructions, lubrication schedules, oil changes, and other vehicle information.

The driver is responsible for the normal, regular maintenance of the vehicle. The cost of maintenance and repair for normal and reasonable use of the vehicle will be reimbursed by the company. All expenses beyond regularly-scheduled maintenance must be pre-approved by . Any cost resulting from improper use of a vehicle will

be charged back to the employee. Regularly-scheduled maintenance (oil changes, tire rotation, fluid changes, etc.) can be done at the driver's choice of reputable vehicle service centers. For repairs and maintenance items not considered routine, please contact _____ for assistance with the approval process.

1. Oil and filter changes are to be performed every 5,000 miles. Tire rotation is recommended every 10,000 miles.
2. Employees are encouraged to maintain vehicles in a neat and clean manner as they are a direct reflection of our company. Employees will be reimbursed for weekly car washes at nominal costs.

Accident Reporting Guidelines

In the event of a vehicle accident, move vehicles to a safe location, if possible, or protect the scene to the best of your ability to ensure no further injuries/damage occur. Ensure medical attention is provided to any injured parties as quickly as possible. Notify emergency personnel or local law enforcement in the event of an accident where injuries or property damage occurs. Provide statements or accounts of the accident to law enforcement only. Do not discuss fault with or sign anything for anyone except an authorized representative of _____, a police officer, or a representative of West Bend Mutual Insurance Company. If the car is disabled and must be towed, obtain the name of the towing company and the location where the vehicle will be stored. Obtain essential facts and witness statements regarding the accident using *West Bend Insurance Company's Accident Kit WB-18*. Use a personal or company cell phone to obtain pictures of the scene and damage done to vehicles, if possible. Report all accidents to

as soon as possible, regardless of the severity. Each accident will be investigated to determine the root cause and methods of prevention, if any.

Deductible and Financial Responsibility

If an employee is involved in an accident in a company-owned, leased, or rental vehicle, and it is determined by our insurance carrier that the employee was at-fault, the employee will be accountable for paying the cost of repairs or a contribution toward the cost of repairs, whichever is less. If an employee is involved in a second at-fault accident within three years, the employee will be accountable for paying the cost of repairs or a contribution toward the cost of repairs, whichever is less.

Only you, another authorized employee of _____, and _____ are authorized to operate a _____ vehicle. If you or _____ allows an unauthorized driver access to a _____ vehicle, you will be held financially responsible for costs to repair or replace the vehicle in the event of an accident.

Vehicle Inspections

The driver is responsible for completing a written *Vehicle Inspection Checklist* _____ . Any faulty equipment should be noted on the inspection report. The written *Vehicle Inspection Checklist* should be turned in to _____ .

Vehicles used for company business must have the following standard items:

1. Seat belt in proper working order for each seat in the vehicle;
2. First aid kit;
3. Reflector kit;
4. Fire extinguisher where required;
5. Proof of current vehicle registration;
6. Current insurance verification card; and
7. West Bend Mutual Insurance Company's Accident Reporting Kit (WB-2639).

Gasoline –

Fuel Card

Each company-owned vehicle is automatically enrolled in the fuel card program. At the time of delivery, you will receive a fuel card that should be used for all of your fuel purchases. The service stations are listed in the material you receive and on the back of the card. The driver should purchase regular unleaded gasoline at self-service pumps and charge to their fuel card.

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The fuel card is assigned to the vehicle and the PIN# is assigned to the driver. If a driver leaves the company, the fuel card remains with the vehicle. When the vehicle is re-assigned to a new driver, the company will issue a new PIN#. When a vehicle is replaced, the company will issue a fuel card for the new vehicle; however, the PIN# remains the same.

**If a company-issued gas card is not provided to you, all gasoline purchases should be turned in with monthly company travel expenses for reimbursement.*

Winter Driving

Driving conditions in the Midwest can change in a moment's notice. Drivers need to pay attention to local weather forecasts and changing weather conditions. In the event of severe winter weather and/or poor road conditions, drivers should cancel travel plans and reschedule appointments for a later date. To prepare for winter driver conditions, drivers should:

1. Make sure tires have adequate tread remaining to provide good traction for the entire winter season. Make sure tires are properly inflated.
2. Make sure wiper blades are in good condition, windshield washer fluid is full, and verify the windshield defroster and heater are working correctly.
3. Keep the gasoline tank as full as possible.
4. Make sure windows, mirrors, headlights, taillights, and directional lights are free of dirt, ice, snow, and debris.
5. Drive with headlights on during daylight and evening hours.
6. Allow 20 minutes of extra drive time for appointments. Slow down, increase following distance to allow for safe braking response.
7. Bridges and on/off ramps are slippery and freeze before roads during inclement periods.
8. Carry a winter storm survival kit in your vehicle which should include:
 - Blankets or sleeping bags;
 - Flashlight with extra batteries;
 - First aid kit;
 - Shovel, tools, booster cables, and windshield scraper;
 - High-calorie non-perishable food (raisins, energy/protein bars, etc.);
 - Sand or cat litter to use for traction; and
 - Cell phone adapter/charger.

SUPERVISOR'S INVESTIGATION OF MOTOR VEHICLE ACCIDENT

DRIVER	VEHICLE NUMBER
DIVISION OR DEPARTMENT	DATE OF ACCIDENT
LOCATION OF ACCIDENT	TIME OF ACCIDENT

DESCRIPTION OF ACCIDENT:

CAUSES OF ACCIDENT (Specify clearly using guide on reverse side)

RECOMMENDATIONS FOR PREVENTION OF A RECURRENCE

Date Investigation Completed:
Date Corrective Actions Were Completed:
Manager's Signature:

GUIDE FOR DETERMINING ACCIDENT CAUSES

As a guide in accurate determination of the direct unsafe act and the underlying causes of these acts, the following typical factors are listed.

Unsafe Driving Act (which resulted directly in the accident)

1.		Driving too fast or too slow.
2.		Following another vehicle too closely.
3.		Failing to give proper signal to other drivers.
4.		Inadequate attention to traffic signs or signals.
5.		Car in wrong traffic lane.
6.		Pulling out into traffic improperly; not giving moving traffic right of way, etc.
7.		Passing another vehicle improperly: on grade, in intersection, stopped bus, etc.
8.		Backing maneuver performed improperly: poor space, too far, not checking area, etc.
9.		Not driving defensively so as to care for other drivers' mistakes.
10.		Changing lanes abruptly.
11.		Not yielding to pedestrians.

Cause of Unsafe Driving Act (as noted above)

1.		Untrained or unskilled (e.g., less than one year on this specific job).
2.		Inattention – thinking of job details, home conditions, worried, etc.
3.		Influence of alcohol or drugs.
4.		In a hurry or impatience.
5.		Irritated by another driver, client, temper, etc.
6.		Distracted by road conditions, another car, passenger, etc.
7.		Fatigue – long driving, lack of sleep.
8.		Ill – physical weaknesses such as headache, muscular pains, etc.
9.		Driver assigned to unfamiliar route, equipment, or load.

Other (contributing) causes

1.		Poor visibility due to rain, snow, or fog.
2.		Hazardous road conditions due to rain, snow, spilled oil, etc.
3.		Equipment failure such as brake failure, tire blowout, etc.

I, _____ have read, understand, and agree to comply with the *Motor Vehicle Driver Safety Policy*. I understand that failure to follow each element of the policy could result in disciplinary action or loss of driving privileges.

Employee Signature

Date

Employee's Agreement for Use

Company Owned, Leased, or Rented Vehicle

I, _____, will be provided a vehicle leased or owned by _____ under its Fleet Program. I agree to the following terms governing my use and possession of the vehicle:

1. To comply with all applicable rules set forth in *Motor Vehicle Driver Safety Policy*, a copy of which I have read and understand.
2. To immediately stop using and return to _____ the vehicle upon the earlier of 1) my termination of employment, 2) the end of the term of the lease, or 3) the demand of any authorized personnel of _____.
3. To permit no other person to drive the vehicle, unless such other person is properly licensed and has been specially approved by the _____ to drive vehicle (refer to Motor Vehicle Driver Safety Policy). If approval is given, any other driver of the vehicle will be held to the rules set forth in this agreement.
4. To report promptly to _____ any and all accidents, damage, or theft involving the vehicle, following procedures in manual. I understand that such information may be shared with my manager.
5. To report promptly to _____ any and all incidents that result in the limitation, suspension, or revocation of my driver's license. I understand that such information may be shared with my manager.
6. To assure proper operation, maintenance, and service of the vehicle and follow the guidelines of the Preventative Maintenance Program, gasoline card program, and license and title.
7. To not drive the vehicle under the influence of alcohol or drugs.
8. To not transport weapons in the vehicle.
9. To not engage in criminal acts when driving the vehicle.
10. To promptly pay any fines or other costs associated with parking or moving violations.
11. To always wear my safety belt and require my passengers to do the same when the vehicle is being operated.
12. To refrain from use of electronic devices (cell phone, iPad, etc.) and other distracted driver activities while operating the vehicle.

Further, I understand that:

1. The Company reserves the right to revoke my use of vehicle or any other company-provided automobile at any time and at its sole discretion. Assignment of a company vehicle is a privilege and not a right of employment.
2. This Agreement shall not obligate _____ to continue to employ me.
3. _____ has the authority to interpret this Agreement, alter the Vehicle Policy, or waive the company's right or actions it may otherwise take with respect to vehicle; such action is not authorization to continue to act in violation of this Agreement or Vehicle Policy.
4. Motor Vehicle Records (MVRs), as well as driver's licenses, of me and any authorized driver of vehicle are subject to review from time to time and that I (and any other driver of vehicle) will be required to authorize the investigation of applicable driving records(s) upon request.
5. By executing this Agreement, I represent and warrant that I possess a valid driver's license and will do everything in my power to maintain my driver's license in good standing.
6. This Agreement cancels any and all prior Agreements and understandings between _____ and me with relation to the subject matter of this Agreement.

Driver's Name – Printed _____

Driver's Signature _____ Date _____

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Additional Resources:

Appendix A- Supervisor's Investigation of Motor Vehicle Accident

Appendix B- Employee's Agreement for Use Form

Appendix C- Vehicle Inspection Checklist - Sample 1

Appendix D- Vehicle Inspection Checklist - Sample 2

West Bend Insurance Company's Accident Reporting Kit (WB-2639)

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