

# **EMPLOYEE DRIVING RULES AND PROCEDURES**

1. Only designated drivers (other than managers) are permitted to operate a customer's vehicle
2. All designated drivers must have a valid drivers license.
3. All drivers must have a minimum 3 years of driving experience.
4. It is recommended that all drivers wear distinguishing clothing so the management team can easily identify them.
5. Any handicapped or modified vehicles should only be driven by a manager or a driver specifically trained to do so.
6. All drivers should be required to pass a driving test administered by the owner or manager.
7. Each quarter, all drivers should attend a mandatory drivers safety meeting. All of those in attendance should be required to sign off indicating date and time of each meeting.
8. The owner should require all new drivers to present a copy of their drivers' abstract from Motor Vehicles. This procedure should also be required of current drivers on an annual basis.
9. It is recommended that, if employees clean rugs at the entrance to the wash, that they replace both front carpets on the passengers side until the vehicle is ready to be returned to the customer. This will eliminate accidentally placing them on the gas pedal.
10. The employee should start all SUV vehicles only when it is in park.

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OWNER

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DATE

The aforementioned list of rules and procedures are not intended to be an all inclusive schedule. They are offered only as a recommendation in an effort to assist in the reduction of incidents associated with driver error while operating customers vehicles on premises.