

Vehicle Use Policy

To: All Drivers of _____

- This policy applies to:
 - Vehicles owned, leased or rented to _____.
 - Personally owned vehicles driven by employees on behalf of _____.

The following policy has been established to encourage safe operation of vehicles, and clarify insurance issues relating to drivers and us.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines on an 'unacceptable driver,' our employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for business:

- Your Personal Auto Liability insurance is the primary payer. Our insurance is in excess of your coverage
- You should carry at least \$300,000 per occurrence liability coverage.
- Evidence of insurance coverage is to be provided to us each year, by either a copy of your policy's Declaration page or a Certificate of Insurance.
- We are not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to us as soon as possible.

By signing this document you are agreeing that you have read, understood and will comply with the Vehicle Use policy.

Employee's Signature

Date

