



## Loss Control Services Publication

### Technical Bulletin

#### **SAMPLE Non-Owned Vehicle Authorization and Operation**

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##### **YOUR COMPANY NAME**

**Completed By: Name**

**Completed Date: XX/XX/XXXX**

##### **Policy Purpose and Rational**

Our operations incorporate the use of non-owned vehicles for the furtherance of our business plan. Non-owned vehicles are owned by employees who are reimbursed for the use of their vehicles as well as for the use of rental units.

When such vehicles are being used for general business needs, and more importantly when transporting clients or business partners, we:

- have a burden of responsibility to reasonably ensure that these vehicles are safe and being operated safely
- manage the vehicles – from a safety standpoint – with the same care as our own vehicles
- remember that the primary insurance on personal vehicles used for business is typically the insurance secured by the vehicle owner

In an effort to consistently manage this exposure the following policy is effective immediately. ***Departmental management will review and acknowledge this policy immediately.*** Additionally, the rules and stipulations must be acknowledged by any employees/persons currently authorized to operate their personal vehicle or rental units for business purposes.

##### **Policy compliance assists us in managing our non-owned vehicle risk exposure!**

This policy does not apply to independent entities contracted to provide transportation services as these are addressed by individual contracts stipulating mandated controls.

##### **Driver Prequalification and Re-evaluation**

D-1. Personnel driving personal vehicles must be prequalified to drive, as are drivers of company-owned vehicles (Refer to the company's Driver Evaluation and Qualification Procedures).

D-2. Drivers shall be re-evaluated annually.

D-3. Drivers must complete all driver related orientation and training, as do all company drivers.

##### **Vehicle Qualifying**

V-1. Drivers must provide:

- proof of ownership/registration prior to vehicle being approved for business use
- current proof of insurance (e.g.: insurance card, policy declarations sheet, etc.) with minimum limits as follows:

**Liability: \$100,000 per person, \$300,000 CSL**

**Med. Pay: \$5,000**

**Uninsured Motorist Coverage (where required)**

V-2. Supervisors must:

- visually inspect the employee's vehicle for general condition and age. Said vehicles should meet current general standards of safety. In states where there are mandated safety inspections, driver shall provide current proof of passed safety inspections. Driver is to provide this proof as inspections are renewed.
- inspect all such vehicles at least semiannually. The inspection shall be documented and include a review of all pertinent documentation (Registration, insurance etc.). When possible, ride-a-longs should be conducted to evaluate condition of the vehicle.

### Non-Owned Vehicle Operation

All non-owned vehicle use for business purposes will be in accordance with the rules, policies and procedures applicable to our owned vehicles. Departmental management **must** verify that all non-owned vehicle drivers have reviewed, understand and comply with all fleet management policies.

### Acknowledgement

I have read and understand this directive. In an effort to improve vehicle risk management, I agree to adhere to these practices when operating my vehicle for business purposes. I also understand that failure to follow these practices can result in disciplinary measures up to and including dismissal.

Supervisors Signature: Supervisor Signature Date: XX / XX / XXXX

Employee Signature: Employee Signature Date: XX / XX / XXXX

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