



Loss Control Services Publication

Technical Bulletin

SAMPLE Personal Use of Company Vehicles

YOUR COMPANY NAME

Completed By: **Name**

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

Policy Purpose and Rational

A number of our employees are provided with company-owned or leased vehicles for business needs. In many cases, these vehicles are in your control around the clock. All employees driving on behalf of the company are required to operate their vehicles safely and legally at all times. This includes any and all use activity – be it business or personal.

The “Rules of Personal Use” are effective immediately. Adhere to them whenever operating a company-owned vehicle for nonbusiness purposes.

Supervisory personnel must discuss and review personal use rules with all authorized drivers currently employed. In addition, all newly hired personnel authorized to drive as part of their duties must acknowledge receipt of this policy prior to being assigned a company-owned vehicle.

Personal Use of Company-Owned Vehicles

1. Only company employees who have been prequalified to operate vehicles for the company are authorized to drive company-owned vehicles. The ONLY exception to this is when the vehicle must be operated by others in an emergency.
2. Personal use of company vehicles should be kept to a minimum.
3. Company vehicles will not be used for vacation trips or other extended nonbusiness trips unless specific prior approval has been granted.
4. No personal items should be towed using this vehicle.
5. A company vehicle being used for personal activity shall be operated in accordance with our established rules of operation for business activity.
6. All fines, defense costs and other legal penalties arising out of ticketed offenses are the responsibility of the driver.

Acknowledgment

I have received and read these rules, and I understand them. For the safety and well-being of myself, my clients and the general public, I agree to adhere to these rules at all times. I also understand that failure to follow these practices will result in disciplinary measures up to and including dismissal.

Employee Signature: Employee Signature

Date: XX / XX / XXXX

Our loss control service is advisory only. We assume no responsibility for management or control of customer loss control activities or for implementation of recommended corrective measures. These materials were gathered from trade services and public information. We have not tried to identify all exposures. We do not warrant that this information is consistent with Cincinnati underwriting guidelines or with any federal, state or local law, regulation or ordinance.

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