



Loss Control Services Publication

Technical Bulletin

SAMPLE Vehicle Rules of the Road

YOUR COMPANY NAME

Completed By: **Name**

Completed Date: XX / XX / XXXX

Policy Purpose and Rational

Company-owned vehicles are used daily in our operations. In order to protect our employees, clients and the general public, established safe operations procedures must be followed by ALL drivers. All employees driving on behalf of the company are required to operate their vehicles safely and in accordance with all applicable laws and regulations at all times.

The following rules of the road are effective immediately and are to be adhered to whenever operating a vehicle for business purposes, regardless of vehicle ownership.

Location supervisory personnel are to discuss and review these 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 directive prior to operating a vehicle on behalf of **YOUR COMPANY NAME** and its affiliates.

Directive compliance will assist you in operating vehicles safely and legally!

General

- G-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.
- G-2. Personal use of company vehicles should be kept to a minimum.
- G-3. Company vehicles will not be used for vacation trips or other extended nonbusiness trips unless specific prior approval has been granted.
- G-4. No personal items should be towed using this vehicle.
- G-5. A company-owned vehicle being used for personal activity shall be operated in accordance with our established rules of operation for business activity.
- G-6. All fines, defense costs and other legal penalties arising out of ticketed offenses are the responsibility of the driver.

Pre-trip

- P-1. Prior to starting a vehicle, drivers must inspect the vehicle's exterior and the area around it, checking tires, leaks, body condition and clearances to other vehicles and objects. Any defects or concerns should be reported immediately.
- P-2. Drivers are responsible for ensuring that all required documents are in the vehicle (Registration, Insurance Card and Accident Reporting Form).

On the Road

- R-1. A driver may not operate a vehicle at any time when his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
- R-2. No driver may have or permit possession of alcohol or illegal drugs in a vehicle being used for business purposes.
- R-3. The driver and all occupants are required to wear safety belts when operating or riding in a vehicle. The driver is responsible to ensure all passengers are wearing their safety belts at all times.
- R-4. Drivers are responsible for ensuring that all doors are locked while the vehicle is in motion.
- R-5. Drivers are required to drive with their headlights on at all times.

- R-6. Only authorized/approved passengers (i.e.: those with a defined business relationship) are permitted in the vehicles during the course of business use.
- R-7. Drivers shall not pick up hitchhikers.
- R-8. Drivers shall not accept direct payment for carrying passengers or materials except as directed by your superiors.
- R-9. Drivers shall not use any radar detector, laser detector or similar devices.
- R-10. Drivers shall not push or pull another vehicle or tow a trailer without authorization.
- R-11. Drivers shall not transport flammable liquids and gases unless a DOT or UL approved container is used, and only then in limited quantities and only when necessary.
- R-12. Drivers shall not transport or use ignitable or burning flares. The preferred method is the use of reflective triangles.
- R-13. Drivers shall not assist disabled motorists or accident victims beyond the level of their medical training: EMT, CPR, Basic First-Aid, etc. If a driver is not qualified to provide the above services, he/she must restrict his/her assistance to calling the proper authorities.

Post-trip

- PT-1. All accidents, vehicle problems or defects must be reported immediately to your immediate supervisor. Said reporting will include any forms required by your supervisor.
- PT-2. Drivers must notify their supervisor of any tickets, accidents or other violations they have received while driving. Notification must be as soon as reasonably possible but in no way, later than the next scheduled driving duty to be performed.

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.

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

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