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**Company Vehicle Policy Template**

**[Company Name] Vehicle Policy**

**Policy overview.**

The [company name] company vehicle policy gives employees guidelines for obtaining, qualifying for, and using a company vehicle. A “company vehicle” is any vehicle [company name] assigns to employees. This policy applies to all employees who use a company vehicle, and applies during and outside of working hours.

**Qualifying for a company vehicle.**

Employees may qualify for a company vehicle if they drive [number] miles or more per year for work purposes, need a company vehicle for their daily work, or are supposed to get use of a vehicle as a benefit.

If you have not been assigned a company vehicle and believe you need one, contact HR.

To be eligible for a company vehicle, employees must complete a form and submit a copy of their driver’s license. Employees are only allowed to drive a company car if they have a valid driver’s license and a clean driving record for at least [X years].

A clean driving record means the employee has not been held at fault for a car accident, or arrested on charges of violating vehicle and traffic laws. [Company name] can assign and revoke access company vehicles at its discretion.

**Company vehicles for employees with disabilities.**

[Company Name] will make reasonable accommodations to facilitate company vehicle use for eligible employees with disabilities.

**Company vehicle rules.**

* Obey traffic laws in your jurisdiction and be courteous toward other drivers.
* Document driving expenses.
* Monitor gas, tire pressure, and all fluid levels.
* Report any damage or problems to your assigned vehicle immediately.
* Report changes to your driver privileges, such as driver’s license suspension, immediately.
* Always lock company cars.
* Bring vehicle to scheduled maintenance appointments.
* Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
* Do not smoke in any company vehicle.
* Do not lease, sell, or lend a company vehicle.
* Do not use a phone or text while driving.
* Do not allow unauthorized drivers to use a company vehicle unless required by an emergency.

Employees who violate company vehicle rules are subject to [disciplinary actions](https://www.betterteam.com/disciplinary-actions) which may include verbal and [written warnings](https://www.betterteam.com/employee-write-up-form), suspension of vehicle privileges, [termination](https://www.betterteam.com/how-to-fire-someone) and legal action.

**Accidents.**

* Contact the [company name] HR department immediately. They will contact the insurance provider.
* Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
* Do not guarantee payment or accept responsibility without company authorization.

**[Company name] responsibilities.**

* Ensuring vehicles are safe before assigning them.
* Scheduling regular maintenance.
* Providing car insurance.
* Retiring and replacing cars as needed.

**What [Company name] is not responsible for.**

* Paying fines employees receive while driving company vehicles they are responsible for.
* Making bail for employees who are arrested while driving company cars.