



# Company Vehicle Policy

## 1 Purpose

This policy outlines the guidelines and procedures for the use of company vehicles. Its aim is to ensure the safe, efficient, and responsible operation of these vehicles while minimizing risks and liabilities.

## 2 Scope

This policy applies to all employees who are authorized to drive company vehicles.

## 3 General Rules

### 3.1 Authorized Drivers

Only employees who have received proper training and authorization may operate company vehicles.

### 3.2 Vehicle Maintenance

Regular maintenance and inspections of company vehicles are mandatory to ensure their safe operation. Employees are responsible for reporting any mechanical issues promptly.

### 3.3 Fuel Usage

Company vehicles must be fuelled at designated locations or using approved fuel cards. Personal use of company vehicles for non-business purposes is prohibited, except as explicitly authorized.

### 3.4 Parking

Company vehicles must be parked in designated areas or as directed by supervisors. Unauthorized parking may result in fines or disciplinary action.

### 3.5 Accidents & Incidents

In the event of an accident or incident involving a company vehicle, the driver must immediately notify their supervisor and follow company procedures for reporting and handling such situations.

## 4 Driving Responsibilities

### 4.1 Safe Driving

Employees must adhere to all traffic laws and regulations. Driving under the influence of alcohol or drugs is strictly prohibited.

### 4.2 Speed Limits

Drivers must observe posted speed limits and drive defensively. Excessive speeding or reckless driving will not be tolerated.

### 4.3 Seat Belts

All occupants of company vehicles must wear seat belts at all times.



#### 4.4 Mobile Phones

Using a mobile phone while driving, except for hands-free devices, is prohibited.

### 5 Personal Use

Personal use of company vehicles requires prior approval from a designated supervisor. Personal use may involve reimbursement for fuel and mileage at a predetermined rate.

### 6 Vehicle Inspection

Before operating a company vehicle, drivers must conduct a pre-trip inspection to ensure the vehicle is in safe working condition. Any defects or issues identified during the inspection must be reported to a supervisor immediately.

Violations of this policy may result in disciplinary action, including but not limited to:

- Verbal or written warnings
- Suspension of driving privileges
- Termination of employment