


A driver policy may contain information on mobile phone usage, traffic violations, safety guidelines, revocation of vehicle privileges, acceptable use, etc.

In addition, a driver policy gives drivers one source for all information relating to their use of a company vehicle, including maintenance or damage. The most effective driver policy will be customized according to your specific requirements and fleet policies.



Note. Employee buy-in is easiest to achieve when you cultivate a team approach to planning and adopting policies. Solicit feedback from employees while developing new policies or changing existing ones.

Topics to consider include the following:

General Information	Ordering Information	Insurance and Accidents
<ul style="list-style-type: none">• Employee Eligibility• Replacement Vehicles• Driver Responsibilities• Revocation of Company Car Privilege• Safety Guidelines• Driver/Vehicle Maintenance Responsibility• Who May Drive the Company-Provided Vehicle• Personal Use• Business Use• Other Use• Passengers• Control of Keys• Pushing and Towing• Towing a Trailer• Smoking Policy• Washing and Cleaning• Traffic Violations	<ul style="list-style-type: none">• Vehicle Replacement Policy• Vehicle Ordering Cycles• Vehicle Selection• Snow Belt• Extra Equipment• Vehicle Ordering• Vehicle Delivery• Vehicle Title and Registration• Vehicle Insurance• Purchase Policy• Vehicle Disposal	<ul style="list-style-type: none">• Insurance Coverage• Restrictions• Accident Reporting• Repair of Damage to Your Company Vehicle• Vehicle Theft• Deductibles• Injuries• Medical Requests• Leave of Absence
	Vehicle Expenses <ul style="list-style-type: none">• Preventive Maintenance and Repairs• Non-Routine Maintenance and Repair Work• Fuel Card• Miscellaneous Expenses• Change of Address	Defensive Driving <ul style="list-style-type: none">• Definition• Best Practices Safety Policy <ul style="list-style-type: none">• General Information• Procedure• Driver Risk Levels• Gross or Willful Misconduct

Link: <https://help.nuvo.solutions/best-practice/driver-policy/> Last Updated: June 26th, 2017

- License Plate Renewal
- Mileage Reporting
- Cell Phone Usage Policy
- Vandalism/Theft
- Electronic Equipment Policy
- Signs
- Vehicle Rentals
- Employee
Transfer/Unassigned Vehicle
- Vehicle Transport
- Alcohol or Substance Abuse
Related Driving Offense

► **Best Practice: Driver Policy Letters (Samples)**