

# Your Company VEHICLE & DRIVERS SAFETY POLICY

## **Policy**

*The purpose of this Policy is to ensure the safety of those individuals who drive company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate all vehicles in a safe manner and to drive defensively to prevent injuries and property damage. As such the Company endorses all applicable state motor vehicle regulations relating to driver responsibility. The Company expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.*

## **Driver Eligibility**

- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion of medical, drug, and alcohol evaluations.
- Company vehicles are to be driven by authorized employees ONLY, except in emergencies, or in case of repair testing by a mechanic. Other employees and family members are not authorized to drive the Company vehicle.
- Company vehicles are to be driven for Company Business ONLY. Personal use of company vehicles is prohibited. No unauthorized persons are allowed to ride in company vehicles.
- Any employee who has a driver's license revoked or suspended shall immediately notify \_\_\_\_\_ and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action including dismissal.
- All accidents involving Company vehicles, regardless of severity, must be reported to the police and to \_\_\_\_\_. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- All drivers and passengers operating or riding in company vehicles must wear seat belts.
- Report any mechanical difficulties or repair needs to \_\_\_\_\_
- Drivers are responsible for the security of Company vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

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## ***Driving Records***

Your personal driving record is a reflection of your overall driving habits, and directly affects our insurance costs. Your personal driving is your responsibility and our concern.

Motor Vehicle Records will be ordered periodically to assess driving records. An unfavorable record will result in the loss of company vehicle driving privileges or employment. A standard method of evaluation for all prospective and current drivers' MVRs will be used:

- ❖ One (1) or more type 'A' Violations in the past 3 years (as defined below)
  - Three (3) or more accidents (regardless) of fault in the last 3 years.
- ❖ Three (3) or more 'B' violations in the past 3 years.
- ❖ Any combination of accidents and type 'B' violations which equal four (4) or more in the last 3 years.
  
- ❖ Type 'A' Violations:
  - Driving While Intoxicated
  - Driving While Under the Influence of Drugs
  - Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)
  - Operating During a period of Suspension or Revocation
  - Using a Motor Vehicle for the commission of a Felony
  - Aggravated Assault with a Motor Vehicle
  - Operating a Motor Vehicle Without the Owners Authority (grand theft)
  - Permitting an Unlicensed Person to Drive
  - Reckless Driving
  - Speed Contest (racing)
  - Hit and Run (8odily Injury or Property Damage)
  
- ❖ Type 'B' Violations:
  - All Moving Violations not listed as type 'A' Violations.

## ***Cell phone Usage***

- Under all circumstances, employees shall obey all motor vehicle laws. Violations or fines incurred by employees shall be the full responsibility of the employee, and may affect future driving privileges in *company*. vehicles as outlined above.
- Massachusetts prohibits use of the **cell phone** while driving if such use interferes with the vehicle's operation: One hand must be on the wheel at all times. Texting is forbidden. Dialing out should be done only from a safely parked position.
- Hands-free cellular phones are subject to the same policy as the hand-held cellular phones. (No dialing out, texting, or interfering with safe operation of the vehicle).

**EMPLOYEE AUTHORIZATION FOR MVR REVIEW**

I acknowledge that the information contained in the Company's Vehicle Fleet Safety Policy has been reviewed with me, and a copy of the policy and driver rules have been furnished to me. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive a company vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a Motor Vehicle Record report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

\_\_\_\_\_  
PRINT - EMPLOYEE'S NAME

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date

*Retain signed original in employee's file*

Obtaining a driving record for employees can be done by the employee or by employer with adequate reason and employee acknowledgment. For most employers, an unattested driving record will suffice for driver control purposes, but the distinction is summarized here.

**Unattested (cost: \$6)**

- they may want to examine the record for informational or typographical errors
- to create or renew an insurance policy and to ensure they are getting the correct insurance rates based on the driving record information

**Attested (cost \$20)**

- public school bus drivers, public and private school driver education instructors and commercial driving school instructors may be obligated to submit their records periodically for recertification
- members of the court system for prosecution purposes, federal & state law enforcement agencies as well as insurance agencies usually require *certified* driving records
- companies hiring prospective employees where driving is a key responsibility of the position usually require *certified* driving records

**How an employee or employer (with permission) can obtain driving information:**

Go to: [http://www.mass.gov/rmv/express/instr\\_drvrec.htm](http://www.mass.gov/rmv/express/instr_drvrec.htm)

Click Continue. You must agree to their Terms of Use.

Enter into both Requestor and Record Holder the information required: License number, name, date of birth and Social Security number. The cost is \$6.00, paid by credit card.

**Tracking Your Transaction**

At the end of your transaction, you will receive a transaction identification number on-screen. It is important that you note this number for future reference and correspondence with the RMV. The transaction identification number is merely a tracking number. It does not indicate that your transaction was successful.

Once the record shows:

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