



# Fleet Vehicle Safety Policy

**Effective Date: 01/22/25**

## Overview

As a driver of a company vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all local and state motor vehicle laws, maintaining the vehicle properly always, and following the policies and procedures outlined in the following.

## Vehicle Purpose

Company vehicles are provided to support business activities only and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with the motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

- Vehicles may not be used for business activities of other companies unless management approval is given.
- Vehicles may not be driven out of the country.
- Vehicles are for business use only unless management approval is given.
- Vehicles are NOT permitted for personal use unless management approval is given.
- Vehicles are to be operated during normal business operational hours. Exceptions must be requested in writing.
- Personal vehicles are strictly forbidden for all company business unless a vehicle allowance is provided.

## Driver Licensing

Authorized Company drivers must have a valid driver's license issued in the state of residence for the class of vehicles being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

## Violation Type

- Type A Violation - Includes (but not limited to) DWI/DUI/OWI/OUI, Refusing Substance Abuse Test, Reckless Driving, Manslaughter, Hit & Run, eluding a Police Officer, any Felony, Drag Racing, License Suspension, and Driving While License Suspended. Any driver with these types of violation will be unable to drive a company vehicle.
- Type B Violation - Includes all at fault vehicle accidents.
- Type C Violation - Includes all moving violations not classified as Type A or Type B. (Speeding, Improper Lane Change, and Failure to Yield, running Red Lights or Stop Lights.)
- Type D Violation - Includes all non-moving violations (Illegal Parking or Vehicle Defects.)

### **HEADQUARTERS**

9484 American Eagle Way  
Orlando, FL 32837  
407.888.8300

### **TALLAHASSEE OFFICE**

Leon County Civic Center  
505 West Pensacola Street  
Tallahassee, FL 32301  
850.222.7019



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## Driver Qualifications

### **Declination, Termination, or Reassignment to a Non-Driving Position:**

- One or more Type A Violations in the preceding 36 months.
- Two or more Type B Violations in the preceding 36 months.
- Three or more Type C Violations in the preceding 36 months.
- One Type B Violation and two Type C Violations in preceding 36 months.

### **Probation (6 Months):**

- One Type B Violation in the preceding 36 months.
- Two Type C Violations in the preceding 36 months.
- One Type C Violation and two Type D Violations in the preceding 36 months.
- Three Type D Violations in the preceding 36 months

## Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the Company vehicles removed for any authorized driver failing to previously disclose any violations or infractions that appear on a driver's MVR. Other appropriate disciplinary action may be taken for a driver's failure to disclose.

## Rules for Use

Company vehicles are for business purposes only. The only use allowed outside of work is for transportation to and from work. Personal use of company vehicles is strictly forbidden & is only to be used for company business unless management approval is given.

The following rules apply to the use of company vehicles:

- Only authorized employees may drive.
- Vehicles are not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all authorized passengers must wear seat belts.
- Cell Phone use and other distracting behavior is prohibited while operating a company vehicle. (See cell phone policy)
- Company drivers will adhere to the distracted driver policy/program.
- Report any accident immediately to the police and your manager.
- Telematics data can & will be monitored and used to evaluate company driver performance.

Any exceptions to these rules require advance, written approval by an approved company manager or officer. Violation of these rules will result in disciplinary action, ranging from removal of driving privileges to discharge.

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## Traffic Violations

Fines for moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle. Each driver is required to report all moving violations to management within 24 hours. This requirement applies to violations involving the use of any company vehicle. Failure to report violations will result in appropriate disciplinary action. A driver that is found to have had two at fault accidents within a one-year time frame can be subject to termination. Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status and could result in immediate termination.

## Accidents Involving Company Vehicles

### **In the event of an accident:**

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get the name, address and phone number of the injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible (Use company glovebox form).
- Call the police if injury to others is involved. You may want to call the police even if there are no injuries.
- Complete the accident report in your vehicle.
- Turn all information over to the manager or within 24 hours.

## Thefts

In the event of the theft of a company vehicle, notify local police immediately.

## Driver Responsibilities

Each driver is responsible for the actual possession, care, and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with State and Federal regulations and laws and consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment and its proper operation.
- Obey all traffic laws.
- The use of seat belts and shoulder harnesses is mandatory for drivers and passengers.
- Adhering to manufacturer's recommendations regarding service, maintenance, and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized drivers only.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive, and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the company manager.
- Failure to comply with any of these responsibilities will result in disciplinary action.

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## Preventable Accidents

A preventable accident is defined as any accident involving an Company vehicle being used for Company business that results in property damage and/or personal injury in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

### **Classification of preventable accidents:**

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey traffic warning signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

## Personal Vehicle Allowance

Employees receiving a vehicle allowance are required to purchase 100/300/100 personal insurance limits. By providing you, the employee compensation for your personal auto, the company absolves itself of any liability or damage incurred to your vehicle, or damage to any 3rd party incurred while conducting your employment duties.

## Seatbelts

*It is State law that seatbelts must be properly worn by all occupants while in operation.*

- The shoulder belt should cross the chest and collarbone snugly.
- The belt should never cross the front of the neck or face.
- Have the seat back upright and sit positioned back in the seat.
- Do not slip the diagonal belt behind your body: the lap belt alone cannot prevent you from being thrown from the vehicle.

I have read the attached policy and will abide by the conditions as stated in this document regarding the operation of any vehicle for Company business.

Name(printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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