

# Sample Policies and Forms

## Sample Driver's Rules Agreement

As an employee of *(Name of Company/Organization)*, I have a responsibility to operate a company vehicle *(or my own vehicle for company purposes)* in a safe manner, and to obey all traffic safety laws and company regulations provided to me verbally or in writing. Those rules and terms include, but are not limited to:

- a. I must maintain a valid driver's license at all times, and will immediately report any status change to my supervisor.
- b. I will adhere to posted speed limits at all times.
- c. I will always wear a seat belt when operating a company vehicle or any other vehicle used for company purposes.
- d. I am not permitted to use electronic devices, either handheld or hands-free, while I am driving. I am not permitted to answer calls while driving, and incoming calls must be directed to my voicemail. I am not permitted to read or respond to text messages and emails while driving. If it is necessary for me to make an emergency call (911), I must park the vehicle in a safe location before making the call.
- e. I will immediately report all crashes or traffic violations to a police department where the crash occurred, even if there is no damage. I will also report all such incidents to my supervisor.
- f. I am only permitted to use company vehicles for authorized company business.
- g. I am not permitted to allow any unauthorized person to drive the vehicle, or transport unauthorized passengers or cargo.
- h. I will not drive under the influence of drugs or alcohol. I will also not drive if I am using a prescription medication that contains a warning of any impairment, including drowsiness.
- i. I will adhere to all company loading, securing and unloading procedures.
- j. I will check behind my vehicle before backing and avoid operating in reverse whenever possible.

**I acknowledge and agree that failure to follow these and all other driving rules may result in a temporary or permanent suspension of driving privileges, or have more serious consequences, including termination of my employment.**

**By signing this form, I agree to comply with the terms, conditions, rules and regulations above.**

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Employee Signature

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Date

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Employee Name *(Please Print)*