



Vehicle use policy

This policy has been developed to communicate what is expected of you in the operation and maintenance of a company provided vehicle. You will be provided with safe, dependable transportation and in return, you are expected to exercise good judgment and demonstrate a thorough understanding of these policies.

A company driver must meet the following requirements:

- Possess a valid driver's license.
- Be at least 21 years old.
- Maintain an acceptable driving record according to this policy.
- Follow the guidelines stated in this policy at all times.

MOBILE PHONE USE

Due to the increased risk of auto accidents while driving distracted:

- Mobile phones and hands free devices are to remain off while the vehicle is moving.
- Allow voicemail to handle your calls and return them when stopped and safe.
- If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.
- Ask a passenger to make or take the call.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- Under no circumstances is texting allowed while driving allowed.
- Violation of mobile phone policy will result in disciplinary action and possible termination.

Hands-free options are recognized by the DOT as an acceptable means of using a phone while driving, as long as each of the following restrictions are met:

- Use an earpiece or the speakerphone function.
- Use voice-activated or one-touch dialing. Dialing more than a single button is not allowed.
- The mobile telephone must be located where the driver is able to initiate, answer or terminate a call by touching a single button.
- The driver must be in the seated driving position and restrained by a properly installed and adjusted seatbelt. Drivers are not in compliance if they must unsafely reach for a mobile phone, even if they intend to use the hands-free function.

If a mobile phone application is used on company-provided cell phones, it will be cause for termination or loss of driving privilege if the app is disabled or if the data proves a consistent and continued disregard for the phone use policy.

If it is determined you are at fault, you may be financially responsible in paying a portion of the physical damage incurred to your company vehicle, if you have an accident resulting from phone or hands-free device usage.

VEHICLE USE

You have been provided a company vehicle to be used in the performance of your job. Its use is strictly limited to business purposes. It may not be used for personal reasons.

Only drivers, authorized by your company, are allowed to operate a company vehicle. Loaning the vehicle to friends, neighbors, relatives or anyone else is strictly prohibited.

From time to time, you may have a need to carry business associates; however, transporting strangers or hitchhikers is a violation of company policy.



VEHICLE CARE, MAINTENANCE AND REPAIR

Neglecting to maintain a vehicle could result in the driver being charged for the cost of any necessary repairs. Unusual or noticeable wear and tear above industry average, or neglecting to maintain your company-provided vehicle, may also result in the loss of your vehicle and further disciplinary action.

Company-provided vehicles are designated as “non-smoking” areas. You are expected to keep your vehicle in a clean, well-maintained condition. Damage due to smoking will be charged back to the driver.

Frequent visual inspections can be performed while the vehicle is being fueled but a written vehicle safety checklist must be performed once per month.

OTHER COMPANY POLICIES

Company performance and safety policies extend beyond the brick and mortar structure of the office, shop, warehouse, jobsite and/or plant. These policies extend to the company-provided vehicle. Unlawful or illegal items found in your company vehicle are cause for termination.

Employees who regularly use their own personal vehicle on behalf of the business should provide a valid, current certificate of insurance from their personal auto carrier, with adequate minimum limits.

Vehicles should be turned off and locked when parked on the premises, jobsites, when stopping temporarily, such as at convenience stores or anytime that the vehicle is left unattended.

Under no circumstances should radar detectors, laser detectors or any other radar-detecting devices be used in a company vehicle. The use of phone applications that track or communicate the location of law enforcement is also, not allowed.

The driver is responsible for observing and applying these policies in all situations during their employment. The vehicle being driven may not be specifically owned by their employer; it might be a rental car, a personal vehicle or even a customer’s vehicle.

TRAFFIC VIOLATIONS AND DRIVERS’ PERSONAL MOTOR VEHICLE RECORD (MVR)

Maintaining an acceptable driving record is critical and in some instances, imperative, to continuing your employment as a driver. At various times throughout the year your personal motor vehicle driving record (MVR) will be checked. Violations and citations incurred while on and off the job will be considered in retaining your eligibility as a driver for our company.

ACKNOWLEDGEMENT FORM

I have read and agree to abide by all the policies and procedures in this manual and I understand my responsibilities to drive safely and maintain a safe vehicle. I give management my permission to secure my driving record any time during the duration of my employment.

Signature

Name (please print)

Date of birth

Driver’s license number/State issuing license

UFG Insurance is the marketing name used to refer to United Fire & Casualty Company and its property and casualty subsidiaries and affiliates. This form, supplied by UFG Insurance, merely provides minimum guidelines to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.