

Basic Rule and Responsibilities

Customize this list for your organization's needs. This list is not exhaustive; review your operations for additional needs.

Use a vehicle for authorized business only.

Do not permit any unauthorized person to drive the vehicle.

Wear seat belt at all times.

Require passengers to wear seat belts at all times.

Obey and observe all traffic laws and regulations.

Do not drive while distracted, such as using a cell phone.

Assume responsibility for traffic tickets, fines, etc.

Do not drive under the influence of alcohol and/or drugs.

Do not pick up hitchhikers or transport unauthorized passengers.

Do not leave the vehicle running when unattended.

Do not operate the vehicle in any off road areas, unless approved for.

Before leaving, inspect the vehicle for any problems or concerns.

Report any problems to the fleet coordinator or responsible party.

Report immediately any accidents or violations to the responsible party.

Report immediately to the responsible party, any change in your driving status outside your organization's qualifications.

Attend a Defensive Driving or Driver Awareness Seminar. (If you have not attended a seminar in the past three years, you must attend one within the next 6 months.)

Properly maintain the vehicle that is loaned or assigned.

NOTE: Every driver will be subject to disciplinary procedures.