Driver Policy

Link: https://help.gpsinsight.com/best-practice/driver-policy/ Last Updated: June 26th, 2017

A driver policy may contain information on mobile phone usage, traffic violations, safety guidelines, revocation of vehicle privileges, acceptable use, etc.

In addition, a driver policy gives drivers one source for all information relating to their use of a company vehicle, including maintenance or damage. The most effective driver policy will be customized according to your specific requirements and fleet policies.

> **Note.** Employee buy-in is easiest to achieve when you cultivate a team approach to planning and adopting policies. Solicit feedback from employees while developing new policies or changing existing ones.

Topics to consider include the following:

General Information

- Employee Eligibility
- Replacement Vehicles
- Driver Responsibilities
- Revocation of Company Car Privilege
- Safety Guidelines
- Driver/Vehicle Maintenance Responsibility
- Who May Drive the Company-Provided Vehicle
- Personal Use
- Business Use
- Other Use
- Passengers
- Control of Keys
- Pushing and Towing
- Towing a Trailer
- Smoking Policy
- Washing and Cleaning
- Traffic Violations

Ordering Information

- Vehicle Replacement Policy
- Vehicle Ordering Cycles
- Vehicle Selection
- Snow Belt
- Extra Equipment
- Vehicle Ordering
- Vehicle Delivery
- Vehicle Title and Registration
- Vehicle Insurance
- Purchase Policy
- Vehicle Disposal

Vehicle Expenses

- Preventive Maintenance and Repairs
- Non-Routine Maintenance and Repair Work
- Fuel Card
- Miscellaneous Expenses
- Change of Address

Insurance and Accidents

- Insurance Coverage
- Restrictions
- Accident Reporting
- Repair of Damage to Your Company Vehicle
- Vehicle Theft
- Deductibles
- Injuries
- Medical Requests
- Leave of Absence

Defensive Driving

- Definition
- Best Practices

Safety Policy

- General Information
- Procedure
- Driver Risk Levels
- Gross or Willful Misconduct

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- License Plate Renewal
- Mileage Reporting
- Cell Phone Usage Policy
- Vandalism/Theft
- Electronic Equipment Policy
- Signs
- Vehicle Rentals
- Employee Transfer/Unassigned Vehicle
- Vehicle Transport
- Alcohol or Substance Abuse Related Driving Offense

Best Practice: Driver Policy Letters (Samples)

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