

Personal Use Policy – Fleet Vehicles

Many Commercial Vehicle Fleets involve, to some extent, personal use of Company vehicles; keeping vehicles at employees homes; and/or driving Company vehicles to and from work. A classic example would be the salesman who works out of his home and is assigned a company car. Another example would be a serviceman who takes a Company vehicle home at night so he can be available for emergency service calls at night. There are numerous other examples.

If your Fleet operation has such an exposure, it is imperative that Management issue a Statement of Policy, outlining specifically under what conditions personal use of the Company vehicle is permitted, and who is authorized to drive the vehicle. It is strongly suggested that authorized drivers be limited to only the employee and the employee's spouse.

It should also be noted that your Automobile Insurance Policy limits coverage only to authorized use of the vehicle (although the interest of the Named Insured would always be protected).

The following is a suggested Statement of Policy (to be typed on your Company Letterhead and signed by Top Management).

To: All Custodians of Company Vehicles:

Limited personnel use of the Company vehicle is permitted within a _____ mile radius during nonbusiness hours. Special permission for vacation use of the vehicle or for trips over a _____ mile radius must be obtained in writing from _____.

The employee and/or the employee's spouse are the only authorized drivers of the Company vehicle. It is expected that Vehicle Custodians will respect their personal use privileges by driving safely and taking proper care of the vehicle assigned to them.

Any personal use of the Company Vehicle, except as specified above, will be considered unauthorized use, and is absolutely prohibited.

President

I have read the above and agree to abide by this Policy in the operation of the Company Vehicle entrusted to me.

Employee

NOTE: A copy of this Statement, signed by the employee, should be kept on file in your office.

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