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## Personal Use of Company Vehicle Policy

Many company vehicle fleets involve, to some extent, personal use of a company's vehicle, keeping vehicles at employee's homes and/or driving the company vehicles to and from work. One example might be an employee that is on-call being allowed to take home a vehicle at night or the weekend so that they would be available for call back in the unfortunate event of a call back.

If your fleet operation has such an exposure, it is imperative that management issues a Statement of Safety 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 the authorized drivers be limited to only the employee and occasionally the employee's spouse.

The following is a suggested Statement of Policy.

To: All Employees that operate company vehicles in the course and scope of their employment.

The personal use of vehicles is not permitted unless you have authority of                     . The employee and occasionally the employee's spouse are the only authorized drivers of the company vehicle.

It is expected that the vehicle custodians will respect their personal use privileges by driving safely and taking proper care of the vehicle assigned to them.

Any personal uses of the company vehicle, except as specified above, will be considered unauthorized use, and are absolutely prohibited.

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