

### Personal Use Policy – Driver Acknowledgment

Vehicles are provided primarily for use on organizational business. However, certain reasonable use is permitted. Examples of such use include:

- Personal errands while en-route to or from a business related activity, provided that the errand is done on the driver's own time (e.g., authorized break or lunch hour).
- When authorized in advance by the employee's immediate supervisor.
- Commuting to and from home.
- On evenings, weekends, vacations, etc., provided these miles are accurately reported to the organization on a monthly basis, and the company is reimbursed for this personal use at a rate of (the organization should decide what this amount is to be).

In addition, the following requirements pertain to all organizational vehicles:

- No one except for an authorized employee may drive an organizational vehicle. This includes immediate family members and friends, except in emergency situations.
  - o Some organizations permit driving by family members, but typically limit it to spouse or significant other living in the same household in a committed relationship. All requirements for driver qualification (MVR standards) and training (e.g., defensive driving classes) must also apply to the family members.
- Drivers must comply with all applicable state laws and regulations.
- No alterations of vehicles are permitted. Examples include:
  - o Installation of stereos, amplifiers, radar detectors.
  - o Installation of trailer hitches for personal use.
  - o Aftermarket accessories such as bug deflectors, window tinting, running boards and visors.
  - o Personalized or vanity license plates.
- Personal trailers are prohibited except as approved by the immediate supervisor.

The organization reserves the right to withdraw this privilege at any time.

I, \_\_\_\_\_, have read and understand the *Personal Use Policy* established by \_\_\_\_\_. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date