


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	Ordering Information	Insurance and Accidents
<ul style="list-style-type: none"><li>• Employee Eligibility</li><li>• Replacement Vehicles</li><li>• Driver Responsibilities</li><li>• Revocation of Company Car Privilege</li><li>• Safety Guidelines</li><li>• Driver/Vehicle Maintenance Responsibility</li><li>• Who May Drive the Company-Provided Vehicle</li><li>• Personal Use</li><li>• Business Use</li><li>• Other Use</li><li>• Passengers</li><li>• Control of Keys</li><li>• Pushing and Towing</li><li>• Towing a Trailer</li><li>• Smoking Policy</li><li>• Washing and Cleaning</li><li>• Traffic Violations</li></ul>	<ul style="list-style-type: none"><li>• Vehicle Replacement Policy</li><li>• Vehicle Ordering Cycles</li><li>• Vehicle Selection</li><li>• Snow Belt</li><li>• Extra Equipment</li><li>• Vehicle Ordering</li><li>• Vehicle Delivery</li><li>• Vehicle Title and Registration</li><li>• Vehicle Insurance</li><li>• Purchase Policy</li><li>• Vehicle Disposal</li></ul>	<ul style="list-style-type: none"><li>• Insurance Coverage</li><li>• Restrictions</li><li>• Accident Reporting</li><li>• Repair of Damage to Your Company Vehicle</li><li>• Vehicle Theft</li><li>• Deductibles</li><li>• Injuries</li><li>• Medical Requests</li><li>• Leave of Absence</li></ul>
	<b>Vehicle Expenses</b>	<b>Defensive Driving</b>
	<ul style="list-style-type: none"><li>• Preventive Maintenance and Repairs</li><li>• Non-Routine Maintenance and Repair Work</li><li>• Fuel Card</li><li>• Miscellaneous Expenses</li><li>• Change of Address</li></ul>	<ul style="list-style-type: none"><li>• Definition</li><li>• Best Practices</li></ul>
		<b>Safety Policy</b>
		<ul style="list-style-type: none"><li>• General Information</li><li>• Procedure</li><li>• Driver Risk Levels</li><li>• Gross or Willful Misconduct</li></ul>

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

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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)**