

Safe Driving Commitment

for Operators of Company Vehicles



Name: _____ Date: _____

I recognize that safe driving is an essential part of my job and will abide by the following safe driving standards as they apply to my use of company vehicles. I will:

- Maintain an in-force, valid driver's license appropriate to the types and sizes of vehicles being operated
- Alert management immediately if my license becomes expired, restricted, suspended or revoked
- Notify the company of any citations received while driving a company vehicle
- Allow the company to access my MVR records by signing a release when requested
- Drive in a safe and courteous manner, conforming to traffic laws, signals and markings, and take appropriate precautions for adverse weather and traffic conditions
- Wear a seatbelt and ensure that authorized passengers wear seatbelts
- Cooperate with management in following prescribed maintenance schedules and procedures
- Use the vehicle for non-business purposes only as outlined by company policy
- Refrain from using the company-owned vehicle for family vacations unless permission is granted
- Be financially responsible for any parking tickets or traffic violations and citations
- Report all accidents within 24 hours to my manager and designated company fleet administrator
- Refuse to loan the vehicle to others or allow non-company authorized drivers to operate it
- Reject requests by unauthorized passengers for transport, including hitchhikers
- Obtain prior training and permission before towing trailers or mobile homes with the vehicle
- Always park the vehicle in a secure and legally allowable location
- Abstain from alcohol or controlled substances prior to and during vehicle operation
- Follow appropriate practices, as communicated by management, when transporting any hazardous materials

My signature indicates that I have had an opportunity to read this agreement and ask clarifying questions of my supervisor. I will abide by company safety policies related to driving.

Failure to comply with the above described "Safe Driving Commitment" may result in employee discipline up to and including transfer to a non-driving position or termination.

Employee Signature: _____

Date: _____

Program Administrator Signature: _____

Date: _____

KEEP ORIGINAL IN FILE. GIVE THE EMPLOYEE A COPY. THIS FORM SHOULD BE RENEWED ANNUALLY.