

# VEHICLE USE POLICY

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## 1. POLICY OVERVIEW

The **[COMPANY NAME]** company vehicle policy provides employees with guidelines for using a company vehicle. A "company vehicle" is any type of vehicle our company assigns to employees to support their transportation needs for their jobs. Company vehicles belong to our **[COMPANY NAME]** and we want to make sure our employees use them properly. This policy applies to all employees who use a company vehicle and applies during and outside working hours.

## 2. SCOPE

This policy applies to all our employees who are eligible to receive a company vehicle and to those who drive one as part of their daily duties.

## 3. ELIGIBILITY FOR A COMPANY VEHICLE

Employees may be eligible for a company vehicle if they drive **[NUMBER]** miles or more per year for business purposes, if they use company vehicles as an indispensable part of their jobs (e.g. truck drivers and delivery drivers) or if they are expected to use a vehicle as a benefit.

Employees who aren't assigned company cars but believe they need one may discuss this with their supervisor or consult with our *[Human Resources (HR) department]*.

To be eligible for a company car, employees must complete a form and submit a copy of their driver's license.

In most cases, our company will determine which employees will be assigned company cars.

**[COMPANY NAME]** may, at its discretion, assign and revoke the access company's vehicles.

## 4. PREREQUISITES FOR DRIVING A VEHICLE

Our employees are only allowed to drive a company car if they:

- Have a valid driver's license and
- A clean driving record for at least **[X]** years.

A clean driving record means that the employee has not been held responsible for a car accident or arrested for a violation of the vehicle and traffic laws.

# Sample Motor Vehicle Use Policy

**Tao Wei**



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