

HID

How It's Done:

Department: All Restaurants

Last Updated: 8/30/2017

Subject: **USE OF COMPANY VEHICLES**

HID#: 40

PURPOSE

Policy regarding use of company-owned vehicles.

RESPONSIBILITY

All employees who drive company vehicles and their managers. A completed form and driver license copy must be uploaded into ADP by a restaurant manager before an employee may drive a company vehicle.

HOW

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and efficient use. Drivers must have a valid driver license. **Attach a copy to this form.**

Employee Name	
Driver License #	
Issuing State	
Expiration Date	
Today's Date	

Rules:

- Only authorized employees (this completed form on file) may drive company owned vehicles.
- No driving while under the influence of alcohol or other controlled substances.
- Driver and all passengers must wear seat belts.
- Obey all traffic laws.
- Report any traffic violation immediately to your manager. Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the driver. We do not condone or excuse ignorance of any motor vehicle violations. It is your responsibility to know and follow the laws.
- Do not operate a vehicle with any defect that would inhibit safe operation. All drivers are responsible for ensuring vehicles are properly maintained (oil changes, tire pressure, brake replacement, etc). Keep an updated maintenance schedule in the glove box at all times.
- Don't mess with JMo's radio presets.
- Employ reasonable practices that avoid abuse, theft, neglect or disrespect. At all times remember you are representing all of us who work for Big Red F. Remember your manners.

I have read and will abide by the conditions above.

Signature	
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Manager: Save this completed form and the driver license copy as a PDF with the file name "Company Vehicle Authorization". In ADP, go to People / Employment / Employee Documents. Click upload and choose your file. Under Category, select "Licenses / Certifications". Enter license expiration date and save.