



## Driver Policy Checklist

If you don't already have a driver policy in place, or perhaps you haven't reviewed it lately, it could be time. Your driver policy can contain information on cell phone usage, traffic violations, safety guidelines, revocation of company car privileges, acceptable personal use, defensive driving, and alcohol and substance abuse while driving.

In addition, a driver policy gives drivers one source for all information relating to their use of a company vehicle, including ordering and maintenance. No more searching email or the company intranet for the relevant policy – it's in one spot in DonlenDriver®.

A good driver policy can cover many areas, and can be customized depending on your specific requirements and fleet policies:

### General Information

- Employee Eligibility
- Replacement Vehicles
- Driver Responsibilities
- Revocation of Company Car Privilege
- Safety Guidelines
- Driver/Vehicle Maintenance Responsibility
- Who May Drive the Company-Provided Vehicle
- Personal Use
- Business Use
- Other Use
- Passengers
- Control of Keys
- Pushing and Towing
- Towing a Trailer
- Smoking Policy
- Washing and Cleaning
- Traffic Violations
- License Plate Renewal
- Mileage Reporting
- Donlen Fleet Services
- Cell Phone Usage Policy
- Vandalism/Theft
- Electronic Equipment Policy
- Signs
- Vehicle Rentals
- Employee Transfer/Unassigned Vehicle
- Vehicle Transport

### Vehicle Expenses

- Preventive Maintenance and Repairs
- Non-Routine Maintenance and Repair Work
- Fuel Card
- Miscellaneous Expenses
- Change of Address

### Vehicle Ordering Information

- Vehicle Replacement Policy
- Vehicle Ordering Cycles
- Vehicle Selection
- Snow Belt
- Extra Equipment
- Vehicle Ordering
- Vehicle Delivery
- Vehicle Title and Registration
- Vehicle Insurance
- Purchase Policy
- Vehicle Disposal

### Insurance and Accidents

- Insurance Coverage
- Restrictions
- Accident Reporting
- Accident Reporting Instructions
- Repair of Damage to Your Company Vehicle
- Vehicle Theft
- Deductibles
- Injuries
- Short-term Leave of Absence
- Long-term Leave of Absence
- Medical Requests

### Defensive Driving

- Definition
- The Defensive Driving Code

### Safety

- General Information
- Procedure
- Driver Risk Levels
- Gross or Willful Misconduct
- Alcohol and/or Substance Abuse Related Driving Offense

**For assistance creating your policy, contact your Donlen Account Manager.**