

Fleet Policy: Your Most Important Fleet Document



An important component to maintaining a safe fleet is to have a comprehensive driver policy in place. Do you have one? Donlen's Fleet Administrative Services team can help you maintain a safe fleet and update or create a quality driver policy customized to your fleet.

A driver policy gives drivers one source for all information relating to their use of a company vehicle, including ordering and maintenance.

How Do I Create a Fleet Policy?

The first step in writing a comprehensive fleet policy is to have input from internal departments such as Human Resources, Risk Management, and Finance. Internal departments will have input that covers issues such as:

- cell phone usage
- traffic violations
- safety guidelines
- revocation of company car privileges
- acceptable personal use
- defensive driving
- alcohol and substance abuse



Updating Driver Policies on a Regular Basis is Key

As vehicles become more integrated with communication technologies like smart phones and tablets, a driver policy must take into account such enhancements. By updating these policies on a regular basis, companies are better prepared to enforce and educate their drivers. At the end of the day, it is really about transparency for both the company and the drivers.

Where Do You Store Your Driver Policy?

Access to your fleet policy is essential for compliance and adherence. Where do you store your fleet policy? Donlen customers utilize DonlenDriver, our mobile app, to easily access and accept your company's fleet policy. Our app will allow drivers to access other useful information such as personal tax reporting, and vehicle delivery status updates to name a few. Accessing and accepting the policy is as important as the content within the policy.



Want to Move Forward With a New Policy?

If you need help creating a new corporate fleet policy, or updating your current one, Donlen can work with you to provide effective driver templates and ensure you are following best practices. We will review your existing driver policy, provide in-depth knowledge, and guide you based on your fleet makeup and utilization.



Get started now!

Contact Donlen to learn more about our Fleet Administrative Services.



 **DONLEN**

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