

Vehicle Use Policy

Line of Business: Auto Liability

Risk Control Strategy/Key Issues: Establish a policy for use of public entity vehicles and personal vehicles.

Required Program Elements:

1. Policy statement:

- Establish responsibilities
- Establish accountability
- Use only by assigned driver
- Safe operation of vehicles

2. Vehicle use policy:

- Vehicle to be used for business purposes
- Personal use is prohibited unless:
 - Prior written permission is provided by a department head
 - Permission must limit use to employee
- Unauthorized use of a Public Entity vehicle will result in disciplinary action

3. Employee's own vehicle use provisions:

- Liability insurance limits suggested:
 - \$100,000 per person
 - \$300,000 per accident
 - \$25,000 property damage
 - In no case a lesser amount than the minimum required by law for the state in which the driver resides;

4. Follow manufacturer maintenance procedures:

- Maintaining current state vehicle inspection if required
- Formal Vehicle Inspection Program

Program Activities Calendar:

- Annual review of policy with all drivers
- Annual updated certificates of insurance
- Quarterly review of drivers vehicle usage/mileage
- Annual Vehicle Inspections

Web Site Links:

- National Safety Council
<http://www.nsc.org>
- National Highway Traffic Safety Administration
<http://www.nhtsa.dot.gov>

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