



Personal Vehicle Policy Example

The first priority in any accident is to provide first aid and ensure adequate medical care is available to any injured person(s).

Note: If an emergency condition exists, call 911.

Any employee who is involved in an accident while operating a company vehicle, a rental vehicle being used for company business, or a personal vehicle being used to conduct company business, must immediately notify their supervisor then Security. Employees who are involved in a vehicle or equipment accident on company property do not have to notify Security; however, must immediately notify Safety and their immediate supervisor. Security is to be notified primarily in vehicle or equipment accidents that occur on public roadways or non-company property

The employee must remain at the scene until Safety and Claims representatives respond and finish the initial investigation, and at that point the supervisor may release the employee if not subject to the drug and alcohol testing requirements below. This process must be followed regardless if the other party involved in the accident remains or leaves.

For both vehicle and equipment accidents, the employee shall complete the “Vehicle Accident Checklist and Report” document located in the vehicle (only applicable to company owned vehicles). If the document is missing (or for accidents in personal vehicles or rental vehicles), the employee must obtain as much information as possible about the other driver and vehicle, then obtain a blank document from their supervisor as soon as reasonably possible and complete it.

The employee’s supervisor shall complete an investigation of the accident, and record their findings in the appropriate section provided in the booklet. The supervisor shall forward the booklet to the department manager/director for comment and signature. The leader shall then forward the completed booklet to Safety & Health. Except for extenuating circumstances, the booklet should be completed and forwarded to Safety within forty-eight (48) hours of the accident.

All employees involved in any reportable PVA or PED, as defined by the company, while driving a company vehicle, will be subject to immediate post-accident drug & alcohol testing. The employee shall not drive him/herself to the testing center, but shall be transported by a supervisor, lead person, working foreman or other responsible employee. If an employee is outside of the company service area (i.e., out of state) the employee needs to call a cab/taxi to arrange for transportation to the drug & alcohol screening center.

An employee awaiting test results must be removed from safety sensitive duties (including operating vehicles/equipment) until a negative result is obtained (refer to appropriate Drug & Alcohol-Free Workplace Policy either for represented employees or for non-represented employees for more details.) In addition, any applicable Department of Transportation (DOT) post-accident testing requirements will apply. Also, the company will review preventable vehicle and equipment accidents as they arise and determine appropriate corrective or disciplinary action.

Employees involved in non-preventable vehicle and equipment accidents, as defined by the company, will not be subject to post-accident drug & alcohol testing (however, the “Vehicle Accident Checklist and Report” document must still be completed). These employees will be subject to DOT compliance where applicable.

Personal Vehicle Usage

U.S.-based employees will be reimbursed for use of their personal vehicles while on approved company business at the current standard mileage rate, as periodically adjusted and published by the Internal Revenue Service, for all miles driven between the primary work location and the other site(s).

The daily round-trip from home to the primary work location is a personal commuting expense and is not reimbursable. When an employee travels from or to a local site other than the primary work location (e.g., from home to the airport, to another work site or to a customer’s office) the miles reported for each day should be the actual miles driven from the employee’s home to the other site(s) less the round-trip distance between the primary work location and home. If the miles driven do not exceed the distance between the primary work location and home, then no miles can be claimed.

Monthly expense reports should show the number of miles traveled, arrival and destination locations for each major leg of travel, the rate per mile and the total dollar amount to be reimbursed. Bridge and highway tolls and parking fees also are reimbursable and should be entered on expense reports as separate items. When leaving a personal vehicle at an airport to commence business travel, employees should utilize long-term airport parking whenever possible.

In selecting a transportation mode for a business trip, the employee should consider both the comparative costs of the transportation choices and the value of time required for the transportation. When using a personal vehicle for a work-related activity, employees are required to have a valid driver’s license and auto liability insurance to meet the financial responsibility required for the state in which the vehicle is registered.

Employees using personal vehicles instead of air travel will only be reimbursed for the lesser of the mileage or the cost of the airfare plus any ground transportation necessary to reach the destination. If a personal vehicle is used for the employee’s convenience, the employee will not be paid for the difference in time between vehicle and air travel. The additional travel time is to be considered personal.