

Driving Policy

Marchese Ford of Mechanicville has made a commitment of safety, service, and quality to both our employees and customers. Marchese Ford of Mechanicville mandates that both our employees and non-employees operate all vehicles owned by or used by the company in a safe and economical manner. The following summarizes policy guidelines:

- Vehicles are not to be operated unless in a safe operating condition.
- Drivers must be physically and mentally able to drive safely.
- Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
- Respect the rights of other drivers and pedestrians. Courtesy is contagious.
- Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol, while operating a vehicle.

Accidents

All accidents are to be reported to management of Marchese Ford of Mechanicville within twenty-four (24) hours after the accident occurs. All accidents will be reviewed and a determination made as either preventable or non-preventable.

A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

MVR Standards

Motor Vehicle Records (MVRs) will be checked periodically on all employees where driving is a part of their job. The MVR will be reviewed to ascertain the employee holds a valid license and their driving record is within the parameters set by company management. MVR checks which reveal:

1. Three (3) or more traffic violations and/or at fault accidents over a three year period for drivers age 25 and older, two (2) traffic violations and/or at fault accidents for drivers age 18 through 24, or one (1) traffic violation and/or at fault accident for drivers 17 and under; or
2. One or more of the following type of serious traffic convictions within the past 3 years:
 - Driving while under the influence or while disabled by use of drugs;
 - Refusal to submit to test for alcohol (e.g., Failure to take a Chemical Test, Blood Test, or Breath Analyzer Test);
 - Leaving the scene of an accident without reporting it;
 - Homicide, assault, or criminal negligence resulting from the operation of a vehicle;
 - Driving while license is suspended or revoked;
 - Reckless or dangerous driving, which results in injury to a person;
 - Racing; and/or
 - Passing a stopped school bus;

will disqualify the employee from driving company operated vehicles, or those vehicles in the care and custody of Marchese Ford of Mechanicville.

Violations include seat belt violations, but do not include such non-moving violations as weight violations or improper or inadequately maintained equipment.

All current drivers of Marchese Ford of Mechanicville must have a signed copy of the following on file with management:

- Mobile Device Policy
- Distracted Driving Policy
- Vehicle Usage Policy

Signed: _____ **Date:** _____

Distracted Driving Policy

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. For the good of all our employees and the community in which we operate, it is our company policy that you not engage in activities that cause you to become distracted from this responsibility, including, but not limited to:

- Using a cell phone or other mobile device
- Adjusting the controls of a CD player or radio
- Searching for items in the vehicle such as CDs and coins
- Eating or drinking beverages
- Reading maps or other printed material
- Programming GPS navigation systems

It is our company policy that, in all circumstances, you pull the vehicle over to a safe area prior to engaging in these activities.

Company consequences for failing to follow company policy:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate this policy may be subject to disciplinary action.
- Employees who violate this policy may be subject to disciplinary action including termination.

Your signature below certifies your agreement to comply with Marchese Ford of Mechanicville's driving and distracted driving policies and MVR Standards, and that you are willing to accept the consequences of failing to follow the policy.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Vehicle Usage Policy

Your primary responsibility when driving a motor vehicle for our organization is driving the vehicle safely. Marchese Ford of Mechanicville has developed the following expectations for you as a driver to help ensure company-owned vehicles and/or those used by company employees will be operated in a safe and economical manner.

- Vehicles must be operated in a manner consistent with the Driving Policy of Marchese Ford of Mechanicville.
- Seat belts must be worn at all times when the company vehicle is in motion.
- Defects and needed repairs of any company vehicle will be reported to management so necessary repairs can be made.
- Cargo will be secured and all doors locked while en route and while company vehicles are parked.
- All accidents must be reported to the manager consistent with Marchese Ford of Mechanicville Accident Reporting Policy. You, the employee, are responsible for reimbursing Marchese Ford of Mechanicville for all damages to the vehicle(s) not covered by insurance, provided that Marchese Ford of Mechanicville accident review shows a preventable type accident.
- All traffic violations received while operating the assigned vehicle will be paid by you, the employee;
- No permission may be given for any other person, including family members, to drive company vehicles. Specific permission must be obtained from company management for any personal use of a company vehicle.
- The use of radar detectors is forbidden in all vehicles owned or used by the company. Use of a radar detector will result in revoked driving privileges.
- Hitchhikers and passengers, other than company employees, are not permitted in company vehicles.

Company consequences for failing to follow company policy:

- Employees may be transferred to a non-driving position.
- Employees may be given warnings prior to being terminated for violation of the policy.
- Employees who violate this policy may be subject to disciplinary action.
- Employees who violate this policy may be subject to disciplinary action including termination.

Your signature below certifies your agreement to comply with Marchese Ford of Mechanicville driving and vehicle usage policies and MVR Standards, and that you are willing to accept the consequences of failing to follow the policy.

Employee Signature: _____ Date: _____

Employee Name (printed): _____

Mobile Device Policy for Driving

Please read our Mobile Device Policy and return it to your supervisor.

We deeply value the safety and well-being of all employees. Due to the increasing number of accidents resulting from the use of mobile devices while driving we have created the following rules that apply in the scope of your employment.

- Employees are not permitted to use a hand held mobile device for either outgoing or incoming calls.
- Employees are not permitted to use a hands free device for either outgoing or incoming calls.
- Employees are not permitted to access the internet, read or respond to emails or text messages.
- The above restrictions apply anytime the vehicle is in motion.
- Employees are expected at a minimum to abide by all state laws including those related to mobile device usage.

Company Consequences for failing to follow company policy:

Employees may be given warnings prior to being terminated for violation of this policy.

Employees who violate this policy may be subject to disciplinary action.

Employees who violate this policy may be subject to disciplinary action including termination.

Your signature below certifies that you agree to comply with this policy, and you are willing to accept the consequences of failing to do so.

Employee Signature: _____ Date: _____

Employee Name (printed): _____