



“My car can’t tow my boat and we wanted to go to the lake for the weekend.”

“My daughter’s car broke yesterday and she needed to get to her soccer game.”

“My wife’s in charge of the school carpool on Tuesdays and she had to work late, so I had to pick up all the kids.”

The above statements can be trouble for a company that generously provides company vehicles, especially if the vehicles are taken home with the employees after hours. Personal use of a company vehicle must be carefully monitored and a Personal Use Policy should be developed. No matter how small or how big the company and no matter how long the employees have been working at the company, every company providing company vehicles should have a Personal Use Policy.

**Employees should be required to sign the Personal Use Policy. Below are items that need to be addressed in the policy.**

Who is allowed to drive?	Most companies allow only the employees to drive the vehicle. Spouses, children, and others are prohibited.
Where can the vehicle be driven?	A mileage limit should be set. Many companies will allow a quick stop on the way home from work, but will not allow a vehicle to be used for vacations.
Can passengers be carried in vehicles?	Do you want your employees running the school car pool with your vehicle? Set limits and stick to them!
What can the vehicle be used for?	Many employers prohibit company vehicles from being used for second jobs, side-jobs, towing personal trailers, boats, campers or hauling material that is not work related.

<p>Special circumstances</p>	<p>Situations arise in which an employer may wish to allow a vehicle to be used for non-work activities such as helping someone move or performing work on personal property. These situations should be limited and closely controlled.</p>
<p>Consequences for unauthorized use</p>	<p>Violation of the Personal Use Policy should be handled using existing disciplinary procedures.</p>

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