305: Vehicle Responsibility Agreement

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Section: Human Resources
Subject: Vehicle Responsibility Agreement
Approved by: Tony Massey
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Policy Owner: Director of Fleet

Policy

At Massey Services, we take a great deal of pride in the image we project to the public. Alongside our team members, the image of our vehicles and their operation strongly reflects our professionalism, quality, and concern for safety.

Therefore, it is the primary responsibility of each team member to ensure the proper maintenance of their assigned company vehicle. This upkeep not only maintains a professional image but also safeguards public safety and the interests of our company.

Employment Qualifications and Requirements

Team members acknowledge meeting the following criteria regarding their driving record, which serve as qualifying conditions for driving a Massey Services, Inc. company vehicle:

- Possession of a valid driver’s license for the state of employment.
- Maintaining an acceptable driving record.

An unacceptable driving record includes, but may not be limited to, any of the following infractions:

- Three (3) or more at-fault accidents in the last three years
- More than three (3) major moving violations in the last three years
- More than four (4) minor moving violations in the last three years

- Driving under the influence of alcohol and/or drugs
- Refusal to submit to an alcohol and/or drug test
- Hit and Run Accident
- Reckless driving
- License revocation
- Operating a motor vehicle during a period of license suspension and/or revocation
- Negligent homicide arising out of the use of a motor vehicle
- Using a motor vehicle in the commission of a felony
- Making a false accident report
- Attempting to elude a police officer

Team Members understand and agree that their employment is contingent upon compliance with the following policies and procedures related to their responsibility in driving a company vehicle.

The following acts may warrant disciplinary action, including termination of employment:

- An unacceptable driving record (as detailed above).
- Failure to immediately report a driver’s license suspension/revocation to management.
- Failure to immediately report to the supervisor any driving citation received on or off company time while driving any company vehicle.
- Alcohol, illegal, and prohibited drugs are not permitted in a company vehicle at any time. Furthermore, team members are prohibited from driving a company vehicle with alcohol, illegal, or prohibited drugs in their system and/or on their person as defined by our Drug Free Workplace Program.
- When a team member is found to have engaged in maintenance negligence.
- Failure to immediately notify the supervisor of any vehicle accident, no matter how minor that occurs while a team member is driving a company vehicle will result in immediate termination.
- Red light violations
- Toll violations

If a team member is deemed unqualified to drive a company vehicle, consideration will be given to placing them, if qualified, in a non-driving capacity.

Team member Reimbursement Responsibility

1. At-Fault Accidents:
    1. Team members are responsible for paying up to $500.00 towards collision repairs to any company vehicle or other damaged property due to an at-fault accident. An at-fault accident is determined when:
        1. Massey Services is found liable for the accident and/or the team member receives a traffic citation from the appropriate police authority.
        2. The accident results from Team Member negligence that could have been otherwise avoided.
    2. Massey Services will deduct these funds from the team member's paycheck and/or bonus. Additionally, attending a defensive driving class is mandatory after an at-fault accident.
2. Maintenance negligence:
    1. Team members are responsible for paying up to the first $500.00 of mechanical repairs to any company vehicle that is damaged because of team members' negligence or failure to obtain prescribed maintenance. Negligence is determined by failure to demonstrate maintenance has been provided, or there is clear abuse in using the vehicle. Negligence is established when vehicle inspections reveal low fluids, low air pressure in tires, etc. Massey Services will withhold these monies from my paycheck and/or bonus.

To the extent deductions outlined in this policy are in conflict with applicable state or federal laws, the company will follow the applicable laws or regulations.

Image

- Smoking is strictly prohibited in our company vehicles, including but not limited to cigarettes, pipes, chewing tobacco, snuff, electronic cigarettes, and vaping devices.
- Team member is responsible for the daily upkeep and image of their company vehicle including, but not limited to, washing, vacuuming, checking of fluids, tire pressure, etc. This cleaning will be done on company property or specified locations….never at a team member’s home.

Safety

- Operate company vehicles in a careful and safe manner at all times and observe all traffic laws and ordinances.
- Wear a seat belt whenever driving a company vehicle and ensure authorized passengers also wear seat belts.

Driving A Company Vehicle to/from Work

On occasion, team members may be permitted to drive a company vehicle to and from work and park the vehicle at their residence overnight. The following applies to such scenarios:

- Company vehicles are strictly for business use. Personal use requires specific documented approval from the general or regional/division manager, or where allowed in accordance with *Policy 504 Vehicles – Personal Use of Company.*
- Only authorized company team members can drive or travel in the company vehicle with documented approval from the general or regional/division manager.
- Team members are responsible for the safety and security of the company vehicle, equipment, and materials during non-working hours, ensuring it's parked in a secure location.
- Commuting from home to business in a company vehicle is considered a taxable fringe benefit by IRS regulations. The team member will be taxed accordingly and notified at year-end.

Motor Vehicle Records

Team members understand that Massey Services, Inc. may periodically request a Motor Vehicle Records (MVR) check after initial employment to ensure continued eligibility to drive a company vehicle.

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