504: Vehicles, Personal Use of Company

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Section: Fleet
Subject: Vehicles, Personal Use of Company
Approved by: Tony Massey
Effective Date: February 1, 2016
Last Reviewed Date: December 19, 2024
Policy Owner: Risk Management

Policy

Company vehicles are provided primarily for business use. Personal use of company vehicles depends on job, title/position, and vehicle type.

Service Technicians

Vehicles assigned to service personnel are not authorized for personal use and are to be parked on company premises at the close of each business day. Vehicles can be taken home by service personnel only if "after-hours service" is required or other local conditions prohibit the vehicle from being parked at the service center. When "after-hours service" is required and the service technician must take the vehicle home, prior approval must be given by the general manager. When a service technician does drive a company vehicle to and from work, it must be clearly understood that the vehicle must not be used for personal use.

Sales Personnel

Vehicles assigned to sales personnel are not authorized for personal use but can be driven home in order to compliment “evening appointments”, “early morning appointments”, and/or other business as required. It must be clearly understood that the vehicle must not be used for personal use.

Under no circumstances can a company vehicle be used for any function or purpose other than company business. NO PERSONAL USE of the company vehicle can be permitted. NO PERSON other than an authorized team member is permitted to drive the company vehicle or to travel in a company vehicle.

Service Managers

Service managers have restricted personal use of company vehicles. Personal use is authorized for them only, no one other than the team member is allowed to drive a company vehicle.

General Managers

General managers and corporate team members are permitted personal use of the company vehicles. General managers anddirectors are also permitted use of company vehicles for extended trips or vacation. In these instances, however, the generalmanager/director is responsible for gasoline and oil expenses. All extended trips and vacations will require prior approval from the appropriate regional manager, vice president and/or President.

In case of emergency, team members with personal use privileges may have a spouse or family member drive the company vehicle.

The team member will be responsible for the safety and security of the company vehicle, equipment, and materials duringnon-working hours. The company vehicle must be stored, parked, and locked in an area that will eliminate the possibility of theft, damage, and injury to the vehicle and/or injury to others.

The team member will park their vehicle at their assigned service center while on leave, vacation, FMLA, or any prolonged absence from work if they do not have personal use privileges.

Under current IRS regulations, commuting from home to a business in a company vehicle is considered a taxable fringebenefit. Under these circumstances, we are required to include a specified amount per day as taxable income to the team member. In addition, we are required by law to deduct Social Security (FICA) tax, and you will be required to pay income taxon the fringe benefit amount which will be included on your W- 2 form at the end of the year.

Special Note: Under NO CIRCUMSTANCES will anyone be transported in the back of a pick-up truck; it is a violation of this policy to do so.

The following are the guidelines for assigning vehicles to Company personnel.

Table 1. Vehicle Assignments by Role

Field	Corporate	Vehicle
Regional/district managers	Sr. Directors	Full-Size Car
General managers	Directors	Mid-Size Car
Service managers		Mid-Size Pick-up Truck
Sales/sales managers	Managers	Compact Car
Account managers	Admin Trainers	Compact Car
Reinspectors		Mid-size Pick-up Truck
Lawn/pest/termite technicians		Mid-Size Pick-up Truck
Lawn specialists		Full-Size Lawn Rig
Termite technicians		Small to Mid-size Van

All requests for deviations from the above policy guidelines must be submitted in writing by the Regional / Divisional Manager in advance and approved by the Executive Vice President of Operations.

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