

Sample policy for use of personal vehicles

Before being permitted to drive your personal vehicle on behalf of Name of Organization, you are required to read and sign the agreement on the following page. Whenever you are driving on behalf of the organization, either in your own vehicle or any vehicle the organization owns, the following rules apply:

1. Keep your vehicle clean inside and out. The windshield also must be kept clean. The floor of the vehicle must be clean and free of obstructions.
2. The driver and all passengers must wear seat belts.
3. Obey all traffic laws, maintain proper distance between cars, etc. Do not under any circumstances attempt to keep a specific time of arrival promise by breaking traffic laws, or by driving in an unsafe manner. If following posted limits will make you late, stop somewhere and phone the people you need to meet, or call the office and have someone there call them.
4. Drive defensively. There is no point in being “dead right”.
5. Report any deficiency noticed on an organization-furnished vehicle to your manager in writing, so corrective action can be taken. Whenever you notice an unusual noise, vibration, excessive leak, etc., stop the vehicle and call for road service/towing as authorized by your supervisor.
6. Do not pick up hitchhikers or allow an unauthorized person to be a passenger in or to drive either the organization’s vehicle or your own vehicle while being used on organization business.
7. Maintain automobile liability coverage equal to or greater than the limits recommended by your insurance agent.
8. Provide us with a copy of the declarations page of your automobile insurance policy each time the policy renews.



This agreement has been made this _____ day of _____, 20___, by and between _____ (organization) (hereinafter referred to as the Organization) and _____ (volunteer or employee) (hereinafter referred to as the Volunteer/Employee). This agreement is as follows:

1. The Organization hereby authorizes the Volunteer/Employee to use his or her personally owned vehicle on behalf of the Organization.
2. The Volunteer/Employee understands that the Organization places a great emphasis on safe operation of all vehicles, including any that are owned and operated by its volunteers and employees. Given this, the Volunteer/Employee understands and agrees that he or she:
 - a. Will not allow any other person to be a passenger in the Volunteer/Employee owned vehicle while it is being used on behalf of the Organization, unless such person is another Volunteer/Employee, a Client, or other authorized person;
 - b. Will allow no other person to operate the Volunteer/Employee's vehicle while it is being used on behalf of the Organization, unless that other person is another Volunteer/Employee and is at least 18 years of age and possesses a valid driver's license;
 - c. Will not operate the vehicle, nor allow it to be operated by someone else, while the Volunteer/Employee or that other person is under the influence of alcohol or drugs; and,
 - d. Will not use or permit the use of the vehicle in a negligent or improper manner or in violation of any law or of this agreement.
3. The Volunteer/Employee understands that the Organization does not furnish any insurance for the protection of the Volunteer/Employee if any claim or suit is made against the Volunteer/Employee arising out of his or her operation of a personally owned vehicle unless otherwise stated in this agreement; nor is any insurance provided by the Organization to repair damage that may occur to the Volunteer/Employee's personally owned vehicle.



Coverage for good.™

4. The Volunteer/Employee, at all times, will maintain automobile coverage as required by the Organization.

5. The Volunteer/Employee agrees to indemnify the Organization against all claims, losses, damages and expenses, including legal fees, which the Organization may incur as the result of the use of the Volunteer/Employee's vehicle on behalf of the Organization.

_____ By: _____ (Seal)
Witness Employer _____

_____ By: _____
Witness Employee _____

License No./State _____ Date of Birth _____