



Policy No: HR110
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Updated:

Company Vehicle and Driver Safety Policy

Cutting Edge Renovation & Painting is committed to promoting safe, responsible, and professional driving practices. Employees who operate Company vehicles or use personal vehicles for Company business are expected to drive safely, follow all traffic laws, protect Company and customer property, and represent the Company professionally at all times.

This policy applies to employees who drive Company vehicles, operate trailers, transport materials, or use a personal vehicle for approved Company business.

Authorized Drivers

Only employees approved by management may operate Company vehicles or drive on Company business.

Employees who drive for Company business must:

- Maintain a valid driver's license
- Follow all traffic laws and safety requirements
- Drive responsibly and professionally
- Immediately report any license suspension, restriction, citation, accident, or condition that may affect their ability to drive safely
- Use Company vehicles only for authorized business purposes unless otherwise approved by management

The Company may review driving eligibility at any time.

Safe Driving Expectations

Employees are expected to operate vehicles safely and with good judgment. Employees must:

- Wear seat belts at all times
- Obey speed limits and traffic laws
- Avoid aggressive or reckless driving
- Maintain a safe following distance
- Use extra caution when backing up, parking, loading, unloading, or towing
- Secure tools, equipment, ladders, materials, and supplies before driving
- Keep vehicles clean and free of unnecessary clutter
- Report unsafe vehicle conditions immediately

Employees must not drive in a way that creates a risk to employees, customers, the public, Company property, or customer property.

Distracted Driving

Employees may not text, email, scroll, enter information, watch videos, or otherwise use a phone or electronic device while driving.

Phone calls should be avoided while driving unless they can be made legally and safely using hands-free technology. Employees should pull over to a safe location before reading or sending messages, looking up directions, or handling work-related communication.

Drug and Alcohol Prohibition

Employees may not operate a Company vehicle, personal vehicle for Company business, tools, equipment, or trailers while impaired or under the influence of alcohol, illegal drugs, unauthorized controlled substances, or medication that affects safe driving.

Employees must notify HR, their supervisor, or management if they are unable to drive safely for any reason.

Additional details are provided in **Policy HR108: Drug and Alcohol Policy**.

Company Vehicle Use

Company vehicles are provided for authorized business use. Employees may not use Company vehicles for personal errands, side work, unauthorized passengers, or non-Company business unless approved by management.

Employees are responsible for taking reasonable care of Company vehicles and must report:

- Accidents
- Damage
- Mechanical problems
- Warning lights
- Tire issues
- Brake concerns
- Missing equipment
- Unsafe conditions
- Needed maintenance

Employees may not alter, remove, or add equipment to a Company vehicle without approval.

Trailers, Tools, and Materials

Employees who drive vehicles with trailers, ladders, tools, equipment, or job materials must make sure everything is properly loaded, secured, and transported safely.

Employees must use extra caution when towing, turning, backing up, parking, entering customer property, or driving through neighborhoods and jobsite areas.

Damage caused by careless loading, unsecured materials, reckless driving, or unsafe handling may result in corrective action.



Personal Vehicles Used for Company Business

Employees may use personal vehicles for Company business only when approved by management.

Employees using personal vehicles for Company business are responsible for:

- Maintaining a valid driver's license
- Keeping the vehicle safe and legally operable
- Maintaining legally required insurance
- Following all traffic laws
- Reporting accidents or incidents that occur while conducting Company business

Fuel allowance, reimbursement, or approved fuel use is handled separately under **Policy HR102: Fuel Allowance Policy**.

Accidents, Citations, and Damage

Employees must immediately report any accident, traffic citation, vehicle damage, customer property damage, or jobsite property damage that occurs while driving on Company business.

If an accident occurs, employees should:

- Stop immediately and remain at the scene
- Check for injuries and call 911 if needed
- Notify law enforcement when required
- Notify HR, their supervisor, or management as soon as possible
- Do not admit fault or make promises on behalf of the Company
- Take photos and collect information when safe to do so
- Cooperate with any Company investigation or insurance process

Failure to report an accident, citation, damage, or unsafe vehicle condition may result in corrective action.

Vehicle Cleanliness and Professional Image

Employees are expected to keep Company vehicles reasonably clean, organized, and professional in appearance. Company vehicles represent Cutting Edge Renovation & Painting in the community.

Employees should not display offensive materials, inappropriate items, political content, or unauthorized stickers/signage on Company vehicles.

Prohibited Conduct

Employees may be subject to corrective action for vehicle-related misconduct, including but not limited to:

- Reckless or unsafe driving
 - Distracted driving
 - Driving under the influence or while impaired
 - Unauthorized personal use of a Company vehicle
 - Allowing unauthorized passengers
 - Allowing an unauthorized person to drive a Company vehicle
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- Failure to report an accident, damage, citation, or unsafe condition
- Failure to secure tools, ladders, trailers, equipment, or materials
- Damage caused by careless or unsafe operation
- Using a Company vehicle for side work or non-Company work
- Violating traffic laws while driving on Company business

Corrective Action

Violation of this policy may result in corrective action, up to and including termination of employment.

The Company may also suspend or revoke an employee's driving privileges at any time based on safety concerns, driving record, accidents, citations, policy violations, insurance requirements, or business needs.

Questions

Questions about Company vehicle use, driving expectations, accident reporting, or vehicle safety should be directed to HR, a supervisor, or management.

