

# Fleet Policy

Needham Risk Management  
Resource Group, LLC



Revised: November 19, 2025

## **Policy**

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles, as well as Client Vehicles, and/or personal vehicles on Company business and to provide guidance on the proper use of those vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, Needham Risk Management endorses all applicable state motor vehicle regulations relating to driver responsibility. We expect each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

### **Driver Guidelines and Reporting Requirements**

1. Company vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic.
2. Any employee who has their driver's license revoked or suspended shall immediately notify the General Manager by 9 a.m. eastern time the next business day. The employee shall immediately discontinue operation of the company vehicle. Failure to do so may result in disciplinary action, including termination of employment.
3. All accidents in company vehicles, regardless of severity, must be reported to the police and to the General Manager. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on company business\* must follow these same accident procedures. Accidents involving the employee's personal injury must be reported to the General Manager for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
4. Drivers must report all ticket violations received during the operation of a company vehicle, or while driving a personal vehicle on company business\*, by 9 a.m. the next business day to the General Manager.

\* Company business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.

### **Driver Criteria & Administration**

Employees must have a valid and current NYS driver's license to operate a company vehicle, or a personal vehicle with current auto insurance while on company business.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The General Manager is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation to the owner for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations\* in a year
- Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention,

etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.

- Any combination of accidents and/or moving violations.

\* Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant by the General Manager.

### **Driver Training**

All company drivers must complete training as required by company management. Additionally drivers must complete ride-along evaluations as required by company management.

### **Driver Privilege**

Only eligible employees are permitted to drive company-provided vehicles or personal vehicles on company business. Adverse driving behaviors, such as accident involvement, repeated violations of traffic laws, or poor vehicle condition may result in disciplinary action up to and including termination. All staff driving on company time, including those driving their own vehicles, are expected to follow the policies included in this Manual.

### **Driver Eligibility**

All company drivers must have a valid NYS driver's license appropriate for the vehicle they are driving.

Employees with any of the below are considered unacceptable as company drivers:

- 3 Records – Any combination of 3 moving violations and/or accidents in the past 3 years
- 2 Records – Two at-fault accidents in the past 3 years
- 1 Record – 1 or more major violation(s) in the past 5 years, including but not limited to the following:
  - Driving while intoxicated or under the influence (DWI or DUI)
  - Negligent homicide or assault through use of a motor vehicle
  - Hit and Run, or leaving the scene of an accident
  - Careless or reckless driving or speed contest violations
  - Operating during a period of suspension or revocation

**MOVING VIOLATIONS** includes but is not limited to the following:

- Running a red light or stop sign
- Failure to yield
- Speeding
- Failure to maintain lane
- Passing a school bus
- Speeding in a school zone
- Failure to restrain a child

### **Driver Safety Rules**

1. Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.

2. Cell phone use while driving should be kept to a minimum. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, Drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.
3. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if air bags are available.
5. No unauthorized personnel are allowed to ride in company vehicles.
6. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
7. Head lights shall be used 2 hour before sunset and until 2 hour after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
8. All state and local laws must be obeyed.

### **Defensive Driving Guidelines**

- Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead of them. During slippery road conditions, the following distance should be increased to at least four seconds.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
- Radar detectors are strictly prohibited in company Vehicles. Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.

- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

Check behind your vehicle before backing.

Back to the driver's side. Do not back around a corner or into an area of no visibility.

### **Accident Procedures**

In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

- Call for medical aid if necessary.
- Call the police. All accidents, regardless of severity, must be reported to the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Provide a copy of the accident report to the General Manager within 24 hours of accident including license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.

Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Do not argue with anyone.

Provide the other party with your name, address, driver's license number, and insurance information.

Immediately report the accident to the General Manager. Provide a copy of the accident report and/or your written description of the accident to the General Manager ASAP.

### **Property/Vehicle Damage Procedure**

Any damage incurred to a company vehicle either by the fleet driver or while the vehicle is unattended, needs to be reported to the General Manager immediately and the driver must complete the form below.

# **Motor Vehicle Incident Report Form**

## **DRIVER**

Name: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

## **VEHICLE #1 INFORMATION**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

VIN: \_\_\_\_\_

## **ACCIDENT INFORMATION**

*Fill out as completely as possible*

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location (address and/or landmarks):  
\_\_\_\_\_  
\_\_\_\_\_

Conditions (weather, traffic, and/or road):  
\_\_\_\_\_

Describe the accident (add direction of travel, speed, etc. Refer to vehicles by number)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Diagram of Incident

Describe any injuries to you, to passengers, or bystanders. Include information about emergency response (police/ambulance):

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Describe damage to your vehicle (add photos if possible):

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*REMEMBER: Vehicles may be borrowed, rented, etc. Be sure that the insurance information (VIN, make, model, etc.) presented to you matches each vehicle in question. Use "NOTES" to provide any necessary detail.*

**OTHER DRIVER/VEHICLE #2 INFORMATION:**

Name: \_\_\_\_\_

Driver's License#: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate# \_\_\_\_\_ Color: \_\_\_\_\_

VIN# \_\_\_\_\_

**Insurance Information:**

Company: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**OTHER DRIVER/VEHICLE #3 INFORMATION:**

Name: \_\_\_\_\_

Driver's License#: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate# \_\_\_\_\_ Color: \_\_\_\_\_

VIN# \_\_\_\_\_

**Insurance Information:**

Company: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**DAMAGE TO PROPERTY (NON-VEHICLE)**

Include address (location) and description of damage to  
objects or property:

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**PASSENGER/WITNESS:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**PASSENGER/WITNESS:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**PASSENGER/WITNESS:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**POLICE INFORMATION**

*Was a police report filed?*      YES      NO

Officer's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Jurisdiction (City, County, etc.): \_\_\_\_\_

Badge #: \_\_\_\_\_

Report #: \_\_\_\_\_ Time/Date: \_\_\_\_\_

## **Driving Records**

All staff must fill out a Driver motor vehicle record (MVR) Release upon hire and provide to Company Management.

An MVR will be obtained for each employee after the Driver MVR Release form has been completed by the driver.

- At the time of hire,
- On a regularly scheduled basis,
- And any time management deems advisable.

Records will be reviewed on a regular basis to ensure driver eligibility requirements are met.

Revocation or suspension of a driver's license must be reported to the Company immediately.

Moving violations that you are convicted of must be reported within 24 hours to your supervisor or Human Resources.

## **Fleet Safety Policy Acknowledgement and Consent Form**

I have reviewed information in the Fleet Safety Policy Manual and I understand that it is my responsibility to operate motor vehicles safely and in accordance with this fleet safety program. I also understand that the organization will periodically review my motor vehicle record (MVR) and assure my eligibility to drive a motor vehicle for the company.

I authorize the organization to obtain my MVR. This authorization remains valid as long as I am an employee or employee candidate and may only be rescinded in writing.

These records are obtained in accordance with other company policies, disclosures and authorizations provided to the Company at the time of hire, including the Fair Credit Reporting Act (Public Law 91-508), as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-28), and remain in effect for as long as I am an employee or employee candidate and may only be rescinded in writing.

Employee's name (printed): \_\_\_\_\_

NYS Driver's license number: \_\_\_\_\_

Employee's signature and date: \_\_\_\_\_