

## **UNCP Foundation Use of Company Vehicles Policy**

Authority: UNC Pembroke Foundation, Inc Board of Directors  
History: First Issued: September 13, 2022 (draft)  
Approved by vote: September 29, 2022

### **Resources & References**

- [Governors Highway Safety Association](#)
- [Mobile Technology, Cell Phones and Distracted Driving](#)
- [Lives@Risk – Stop the Distraction](#)
- [Personal use of company vehicles - exposures and controls](#)
- [Motor Vehicle Record \(MVR\) Policies](#)

Contact Info: Executive Director of the UNC Pembroke Foundation, Inc (910.521.6252)

### **1. Purpose**

1.1 This policy sets forth the criteria, responsible parties, and best practices for the use of the University of North Carolina at Pembroke Foundation, Inc (“company”) vehicles.

### **2. Personal Use of Company Vehicles**

2.1 Personal use of company vehicles is a privilege that can be taken away if this policy is violated by operators. The following elements must be observed by operators who wish to use company vehicles for personal use.

2.1.1 personal use of company vehicles must be approved by the director.

2.1.2 operation of the vehicle is only permitted within the state of North Carolina, before seeking written permission from the director.

2.1.3 operators are restricted to those who are company approved, such as spouses and children only if they are age 21 or older.

2.1.4 unauthorized personal use such as transporting passengers or cargo for others is prohibited

2.1.5 safety requirements must be observed when operating the company vehicle. This includes seat belt use for the operator and all passengers, obeying all motor vehicle laws and regulations.

2.1.6 Prohibitive while operating:

2.1.6.1 use of alcohol or drugs,

2.1.6.2 transporting unauthorized passengers or cargo,

2.1.6.3 using radar detectors,

2.1.6.4 towing of other vehicles, and

2.1.6.5 use of mobile devices while driving.

### **3. Motor Vehicle Records Review**

3.1 The director will obtain and review the MVRs for all persons who will be given access to the company vehicle before they are authorized to operate the vehicle.

3.2 The director will annually obtain and review all current operators' MVRs.

3.3 Should a moving violation be found on an MVR, the director will require operators to attend remedial training before being permitted to operate the vehicle again. Motor vehicle records will be retained in the employee's personnel file.

3.4 Operators who have poor driving records are not permitted to use a company vehicle or operate a personal vehicle on company business, or drive a leased vehicle on behalf of your company.

3.5 Drivers with poor driving records include those with one or more of the following violations:

3.5.1 Conviction for an alcohol and/or drug-related driving offense

3.5.2 Refusal to submit to a Blood Alcohol Content (BAC) test

3.5.3 Conviction for reckless driving

3.5.4 Any combination of three or more moving violations, "At Fault Accidents" or "Preventable Accidents" within the most recent three years

3.5.5 Suspension, revocation or administrative restriction within the last three years

3.5.6 Leaving the scene of an accident as defined by state laws

3.5.7 At fault in a fatal accident

3.5.8 Felony committed involving a vehicle

3.5.9 Three or more "Company Vehicle" physical damage claims in any twelve-month period

### **4. Mobile Technology Device while Driving**

4.1 Use of mobile technology devices such as cellular phones, laptops, personal digital assistants, navigation systems, and portable digital audio and video players have been shown to distract drivers and can increase the risk of motor vehicle accidents. To help reduce the possibility of vehicle accidents in connection with the use of mobile technology while conducting company business, operators will comply with the following:

4.1.1 Employees should comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cellular phones.

4.1.2 Use of handheld cellular phones while driving is prohibited.

4.1.3 Cellular phone calls using hands-free technology while driving is discouraged. To minimize the impact of distraction, calls, if any, should be brief. Extended conversations are prohibited while driving.

4.1.4 Sending or reading text messages or e-mails, dialing cellular phones, viewing television, videos or DVDs and inputting data into laptop computers, personal digital assistants or navigation systems is prohibited while driving.

4.2 Receipt and acknowledgement of this policy by each employee will be documented by the director.