



## **VEHICLE USAGE POLICY**

### **Union Parish Police Jury**

The operating of parish vehicles is a privilege. Treat these vehicles as if they were yours. The following is a list of policies with which you must comply. Any failure on your part to do so could result in your termination.

1. No unauthorized persons will **operate** parish vehicles. This includes employees, family members, and non-employees.
2. Vehicles are for work use only.
3. Safety belts must be worn at all times. Buckle up – it's the law!
4. Driving under the influence of drugs or alcohol shall be cause for immediate termination. If a driver is on prescribed medication, this information should be reported to your supervisor.
5. All accidents are to be reported **IMMEDIATELY** to the office.
6. Tickets and moving motor vehicle violations must be reported within 24 hours.

This is to confirm that I have received, read, and understood the Parish Vehicle Usage Policy and agree to abide by the rules and regulations set forth.

I understand that this policy in no way constitutes a contract and cannot be construed as such, either in whole or in part. Furthermore, I understand that management reserves the right to change, modify, or cancel the contents of this policy in whole or in part at any time.

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_