

*"People First In All We Do"*



ALERT NO.: SA 7

07/14/15



## Driving a GIS Vehicle is a Privilege

Recently, GIS has had several instances of employees violating GIS' Driving & Road Transportation Policy. We would like to take a moment to remind everyone of the requirements in order to operate a GIS Vehicle.

The purpose of this policy is to ensure only "authorized" and "trained" drivers operate a GIS motor vehicle. This includes any vehicles owned, leased, or rented by GIS.

### An authorized driver:

- Has a valid, state issued license to operate a motor vehicle and is in good standing
- Has received the appropriate level of GIS Defensive Driver Training
- Has been approved by management to operate the appropriate motor vehicle

### Remember:

- Only authorized GIS employees can operate a GIS vehicle. **Family, friends,** and any other persons who are not GIS employees are **NOT** permitted to operate or ride in GIS Vehicles. This includes any vehicles leased or rented by GIS.
- Only GIS customers or contractors conducting official company business are allowed to ride in GIS owned, leased, or rented vehicles as passengers.
- While operating a GIS owned, leased, or rented vehicle employees shall obey all traffic rules and never exceed **70 mph** even if the posted speed limit exceeds this.
- Employees should avoid all electronic communication while operating a vehicle and only use hands-free devices if communicating is a necessity.
- All GIS vehicles are equipped with GPS tracking devices and any violations noted shall be strictly enforced.

THIS VEHICLE IS  
MONITORED BY A  
GPS SYSTEM  
PLEASE OBEY ALL  
TRAFFIC LAWS