

## **PROPERTY VEHICLE POLICY**

A property owned vehicle is only to be driven, on or off site, by an authorized driver. An authorized driver must have a current, valid New Mexico driver's license without any moving violations as a result of driving under the influence.

The Property Manager must send a copy of the employee's actual license to the Property Supervisor. The Property Supervisor will fax a copy of the driver's license to our insurance agent. The agent will obtain a report of the employee's motor vehicle report and maintain a copy of the of the driver's license on file. The motor vehicle report will be used to determine if the employee is authorized to drive the property vehicle.