Personal Conveyance Policy Template

Company choices: complete before use

Carrier / effective date / approved by

PC permitted? Yes / No / only with authorization

Approval contact / company distance or time limit (if any)

Personal conveyance is personal-use movement while the driver is relieved of work and responsibility for work. A loaded vehicle can qualify when the movement does not serve the carrier's business. The driver must remain fit to drive and have enough time for required rest.

Drivers and dispatchers will

- ☐ Use PC only when the actual purpose qualifies and company authorization allows it.
- ☐ Use an accurate ELD designation and describe the reason under the company's recording procedure.
- ☐ Choose the first reasonably available safe resting place after loading / unloading when that guidance applies; do not bypass parking to advance the trip.
- ☐ Ask the safety contact when the purpose or facts are uncertain.

Do not use PC to

- ☐ Reposition equipment, retrieve another load, or otherwise advance company business.
- ☐ Travel to a maintenance facility for vehicle work or return to the carrier terminal after loading / unloading.
- ☐ Continue driving after an HOS out-of-service order unless directed by the enforcement officer at the scene.

Company limits are additional restrictions, not federal safe harbors. Being under a mileage or time cap does not make a business movement personal conveyance.

Acknowledgment

Driver name / signature / date

Company representative / date

FMCSA personal conveyance guidance 49 CFR 395.8

Working resource. Confirm applicability and current requirements for your operation.