

Drive time policy template

Replace every [bracketed item] with your own information and delete the optional lines you do not want. This template follows the federal rules in 29 CFR 785.35 and 785.38. State law, union agreements and prevailing wage rules can require more. Have an employment lawyer review the final policy. This is general information, not legal advice.

1. Scope

- This policy applies to all hourly employees of [Company name] who are paid by the hour, including [crew titles, such as journeymen, apprentices and laborers].
- It covers local travel within the day between [home, the shop and jobsites]. It does not cover overnight travel away from home or per diem, which are handled in [policy name or HR contact].
- Where state law, a union agreement or a prevailing wage requirement gives employees a better result than this policy, that rule applies.
- This policy takes effect on [date] and replaces [previous policy name, if any].

2. Home to the first site

- Normal travel from home to the first jobsite of the day, and from the last jobsite back home, is the employee's own time and is not paid.
- This applies when the employee goes directly between home and a jobsite and is not asked to do anything for [Company name] on the way.
- If the employee is asked to pick up materials, tools or other employees on the way, that stop and the travel after it are paid. The employee tells the foreman before making the stop.
- [Optional, if you pay more than the federal minimum: Travel over [number] miles from the employee's home to a jobsite is paid at [rate] for the time over [number] minutes.]

3. Travel between jobsites

- Travel from one jobsite to another during the workday is paid from the time the employee leaves the first site until the time they arrive at the second.
- If the employee is told to return to the shop, a supply house or another stop at the end of the day, the travel from the last jobsite to that stop is paid.
- Drive time is recorded under [the destination jobsite / a drive time code] so that the labor goes to the correct job.
- Personal stops, such as lunch or errands, are not paid. The foreman or the employee records the time of the stop and when the drive resumes.
- [Optional: Travel under [number] minutes between sites is paid and recorded as part of the work shift without a separate entry.]

4. Shop starts

- If the employee must report to [shop address] for instructions, tools, materials or a crew assignment, paid time starts when they arrive and begin the task or clock in, whichever is earlier.
- Travel from the shop to the first jobsite is paid.
- If the employee is not required to report to the shop and goes directly to the jobsite, section 2 applies.
- The shop start is recorded on the timesheet as [Shop] with the start time.
- Time spent loading, fueling, cleaning or returning equipment at the shop is paid.

5. Company vehicles

- Only employees authorized by [role or name] may drive a company vehicle, and they must hold a valid license and follow [Company name]'s vehicle policy.
- The driver is responsible for [fuel, tolls, tickets and reporting damage]. Passengers wear seat belts.
- Drive time in a company vehicle between sites follows section 3.
- [Choose one: Employees who take a company vehicle home are / are not paid for travel between home and the first or last jobsite. Have an employment lawyer confirm this line for your state before you adopt it.]
- A company vehicle is for work use only unless [Company name] allows limited personal use in writing.

6. Per diem and overnight travel (out of scope)

- Per diem, lodging and overnight travel are governed by [policy name or union agreement].
- Mileage reimbursement for use of a personal vehicle is governed by [policy name].
- Questions go to [name or title] at [email or phone].

7. How time is recorded

- Employees record drive time on their timesheet as a separate line with the start time, end time and the two locations, or as the system [name of system] shows it.
- The foreman checks each sheet against the day's work and signs it by [day and time].
- A drive entry without a destination or a time is returned to the foreman and is not rejected, so the employee is still paid for the time while it is fixed.
- Corrections are made by the foreman or the office with a short reason. The original entry stays on record.
- Records are kept for [number] years, or longer if state law requires.

8. Review and changes

- [Company name] reviews this policy every [12] months and when state or federal rules change.
- Managers review drive time exceptions each [week] as part of timesheet approval.
- An employee who believes drive time was recorded wrongly may ask [name or role] for a correction at any time. [Company name] does not retaliate for asking.
- Changes are given to employees in writing before they take effect on [date].
- Employee acknowledgement: I have read this policy. Name: [name]. Signature: [signature]. Date: [date].