

# PEOPLE'S PLACE

## Agency-Owned Vehicle Use Policy

Approved By: Board of Directors

Review/Revision Date: 5/01/09

### I. PURPOSE

The purpose of this policy is to promote the safety of clients and employees when using agency-owned vehicles for transportation.

### II. POLICY STATEMENT

Only authorized staff shall drive agency-owned vehicles and will operate and maintain them in a safe manner at all times.

### III. APPLICATION

This policy applies to all People's Place staff and volunteers.

### IV. DEFINITIONS

None.

### V. STANDARDS

- A. Agency-owned vehicles are provided to support business activities and are to be used only by qualified and authorized employees. These vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.
- B. Only those employees whose names appear on the agency's list of authorized drivers and have a supervisor's permission shall operate an agency-owned vehicle.
- C. To qualify to drive an agency-owned vehicle, the employee must have an acceptable driving record based on the agency's Motor Vehicle Grading Criteria (MVGC).
- D. Driving records must remain "acceptable" or "clear" as graded on the MVGC for continued employment in positions with driving duties.
- E. Employees being considered for hire for positions requiring them to drive agency-owned vehicles will have their driving records checked for eligibility upon hire. An unacceptable rating may result in disqualification for the position.
- F. Employees driving agency-owned vehicles will have their driving records checked twice a year.
- G. Agency-owned vehicles may not be used for personal use.

**V. STANDARDS (continued)**

- H. While in the employee's possession, no other unauthorized driver may operate the agency-owned vehicle.
- I. While in the employee's possession, no one other than clients and authorized persons may ride in the agency-owned vehicle.
- J. Agency-owned vehicles must be locked when not occupied and have contents reasonably safeguarded.
- K. Smoking is prohibited in agency-owned vehicles.
- L. Eating or cell phone use is prohibited while agency-owned vehicle is in motion.
- M. All motor vehicle violations and accidents in agency owned vehicles or personal vehicles shall be reported immediately to the supervisor if you drive agency vehicles or transport clients.
- N. Operator is responsible for keeping agency-owned vehicle clean and free from clutter.
- O. Employee must be authorized by their supervisor to take agency-owned vehicles home and only when there is a legitimate business need.
- P. A Vehicle Log must be used to document each time an agency-owned vehicle is used by employee.
- Q. Program Directors must designate a primary and one alternate employee that will be responsible for reviewing and approving the vehicle log for payment.
- S. All maintenance records should be copied and forwarded to Administration to be maintained in the vehicle's file.
- T. Employees are responsible for reimbursing the agency for any parking tickets, speeding tickets, red light violations or toll violations when driving in agency-owned vehicles. Failure to reimburse the agency may result in disciplinary action up to and including termination.

**VI. PROCEDURES**

<b><u>Individual Responsible</u></b>	<b><u>Action</u></b>
Employee	<ol style="list-style-type: none"><li>1. Performs all safety, damage and cleanliness checks before and after using the agency-owned vehicle. Report any damage or safety issues to the Program Director or designee immediately.</li><li>2. Completes Vehicle Log.</li></ol>

**VI. PROCEDURES** (continued)

Designated Employee

1. Reviews vehicle log and attached receipts for accuracy.
2. Approves and submits the vehicle log with attached receipts to Finance for payment every two weeks with timesheets.
3. Complete vehicle maintenance report and submits to administration.

**VII. REFERENCES**

None

**VIII. EXHIBITS**

- A. Motor Vehicle Grading Criteria
- B. Vehicle Log
- C. Vehicle Maintenance Report