

Adopted 9/85

Revised 12/94

4/04

6/07

Subject: PERSONNEL POLICY #8
AGENCY VEHICLE DRIVING STANDARDS

Choices In Community Living expects employees who drive an agency or personal vehicle for the purpose of conducting business to practice safe driving practices and comply with the law and agency policies.

Requirement

The agency requires all employees to meet and maintain conditional employment requirements as they relate to the operation of an agency or personal vehicle. All Agency vehicles must be insured. Additionally, all Personal Vehicles driven by Choices' employees must be insured and proof of current auto insurance must be maintained with the Human Resource Department.

Reporting

The agency requires employees to submit copies of their driver license renewals and insurance premium renewals or changes to the human resources department. The agency expects employees to notify their supervisors when they begin driving a new or different vehicle, which they will use for business purposes. The supervisor will complete a Vehicle Inspection form and submit it to the human resources department.

The agency requires employees who receive a moving violation in an agency or personal vehicle, even during personal time, to report it to their supervisors and/or human resources department. In response, the agency may elect to conduct a Motor Vehicle Registration Check to ensure employees maintain acceptable driving records. The agency will not accept responsibility for fines incurred by employees while driving an agency vehicle.

The agency requires employees to report any work-related vehicle accident, no matter how minor, to the police before leaving the scene of the accident.

Personal Mileage Reimbursement

The agency expects employees to use agency vehicles to conduct agency business when they are available. However, when they are not available, the agency reimburses employees using their personal vehicles to conduct agency business at the rate of .35 per mile. Employees use a Personal Mileage Sheet to record mileage and submit it to their supervisors for verification. The agency usually distributes reimbursement checks for mileage weekly.

Vehicle Standards

- Employees may only use agency vehicles for agency business and not for personal use.
- Employees will complete Van Checklist as required and report problems or damage to their supervisors immediately.
- The agency prohibits smoking in agency vehicles and smoking in personal vehicles when using them to transport clients.
- The agency requires the driver and all passengers to wear seat belts while on company time.
- The agency requires that the number of passengers does not exceed the manufacturer's recommendation.
- The agency prohibits employees from using cell phone to make or receive calls while driving a vehicle. If employees find it necessary to make or receive phone calls for business or emergencies while driving a vehicle, the agency requires them to pull off of the road and to remain there until completing the call(s) to ensure their safety and that of our clients.
- The agency will hold employees accountable for all actions while driving that threaten the health and safety of employees and/or clients and encourages employees to exercise great diligence in judgment.