

SUGGESTED VEHICLE USE POLICY

Preface

The suggested Vehicle Use Policy is designed to limit the entity's scope of liability in the use of a public entity vehicle. The disk containing the program is flexible and all entities are encouraged to amend the disk to fit the unique needs of their entity.

Your entity's vehicle use policy should be in writing and a copy of the policy should be forwarded to your Risk Management Consultant (RMC).

If an entity elects to make any exceptions to this vehicle use policy, they are requested to put the exception in writing, and have the appropriate employees (employees effected by the exception) as well as the applicable administrator(s) sign the document. Your risk manager should be advised of the exceptions as the coverage may be reduced and/or voided by an exception.

PUBLIC ALLIANCE INSURANCE COVERAGE FUND

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There are a number of public responsibilities, which cannot be accomplished without the use of a motor vehicle. No employee should be required to pay for, or absorb, the cost and expenses associated with traveling on official business. By the same token, the public should not pay the cost of any employee's transportation needs for personal purposes. For that reason, the entity has reviewed and recommends the following policy designed to ensure that:

- 1. Means of transportation to accomplish entity business are provided where appropriate.**
- 2. Employees who use their own vehicles for traveling in connection with entity business are reimbursed for expenses in accordance with a schedule adopted by the entity.**
- 3. Entity vehicles are not used for personal purposes.**

It is important that the policy be implemented in a way designed to ensure the means of transportation at public expense are provided on when the transportation is for a public purpose. It is important for all employees to cooperate with this effort, and ensure that they engage in no activity, which would suggest otherwise.

GENERAL PRINCIPLES OF VEHICLE POLICY

- 1. Vehicles covered – Entity owned and leased passenger cars, station wagons, carry-alls, vans and trucks.**
- 2. Employees covered – All full time and part-time employees.**
- 3. Entity vehicles are to be used only for official business. Department heads shall be responsible for ensuring the vehicle policy is adhered to.**
- 4. No entity vehicle shall be used for private purposes by any employee.**
- 5. Employees who have responsibilities that can occur after normal business hours may take entity vehicles home. The head of the department is responsible for determining this. Under no circumstances are these vehicles to be used for personal purposes or driven by other members of the employee's household. When the individual is assigned a vehicle in this category, it is to be returned to the entity when the individual goes on vacation for possible re-assignment within the entity. Employees who live outside the entity are not permitted to take a vehicle home.**

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- 6. No vehicle shall be assigned to any employee as a perquisite in connection with employment.**
- 7. Only employees with valid driver's licenses issued by their state of residence may operate entity vehicles. Employees must sign a permission slip each year to allow the entity to obtain a copy of their motor vehicle driving record. These records are to be kept on file by the entity. Drivers are responsible for complying with all motor vehicle laws and must pay any fines for violations.**
- 8. The entity is responsible for ensuring that all vehicles are in good condition and have been inspected and carry a current vehicle inspection sticker. The entity is also responsible for proper insurance coverage on the vehicle. The driver is responsible for ensuring that a current insurance certificate and registration are in the vehicle.**
- 9. Only entity employees are allowed as passengers in an entity vehicle. Roadside assistance can be provided to stranded motorists by calling a local garage for them.**
- 10. No employee operating an entity vehicle shall consume any intoxicating beverage or controlled substance just prior to working hours or during the regular working hours of his or her employment.**

SAFETY

- 1. A current motor vehicle record must be on file for anyone who is going to operate an entity vehicle.**
- 2. New employees must receive a road test conducted by their supervisor before being allowed to operate an entity motor vehicle. This road test should include all of the types of vehicles the individual is expected to operate in the course of their employment.**
- 3. There must be an annual review of the motor vehicle record of all employees assigned to drive an entity vehicle.**
- 4. A file must be maintained on each entity driver that includes; the results of his/her road test, the annual motor vehicle record check, and any motor vehicle incident they have been involved in.**

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VEHICLE INSPECTION AND MAINTENANCE

It is imperative that the vehicles used by the entity be safe and free of operating problems in order to protect the employees and the public. No entity vehicle may be operated without proper maintenance.

- 1. All entity vehicles are to be maintained in accordance with the manufacture's suggestions.**
- 2. All vehicles are to be pre-trip inspected by the driver before being taken out on the road. The form to use for this inspection can be found at the end of this policy.**
- 3. Drivers are to report any problems with the vehicle to their supervisor at the end of the day or, if serious, immediately.**

USE OF PERSONAL VEHICLES FOR ENTITY BUSINESS

Often it is in the best interest of efficiency and economy if entity employees use their own personal vehicle to accomplish rare and isolated tasks or assignments in connection with their work. There are also emergency situations where it is expedient for the employee to use his/her own vehicle rather than travel to an entity location to get an entity vehicle.

- 1. Personal vehicles used for entity business must be in good condition and carry a valid state of residence inspection sticker and adequate insurance as determined by the entity.**

ACCIDENTS INVOLVING AN ENTITY VEHICLE

Not all incidents involving motor vehicles arise to the level of being a serious accident. It is up to the supervisor to determine which incidents require further investigation. Accidents involving moving vehicles must be investigated by the supervisor to determine the cause(s).

- 1. Employees who are involved in an accident involving an entity vehicle must immediately report the accident to their supervisor.**

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- 2. The department supervisor will conduct an investigation to determine whether or not the accident was chargeable to the driver. The results of this investigation are to be kept in the driver's file.**
- 3. The supervisor will determine what action has to be taken should the accident be determined to be the fault of the driver.**
- 4. If necessary, drug and alcohol testing should be conducted following a serious accident.**

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POST-TRIP DETECTION REPORT

Vehicle Type:	Vehicle #:	Date:	Driver:
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If No Problem	EXPLAIN ANY DEFECTS
	Engine
	Transmission
	Clutch
	Steering Mechanism
	Backup Alarm (If applicable)
	Horn
	Windshield Wipers/Washer
	Rear Vision Mirrors
	Lighting Devices & Reflectors
	Parking Brake
	Service Brakes
	Air Lines/Light Lines (If applicable)
	Coupling Devices
	Tires
	Wheels & Rims
	Emergency Equipment
	Other
	Vehicle Condition OK Note: This must be checked if there are no defects.
Driver's Signature:	
	REPORT OF REPAIRS MADE
Mechanic's Signature	