

Policy & Procedure Manual

USE OF PERSONAL VEHICLE – HR-III-42

POLICY:

Each classification's job description will identify where a *driver's license* and use of a personal vehicle is and/or may be required.

Employees may be required to use their personal vehicles on agency business and are expected to follow all applicable laws and regulations associated with operating a motor vehicle.

PURPOSE:

To ensure that all staff understand the conditions under which they use their own vehicles for OPTIONS NORTHWEST business.

PROCEDURE:

1. Employees must ensure that the vehicle to be used is adequately insured to cover the intended business use, and that the insurer has been notified of the intended use.
2. Employees must ensure that the vehicle to be used has at least one million (\$1,000,000) dollars of liability.
3. Employees must obtain advanced authorization for business use of a personal vehicle from immediate Supervisor.
4. Use of handheld phones, GPS devices or other electronic devices while driving for work is strictly prohibited, unless allowed by law. i.e. cell phone with an earpiece.

REIMBURSEMENT

1. The employer will reimburse mileage to an employee for use of a personal vehicle, in accordance with Finance Policy FD-IV-5, provided the employee has received proper authorization.
2. The rate of reimbursement will be set from time to time as revised by administration. The rate will be paid on a "per kilometer" use basis and is intended to cover all costs of operating the vehicle.

REIMBURSEMENT (continued)

3. Costs incurred while operating the vehicle which are due to unlawful operation or operator negligence, such as *Highway Traffic Act* or parking violations, will not be paid by the employer.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Community Services (all)

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

