



# Standard Operating Procedures (SOP) Administration

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## Use of Agency Vehicles by Staff Procedures

**Purpose**  
The purpose of this procedure is to offer guidance when a staff member needs to use an agency vehicle.

**References**  
YVEDDI Human Resource Policy Manual – page 18

**Scope**  
All employees

**Definitions/  
Background**

Agency vehicles are to be used expressly for official business concerning the course and scope of a staff member's job, meaning anything that has to do with one's job description.  
Agency vehicles are an extension of the agency and all agency policies are to be followed while in the vehicle.

**Procedure**

Checking out the Vehicle

- Vehicle will usually be scheduled on a first-come, first-serve basis. An exception is if the vehicle is scheduled for in town use and is needed by another staff member for travel out of town.
- Check the keys and gas card out at the office each time you use an agency vehicle.
- Staff will not take the vehicle home except when early morning or late night travel is required, with the Program Director's approval. The vehicle must be returned to the office early the following morning.
- Vehicle is not to be used for personal travel except as noted in the "Personal Use" section.
- Doing personal errands in an agency vehicle is prohibited unless it is unavoidable and the Program Director has been notified.

Returning the Vehicle

- Check the vehicle in as soon as possible to allow use by another staff member.
- Check the keys and the gas card in at the office each time you take the vehicle.
- Remove all trash and personal belonging from the vehicle. Keeping the vehicle ready for use by the next person is each staff member's responsibility.



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|  | <ul style="list-style-type: none"> <li>• Complete the mileage information on the log located in the vehicle.</li> <li>• Lock all doors (after taking the keys out) whenever you leave the vehicle.</li> <li>• Report any mechanical problems or damage to the vehicle to the Transportation manager immediately upon your return.</li> </ul> <p>Mileage</p> <ul style="list-style-type: none"> <li>• Each Program will be billed for the miles driven. A mileage sheet will be maintained in the vehicle and should be filled out each time by the driver.</li> <li>• The mileage will be checked by the next driver to ascertain that the correct mileage is being recorded. Any discrepancies should be reported before moving the vehicle.</li> </ul> <p>Tobacco Use</p> <ul style="list-style-type: none"> <li>• Tobacco use of any kind (smoking, chewing tobacco, etc.) is prohibited. Do not use tobacco products in the agency vehicles.</li> </ul> <p>Safety</p> <ul style="list-style-type: none"> <li>• All occupants of the vehicle must wear safety belts.</li> <li>• The driver must obey all traffic laws while operating the vehicle.</li> <li>• Driving while impaired or consumption of alcohol while driving the agency vehicle is strictly prohibited.</li> <li>• The legally posted mile per hour speed limit is the maximum speed for agency vehicles. If conditions make the speed limit unsafe, the driver should slow to whatever speed ensures safety.</li> <li>• Staff must possess a current driver's license and have completed the driver information form.</li> <li>• Drivers should be careful, limit distractions and use good judgment at all times to insure passenger safety and to prevent damage to the vehicle.</li> </ul> <p>Cellular Phones</p> <ul style="list-style-type: none"> <li>• Use of cell phones is discouraged while driving, if a driver needs to make or receive a call, the driver should pull off the road if it is safe to do so.</li> <li>• Texting or viewing of digital media while driving is prohibited.</li> </ul> <p>Citations/Moving Violations</p> <ul style="list-style-type: none"> <li>• If you receive a citation or moving violation of any type, you will be responsible to pay any fine associated with the citation. YVEDDI is not responsible for the payment of these fines.</li> <li>• Receiving a citation can be cause for disciplinary action.</li> </ul> <p>Accidents</p> <ul style="list-style-type: none"> <li>• If you are involved in an accident, call the police to get exchange information. It may seem like a minor accident at the time, but later the other party may decide to file a lawsuit and the statement from an officer will be important.</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• Call the Transportation Director immediately to get help documenting the accident.</li> <li>• Turn in all reports from law enforcement as soon as possible. If you are out of town overnight, fax the documents to 336-367-3637, Attn: Transportation as soon as you can access a fax machine as the incident will need to be reported to insurance.</li> </ul> <p>Personal Use</p> <ul style="list-style-type: none"> <li>• With guidance from the Board of Directors and under the direction of the Executive Director and Transportation Director, certain personal use of the agency vehicle may be permitted.             <ul style="list-style-type: none"> <li>○ Out of Town Use                 <ul style="list-style-type: none"> <li>▪ If out of town, the assigned driver may drive the vehicle from the conference center or hotel to a restaurant or shopping center during non-work times providing the mileage is no more than 10 miles one way.</li> <li>▪ All laws are obeyed and no agency policy is violated while on a personal trip.</li> </ul> </li> <li>○ In Service Area Use                 <ul style="list-style-type: none"> <li>▪ Stopping for lunch while on agency business is permitted.</li> <li>▪ Stopping for shopping is not permitted.</li> <li>▪ Be careful that you do not stop at an establishment that would cause public concern.</li> <li>▪ Personal use may be permitted on a case by case basis in certain situations such as employee vehicle breakdown. Personal use of the vehicle will be billed to the employee at the normal billing rate.</li> <li>▪ Agency need of the vehicle will take precedence over personal use.</li> </ul> </li> </ul> </li> </ul> <p>Failure to follow these procedures will result in suspension or termination of your privilege to use an agency vehicle and personnel action up to and including termination.</p> |
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