**POLICY:** Vehicle use Policy

**POLICY NUMBER:** 003

**EFFECTIVE DATE:** 1st October 2012

**PERTAINS TO:** All Employees

Mountains of hope Children’s Ministries is committed to promoting safety and responsible driving for all of its employees.  To ensure that this commitment is followed through, the Company has adopted a vehicle policy that requires all employees who operate company owned, leased/rented, or car allowance vehicles during the performance of their jobs, to do so in a lawful and safe manner. Use of the aforementioned vehicles will be strictly for the business of the Company and will by no means be considered available for personal use in any way.

 Management is responsible for the implementation and on-going administration of this policy.  An employee who, at the Company´s request and through the Company´s authorization, is asked to operate:

 (a)      A rented vehicle, leased vehicle, or vehicle for which the Company provides car allowance while on Company business will do so only from licensed agencies that rent/lease vehicles meeting all state/provincial registration and inspection requirements as well as the safety requirements of this policy.

(b)     A company vehicle will do so for company business only and will be required to submit an authorization form to transport department.  No unauthorized persons will be permitted to operate a company vehicle.

© Employees who drive or take home a vehicle are responsible for all fines and parking expenses. The driver must make sure that the truck and tool boxes remain locked and equipment in the bed is reasonably stored or secured as to prevent theft.

 Since the Company has the sole discretion in determining who may operate company or company-sponsored vehicles, the Company has the right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information etc. and must be made aware of any driving violations, changes to driver information and driver status immediately.

 Employees are expected to take all steps necessary in avoiding endangering themselves and others while operating company or company-sponsored vehicles on company business. To ensure this, employees authorized to operate company/company-sponsored vehicles are expected to:

1. Ensure that all occupants, including him/her, wear safety belts when the vehicle is in operation.
2. Ensure that the vehicle to which the employee is assigned is maintained in a safe driving condition.
3. Refrain from using cellular telephones (unless they are equipped with hands-free operations), personal listening devices, and from conducting any other activities which may impede the driver´s ability to focus on safely operating the vehicle while it is in motion.
4. Comply with respective laws governing motor vehicle operations.
5. Smoking, eating and drinking is prohibited at all times while driving any of the vans.
6. The keys to all organizations owned vehicles are kept in a key box and may not be removed and/or used without prior approval from the Administrator. Staff and/or members may not keep copies of the vehicle keys in their possession. All keys must be returned to the front desk immediately upon return
7. Any individual who is in violation with the safety expectations listed above may be subject to potential disciplinary action by the Company up to and including termination.

**Risk Control**

**Driver Qualifications**

1. Must be at least 21 years old.
2. To operate a commercial motor vehicle, the driver must be at least 21 and have a valid license for the vehicle to be operated which may include a Commercial Driver’s License (CDL).
3. Must be on the company’s approved driver list.
4. Must pass the company’s written driving test.
5. Must pass the company’s driving test.
6. Must pass the company’s drug test.

**Maintenance and Upkeep**

Drivers are responsible for ensuring the vehicle is well maintained. The assigned driver is responsible for taking the vehicle to approved service stations to have scheduled fluid changes, brake jobs, tire changes and other repairs completed. Turn in all repair receipts and maintenance records for filing in the vehicle’s maintenance file. The employee is responsible for reporting any damage, faulty equipment or other needed repairs to his/her supervisor. The employee is also responsible for making sure the equipment is safe to operate on the road. Also, replace burned out bulbs and fuses for lights, turn signals, headlights and horn immediately.

The employee is responsible for keeping his vehicle as clean and orderly as job conditions permit.

**Vehicle Inspections**

The driver is responsible for completing a written vehicle inspection checklist at the end of every month. Any faulty equipment should be noted on the inspection report. The written vehicle inspection checklist should be turned in to FLEET MANAGER. Company vehicles will be subject to spot-checks by management.

Company vehicles must have the following standard items:

1. Current insurance verification

2. Safety belt ready for use

3. Fire extinguisher

4. First aid kit

5. Usable spare tire, jack and lug wrench

6. Reflector kit

7. Binder with the following forms and information:

* + Vehicle mileage forms
	+ Vehicle inspection forms
	+ Emergency phone numbers
	+ Company phone numbers
	+ Copy of vehicle inventory form
	+ Accident investigation form
	+ Operator’s manual

**Vehicle Mileage Forms**

Drivers must maintain a vehicle mileage form and turn in the form at the end of each month. The form is used to keep track of the miles driven each day and the jobsites visited. Record gas usage, oil changes and repairs on this form.

**At-Fault Accidents**

If you are involved in an at-fault accident, as determined by the Safety Review Committee, in a company vehicle, you will be responsible for paying for the cost of the damage of that accident or your annual bonus will be reduced by that amount.

**Drug Testing**

Any employee who will drive a company vehicle or personal vehicle for company business will be drug-tested at hire, randomly and for cause. The drug testing procedure will follow the established our Company drug policy.

**Management’s Responsibility**

1. Each supervisor is responsible for all vehicles and drivers under their control.
2. Each supervisor will spot check vehicles on a monthly basis and random basis in writing and turn the report in to the fleet manager
3. It is the responsibility of the fleet manager to follow up on all vehicles and all drivers to make sure this policy is implemented and enforced.
4. Keeping the qualified drivers list up to date is the responsibility of the fleet manager.

**For Personnel File**

This is to confirm that I have received the driver requirements policy and the personal use policy of our Company and agree to abide by the rules and regulations set forth.

I understand these policies in no way constitute a contract and cannot be construed as such, either in whole or in part.

 ***I acknowledge that I have read the vehicle use policies and agree to follow them.***

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Approved By Executive Director:

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