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Series 1000: Funding & Fiscal Management

Policy Name Use of Agency Vehicles

Policy Number 1010

Origination Date November 1, 2013

Revision Date: July 1, 2018

Regulation

CFOP 40-2

Attachments

Communities Connected for Kids Driver Authorization Form

Policy It is the policy of Communities Connected for Kids to ensure proper use of agency-owned or leased vehicles.

Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.



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Exhibits

- A. Employee / Volunteer Driver Authorization Form

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1. Vehicle Use.

- a. General. All agency-owned motor vehicles will be available to, and driven only by, Communities Connected for Kids employees and volunteers for purposes of official agency business. The following criteria shall be considered in determining whether an employee or volunteer is using agency-owned motor vehicles for official agency business:
 - (1) The vehicle is necessary to carry out agency or employee job assignments.
 - (2) The vehicle is for transporting an employee or volunteer for purposes of performing services for the agency.
 - (3) An emergency exists requiring the use of a vehicle for the protection of life or property.
- b. Commuting Purposes. The term "official agency business" shall not be construed to permit the use of a vehicle for commuting purposes, unless one of the following conditions is met:
 - (1) Special assignment of a vehicle is authorized by CEO.
 - (2) Vehicle is required by an employee after normal duty hours to perform duties of the position to which he/she is assigned.
 - (3) Vehicle is authorized for an employee whose home is the official base of operation.
- c. Transporting Non Communities Connected for Kids Employees. An employee or volunteer may provide transportation in an agency-owned vehicle to persons who are non Communities Connected for Kids employees as long the agency-owned vehicle is being used for agency business.
- d. Loaning Vehicles. Loaning agency-owned vehicles as a means of providing transportation services is prohibited.
- e. Emergency Situations. The CEO or management staff members may make temporary exceptions to these provisions to protect life and property in the case of disaster or emergency situations such as hurricanes, floods, or riots.

2. Licensing Requirements, Insurance, Safety and Fuel Purchases.

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- a. **Florida License Tag.** All agency-owned motor vehicles will carry an official Florida license tag. Florida license tags are issued for each individual vehicle. After the disposal of a vehicle, assigned tags may be transferred to another vehicle. However, no interim transfers may be made.
- b. **Valid Drivers License.** All drivers of agency-owned motor vehicles must have and carry a valid and applicable driver's license. Each employee or volunteer must complete a Communities Connected for Kids Employee/Volunteer Driver Authorization Form for verifying that every driver of an agency- owned vehicle has a valid driver's license.
- c. **Insurance.** Automobile liability coverage for all agency-owned or leased vehicles is primary as part of the agency fleet insurance program. All drivers of any agency-owned vehicle must comply with the requirements of the insurance carrier which may include, but is not limited to, authorizing the carrier to perform motor vehicle record checks.
- d. **Seat Belts.** All occupants of the agency-owned, leased, or rented vehicles, personal vehicles operated on agency business shall properly utilize seat belts or other occupant restraint systems that are provided. Failure to utilize seat belts or other occupant restraint systems shall be considered improper use of the vehicle or equipment and shall subject employees to disciplinary action.
- e. **Use of Cell Phones or Electronic Devices Prohibited.** The use of cellular telephones or other electronic devices while operating a motor vehicle is strictly prohibited.
- f. **Smoking.** Smoking is prohibited in all agency-owned, leased, or rented vehicles.
- g. **Safe and Courteous Manner.** All agency-owned, leased, or rented vehicles, all personal vehicles operated on official agency business shall, at all times, be operated in a safe and courteous manner. Failure to operate vehicles and equipment in a safe and courteous manner shall be considered improper use and shall subject employees to disciplinary action.
- h. **Transporting Alcoholic Beverages or Drugs** in agency-owned, leased, or rented vehicles, all personal vehicles, or driving under the influence of alcoholic beverages or any chemical substances that impair a person's driving ability is prohibited.

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- i. **Federal, State and Local Laws.** All agency-owned, leased, or rented vehicles and all personal vehicles operated on official agency business shall operate in compliance with all applicable federal, state and local laws or ordinances. Failure to comply with federal, state, and local laws or ordinances shall be considered improper use of maintenance of a vehicle and shall subject employees to disciplinary action. All fines and penalties resulting from failure to comply with federal, state, or local laws or ordinances are the personal responsibility of the vehicle operator or employee responsible for maintaining the vehicle.
 - j. **Vehicle Preventive Maintenance.** All agency-owned motor vehicles shall adhere to the service requirements established by the manufacturer. All preventive maintenance and repair documentation shall be maintained on file in the administrative office.
 - k. **Fuel Purchase.** Fuel purchased shall be used for official agency business only. Violation of this requirement shall subject employees to disciplinary action.
3. **Automobile Accident Reporting Procedures.** Each accident involving an agency-owned motor vehicle in which there is bodily injury or extensive property damage or which results in the vehicle or equipment being inoperable must be reported immediately by telephone to the CEO or designee and a report must be made to law enforcement. If the accident occurs on a holiday, weekend, or after working hours, the telephone report must be made during the morning of the next business day. All telephone reports must be followed within 48 hours by completing an Incident Reporting Form. The incident report and a copy of the police report must be submitted to the Communities Connected for Kids Quality Management office.
4. **Employee Responsibility When Using a Vehicle.** Every employee in the agency is responsible for preventing and reporting agency-owned vehicle abuse and misuse. The following are some examples of abuse and misuse:
- a. Operating vehicle with insufficient oil or coolants.
 - b. Failing to report known malfunctions, defects or damage affecting mechanical condition and safe operation.
 - c. Operating vehicle improperly selected gear, such as shifting into reverse when traveling forward.
 - d. Distributing loads improperly in cargo area of vehicle or equipment.
 - e. Driving at excessive speed.
5. **Security.** All employees and volunteers are charged with the security of agency-owned motor vehicles assigned to their activity.
- a. When not in use, all agency-owned vehicles will be parked in a designated area.
 - b. Vehicles and equipment will be locked and secured when not in use.

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- c. Ignition keys will be removed and the vehicle or equipment locked when left unattended.
- d. In certain circumstances, there are instances where vehicles are vandalized when they are parked overnight in parking lots. For this reason, it may be practical to approve an employee or volunteer to drive an agency-owned vehicle home at night for security of the vehicle or equipment until the security problem is resolved. Formal written approval, on a case-by case basis, must be obtained from the CEO or designee.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018

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