

# PEOPLE'S PLACE

## Personal Vehicle Use Policy

Approved By: Board of Directors  
Review/Revision Date: 4/01/2021

### I. PURPOSE

The purpose of this policy is to promote the safety of clients, employees and volunteers when using personal vehicles for agency business.

### II. POLICY STATEMENT

All staff or volunteers driving a personal vehicle for any company related business shall maintain a valid driver's license, insurance and must operate the vehicle in a safe manner at all times.

### III. APPLICATION

This policy applies to People's Place staff and volunteers.

### IV. DEFINITIONS

Authorized Driver- designated by their supervisor to drive and have their driving records checked annually.

### V. STANDARDS

- A. Only authorized employees and volunteers may transport clients in their personal vehicles.
- B. To qualify to transport clients in a personal vehicle, the employee or volunteer must have an acceptable driving record based on the agency's Motor Vehicle Grading Criteria (MVGC) and submit a valid insurance card.
- C. All employees and volunteers driving on agency business must maintain a valid driver's license and insurance on the vehicles they drive. Any change in the status of their driver's license or insurance must be reported to their supervisor immediately and prior to driving on agency business.
- D. Employee's insurance serves as primary coverage with People's Place's insurance being secondary.
- E. Driving records must remain "acceptable" or "clear" as graded on the MVGC for continued employment in positions with driving duties. Employees who do not maintain acceptable records will not be allowed to transport clients and may be disqualified for the position.
- F. The personal vehicle used to transport clients must pass Delaware's safety inspection as required.
- G. Employees and volunteers transporting clients in personal vehicles will have their driving records checked once a year.

- H. Employees and volunteers transporting clients in personal vehicles or driving on agency business must obey all rules of the road of the State in which they are driving.
- I. No smoking in personal vehicles while transporting clients.
- J. No eating while personal vehicle is in motion while transporting clients.
- K. Hand-held cell phone use is prohibited while personal vehicle is in motion while transporting clients.
- L. Hands-free cell phone devices may be used only when it is a business necessity.
- M. All motor vehicle violations and accidents in agency owned vehicles or personal vehicles shall be reported immediately to the supervisor.
- N. Only clients and people conducting agency business are to be in a personal vehicle while transporting clients.
- O. All client transportation will be documented in the client's file and/or on the mileage reimbursement form.

**VI. PROCEDURES**

**Individual Responsible**  
Employee

- Action**
1. Ensures personal vehicle is in good working condition when transporting clients.
  2. Completes travel expense request.
  3. Documents client transportation in client file and/or on the mileage reimbursement form.
  4. Submits valid insurance card to supervisor when requested.

**VII. REFERENCES**

- A. Travel Expense & Mileage Reimbursement Policy

**VIII. EXHIBITS**

- A. Motor Vehicle Grading Criteria