

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Rules of Conduct

Section 522 –Vehicle Usage – Company Owned and Rentals

The company provides vehicles for business use to allow employees to drive on company-designated business and to reimburse employees for business use of personal vehicles according to the guidelines below. The company retains the right to amend or terminate this policy at any time.

1. Employees may not drive any business vehicles without a valid NC driver's license and approval from the Partnership's insurance company. All eligible employees will be added to the insurance policy. Employees approved to drive on company business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.
2. Employees holding jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
3. Company vehicles are maintained in a motor pool for use by individual employees, as needed.
4. Employees needing transportation for company business may use vehicles drawn from the motor pool. When no company vehicles are available, easily accessible, or feasible for travel purposes, employees may use their own vehicle or a rental vehicle for business purposes. A rental vehicle generally requires pre-authorization with a purchase and travel request form.
5. Employees who drive a vehicle on company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.
6. Nonemployees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in company and rental vehicles.
7. Generally, employees who use their personal vehicles for approved business purposes will receive a mileage allowance equal to the rate set by the NC Office of State Budget Management in the state budget manual (section 5) for such usage. (see HR 312 for details). This allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Employees who operate personal vehicles for company business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.
8. Employees must report any accident, theft or malicious damage involving a company vehicle to authorities, their supervisor and HR, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, **employees should make no voluntary statement** other than in reply to questions of investigating officers.
9. Employees are not permitted, under any circumstances, to operate a company vehicle or a

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personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

Other Procedures

Reserve a Company Vehicle. Use the Partnership's Electronic Reservation System to submit a request to reserve vehicles. Requests are processed on a first-come first-served basis, but priority will be given to requests which require travel outside of Cumberland County. Reservations should be made as early as possible.

Checking out and Returning Vehicles. Rental reservation details will be provided by the Purchasing Specialist. For company vehicles, follow directions from the Electronic Reservation System upon confirmation of reservation. Company vehicles and fuel cards may be checked out on the departure date from the Facility Operations Manager or an Information Assistant. Unusual circumstances, such as departures before business hours, should be coordinated with the Facility Operations Manager prior to the departure date. President or designee approval and an employee acknowledgement is required if a company-owned vehicle must be kept at an employee's home overnight.

Return rentals according to the rental agreement procedures. Return company vehicles to designated parking areas and return keys, mileage log and fuel card to Facility Operations Manager or Information Assistant. Outside of business hours, return equipment in the drop-off box located next to the front desk in the lobby.

Using the Fuel Card. Each traveler driving a company or rental vehicle should have a dedicated, unique PIN number for the company fuel credit card. PIN numbers are assigned by the VP of Finance. The company's fuel cards may be used to purchase fuel, oil, maintenance, and miscellaneous services related to company-owned vehicle operations. The company fuel card will not be used to purchase food or other personal consumption items.

Clean vehicles. Remove trash and debris from the vehicle after use. Disinfecting wipes are provided in the vehicle. Wipe down surface areas like the steering wheel, console, dashboard, etc.