

Partnership for Children of Cumberland County, Inc.

Human Resources Policies and Procedures

Employment Information – Rules of Conduct

Section 522 – Employee Use of a Personal Vehicle or Rental

Purpose

This policy outlines the requirements, responsibilities, and procedures for employees who use a personal vehicle or a rental vehicle for official business on behalf of the Partnership for Children of Cumberland County (PFC). The policy aims to ensure safety, compliance with legal standards, and consistency in reimbursement practices.

Eligibility & Participation Requirements

Employees must meet the following requirements to use a personal or rental vehicle for work-related travel:

- **Valid Driver's License:** Employees must possess and maintain a valid driver's license issued by the State of North Carolina or their state of residence.
- **Vehicle Insurance:** Employees must maintain current and legally required personal auto insurance. North Carolina requires minimum liability insurance coverage of:
 - \$30,000 for bodily injury (per person)
 - \$60,000 for total bodily injury (per accident)
 - \$25,000 for property damage
- **Vehicle Registration:** The vehicle used must be legally registered and in good working condition.
- **Annual Attestation of Insurance:** Employees must attest to maintaining minimum requirements of NC automobile liability insurance. PFC reserves the right to request proof of insurance.
- **Traffic Laws:** Employees are expected to obey all federal, state, and local traffic laws, including posted speed limits and seat belt requirements.
- **Distracted Driving:** Employees must refrain from texting, eating, or other distractions while operating a vehicle. The use of handheld devices while driving is strictly prohibited unless using hands-free technology.
- **Medication Disclosure:** Employees must notify their supervisor or Human Resources if they are taking any prescription or over-the-counter medications that may impair their ability to drive safely.
- **Driving Record:** PFC reserves the right to periodically review driving records of employees who regularly drive for work-related purposes.

Mileage Reimbursement

Employees using a personal vehicle for approved business travel are eligible for mileage reimbursement under the following conditions:

- **Reimbursement Rate:** Reimbursement is based on the standard IRS mileage rate in effect at the time of travel.
- **Expense Report Submission:**

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- Employees must complete an official **Expense Report** form, available for download at: <https://ccpfc.org/hr/employee-forms>.
- Reports must be submitted to the employee’s supervisor for review and approval.
- **Direct Deposit:** Reimbursements will be paid via direct deposit. Employees must complete a **Direct Deposit Authorization Form**, also available at the above link, if not already on file.

Rental Vehicles

- **Rental Use:** When approved by a supervisor, employees may rent vehicles for business travel when more practical or cost-effective than using a personal vehicle.
- **Rental Insurance:** Employees must accept the **liability and collision damage waiver (CDW)** coverage when renting a vehicle unless specifically directed otherwise by Human Resources.
- **Fuel Receipts:** Employees must retain and submit all fuel receipts when driving a rental vehicle. Fuel costs are reimbursable only for business-related travel.

Injuries and Accidents

- **Accidents:**
 - In the event of an accident while on official PFC business, employees must:
 - Contact law enforcement as appropriate. Do not give a statement to anyone other than responding police officers.
 - Notify their supervisor as soon as safely possible.
 - Complete and submit an accident report to Human Resources within 24 hours of the incident.
- **Worker’s Compensation:** Injuries sustained while performing work duties—regardless of vehicle ownership—may be covered under PFC’s worker’s compensation insurance. Employees must report all injuries to Human Resources immediately and follow the standard injury reporting process at ccpfc.org/hr/workers-compensation
- **Personal Insurance:** Any damage to an employee’s personal vehicle is the responsibility of the employee and their personal insurance carrier. PFC is not responsible for personal vehicle repairs or insurance deductibles.

Non-Compliance

Failure to comply with this policy may result in disciplinary action, including loss of travel privileges or other corrective measures, in accordance with PFC’s disciplinary procedures.