



Using Personal or Rental Vehicles for Work

What You Need to Know

This handout outlines how to use personal and rental vehicles for PFC business under HR 522 and HR 312.

A. USING YOUR PERSONAL VEHICLE FOR PFC BUSINESS

Eligibility

To use your personal vehicle for work-related travel, you must:

- Have a valid driver's license.
- Maintain at least the minimum auto liability coverage required by North Carolina (or the state in which the vehicle is registered).
- Keep your vehicle legally registered, inspected (if required), and in safe working condition.
- Complete PFC's annual insurance attestation confirming you have the required coverage.

Safe Driving Expectations

When driving for PFC business, you must:

- Follow all traffic laws and posted speed limits.
- Wear your seatbelt and ensure all passengers do the same.
- Avoid texting or using handheld devices while driving.
- Minimize other distractions such as eating, grooming, or adjusting electronic devices while in motion.
- Inform your supervisor or HR if medications or health conditions may impair your ability to drive safely.

Mileage Reimbursement Basics

- Mileage is reimbursed at the current IRS standard mileage rate adopted by PFC.
- Mileage is typically measured from your duty station or your actual starting point, whichever is closer to your business destination.
- Commuting between your home and PFC is never reimbursable.
- Claim mileage on the official Expense Report form and submit it to your supervisor within the required time frame.
- Separate expense reports should be used when mileage is charged to different grants or funders.



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B. USING RENTAL VEHICLES FOR PFC BUSINESS

When a Rental May Be Appropriate

- A rental vehicle may be used when it is practical and cost-effective, such as for longer trips or when multiple employees are traveling together.
- Consult with your supervisor before arranging a rental vehicle.
- A PTR is required for the rental arrangement as part of pre-travel approval. The expense will be reimbursed to the employee (following the standard expense report process), unless requesting an advance.

Rental Vehicle Requirements

- Employees must accept the rental company's liability insurance and collision damage waiver (CDW) coverage unless HR has given other written instructions.
- Only authorized employees may operate the rental vehicle.
- Fuel for the rental vehicle may be reimbursed when it is directly related to PFC business; keep all fuel receipts and submit them with your expense report.

C. IF THERE IS AN ACCIDENT OR INJURY

If you are involved in a vehicle accident during PFC business:

- Contact law enforcement as appropriate and follow any instructions given by responders.
- Notify your supervisor as soon as it is safe to do so.
- Submit an accident report to HR within 24 hours, or as soon as reasonably possible if you are unable to do so sooner.
- If you are injured, follow PFC's standard process for reporting work-related injuries and possible workers' compensation claims: cpfc.org/hr/workers-compensation.

Insurance and Vehicle Damage

- Damage to your personal vehicle is handled by your own auto insurance; PFC does not pay for repairs, deductibles, or other personal vehicle costs.
- PFC's insurance may respond to certain third-party liability situations consistent with policy terms.
- If a rental vehicle is involved, the rental company's insurance and CDW will generally address damage to the rental vehicle in accordance with policy terms.



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D. ACCOUNTABILITY AND COMPLIANCE

- Failure to follow HR 522 or HR 312 may lead to loss of driving privileges for PFC business and/or other corrective action.
- Employees are expected to ask questions if they are unsure about any aspect of vehicle use or travel.
- Safe, responsible driving protects you, other staff, the community, and the organization.