

Vehicle Responsibility Description

305 8th Street shall have the authority to assign and designate the use of a vehicle to an employee/volunteer for the purpose of conducting official business. Vehicles may be used for in state or out-of-state travel.

In order to drive a 305 8th Street vehicle or a personal vehicle for business purposes, an employee/volunteer must have a current and valid driver's license, a good driving record, and must be 18 years of age or older. Drivers of 305 8th Street vehicles must also be properly insured by the organization's automobile insurance. 305 8th Street shall maintain a list of employees/volunteers authorized to drive the organization's vehicles and/or personal vehicles on 305 8th Street business. Motor Vehicle Records (MVRs) will be obtained for all employees/volunteers on the list every year or as needed and prior to adding any additional employees to the list. Employees with poor driving records will not be allowed to operate the organization's vehicles or personal vehicles on 305 8th Street business.

Drivers with poor driving records include those with any of the following violations:

1. Conviction for an alcohol and/or drug related driving offense
2. Refusal to submit to a Blood Alcohol Content (BAC) test
3. Conviction for reckless driving
4. Any combination of three or more moving violations, "At Fault Accidents", or "Preventable Accidents" within the most recent three years
5. Suspension, revocation, or administrative restriction within the last three years
6. Leaving the scene of an accident as defined by state laws.
7. At fault in a fatal accident
8. Felony committed involving a vehicle.
9. Two or more Company vehicle physical damage claims in which the employee was at fault in any twelve-month period.

Drivers of 305 8th Street owned vehicles must:

1. Comply with the Company's Alcohol and Drug Abuse policy.
2. Be familiar with the operation of the specific vehicle.
3. Operate only the vehicle that has been approved for use.
4. Notify supervisor and/or person scheduling the vehicle of departure and expected return times.
5. Commit no violation of laws for use of a motor vehicle (speeding, traffic control device, etc).
6. Immediately report any deficiencies in the mechanical or physical condition of the vehicle.
7. Immediately report any citations received or involvement in a traffic accident regardless of when or where event occurred.
8. Authorize Company to obtain MVR.
9. Allow no unauthorized persons in the vehicle.
10. Use the vehicle for 305 8th Street business only. No personal use of the vehicle is permitted.

305 8th Street Driver Rules:

1. You must be added to 305 8th Street vehicle insurance before allowed to drive one of the organization's vehicles.
2. (Volunteers)- Receive vehicle keys from a 305 8th Street employee
3. Fill out the Driver's Binder (location in the middle console of each 305 8th Street vehicle). Include *starting milage, ending milage, number of staff, and number of residents riding.*
4. Be aware of all residents being transported. Be sure to count residents before leaving each destination.
5. Other persons that are *not residents, staff, or volunteers of 305 8th Street* are permitted to be transported in the organization's vehicles.
6. No texting while driving.

I _____, agree to the terms of this agreement and will work on my responsibility and duty to keep my vehicle clean and maintained.

Date: _____