

**BOARD ADDITIONS
December 20, 2017**

GOVERNING BOARD

T. Decision Items

15. Personnel Policy 5- Use of Vehicles for Agency Business
16. Addition to Contract Listing: **Olmstead County (Rochester, MN)** – 01/01/18 to 12/31/20; contract for an International Board Certified lactation Consultant (IBCLC) for consultation and training activities to support the Peer Breast Feeding Counselor grant program, 2018 @ \$76/hr with a cap of \$4408, 2019 at \$78/hr with a cap of \$4524 and 2020 at \$80/hr with a cap of \$4640 (renewal).

**SOUTHWEST HEALTH AND HUMAN SERVICES
PERSONNEL POLICY NUMBER 5**

EFFECTIVE DATE: 01/01/11

REVISION DATE: 06/17/15; 11/18/15; 1/1/2018

AUTHORITY: Southwest Health and Human Services Joint Governing Board

--- USE OF VEHICLES FOR AGENCY BUSINESS ---

Section 1 – Requirements for Using Agency Vehicles

- a. Only agency employees and student interns may use Southwest Health and Human Services' cars. Agency employees and student interns must have valid driver's licenses to drive an agency car. If their driver's license has been revoked, suspended, or cancelled they shall not drive an agency car. Employees must report any changes in their driving status to their supervisor immediately. Before using an agency car for the first time, a statement (Form AG#007) must be signed confirming that the driver has a valid driver's license. It is also required that a photo copy of your driver's license be in your personnel file. If this policy is violated, it could be grounds for dismissal.
- b. The agency vehicles are to be used only for business purposes. If in the course of work personal use is necessary, it is to be approved by your immediate supervisor. Permission from your supervisor must be obtained if you wish to transport anyone other than agency employees. If you are transporting anyone other than a client or another agency employee, the person to be transported must sign a Waiver of Liability for Presence in Agency Vehicle (AG#106). Signed waivers should be forwarded to the Deputy Director. Permission is not necessary to transport clients to fulfill conditions of their Social Services Plan.
- c. Upon supervisory approval an agency vehicle may be parked overnight at a staff person's residence. (Example: Use of vehicle early morning or late evening.)
- d. After a vehicle is used, it is the driver's responsibility to ensure that the inside of the car is clean and neat and fill the vehicle with gas if less than a half a tank registers on the gas gauge.
- e. All agency vehicles must be operated in a safe, lawful, and defensive driving manner at all times.
- f. In case of an automobile accident, the accident should be reported to your supervisor and the Deputy Director as soon as possible. Obtain the following information: 1) name and address of each driver, passenger, and witness; 2) name of the insurance company and the policy number for each vehicle involved; and 3) do not admit fault or liability. The Deputy Director shall complete the Automobile Loss Notice Form and submit it to our insurance company.
- g. Prior to driving, all agency vehicles must be checked for proper lights, reflectors, brakes,

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steering, tires, horn, and wiper blades. Any deficiencies must be reported to the supervisor immediately with the use of the form AG#070.

- h. Seat belts shall be worn by the driver and all passengers whenever the vehicle is in motion.
- i. Employees are required to attend defensive driving training at least every 3 years. The training will be provided by the agency on agency time.
- j. All employees who access agency vehicles, which includes access to the Wright Express Gas Card, will not need to obtain a receipt. If employees use their personal funds to obtain gas for an agency vehicle, they are responsible for obtaining an itemized receipt and turning that receipt into accounting, attached to form Ag#101. If an employee fails to obtain a receipt, they first must go back to the vendor and attempt to get a duplicate receipt. If that is not available, the employee will be allowed to complete a Declaration of Expenses which is available from the Deputy Director.

Section 2 – Requirements for Using Personal Vehicles

- a. Use of employee vehicles to transport clients exposes the employee and employer to risk. Clients should be encouraged to utilize other modes of transportation such as public transit or have a family member or friend transport them. If no other alternatives exist, employees should be aware of the liability associated with this activity.
- b. Risks the employee face include:
 - having their vehicle damaged;
 - liability claim brought against them either by clients injured while entering, riding in, or exiting their vehicles or by drivers and passengers of other vehicles that may collide with them; or
 - the employees may sustain injuries themselves.
- c. Employees who claim mileage for the use of personal vehicles to conduct agency business must:
 - Possess a valid driver's license. A copy of the driver's license must be made and placed in their personnel file.
 - Provide a copy of the declaration page of the employee's insurance policy. This copy must also be placed in their personnel files. Personal automobile liability coverage should at least be at the State required minimum limits. Any changes in insurance coverage must be reported to the employee's supervisor and a copy of the new declaration page must be filed in their personnel file.
 - Sign a statement acknowledging that when the agency pays mileage, the agency is also purchasing insurance coverage and that the expectation is that personal coverage is primary and the agency is excess (AG#007).

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- Maintain personal vehicle in good operating condition at all times.
- d. The agency's auto liability coverage protects both the agency and its employees while employees are actually using personal vehicles on agency authorized business. However, this coverage is provided on an excess basis, which means an employee's personal auto liability coverage would be the first to respond to a claim or lawsuit filed against the employee.
- e. Motorcycles are not an approved mode of transportation for agency business.

Section 3 – Mileage Expense

- a. When there are no agency cars available for use, the agency will pay the current IRS rate for mileage. The rate of reimbursement, when an agency car is available, when using your personal car, will be ~~the operational cost of SWHHS vehicles (calculated annually)~~ .23 cents per mile.
- b. If more than one employee is traveling to the same meeting/location, they must ride share. If one chooses to ride separately, they travel at their own expense. Employees must make travel arrangements prior to actual travel.

Agency Forms Regarding This Policy:

AG#007 - New Employee Statement

AG#070 - Vehicle Check - Repair Request

AG#106 - Waiver of Liability for Presence in Agency Vehicle