

## **TRANSPORTATION POLICY**

### **Agency Vehicles**

1. Agency owned vehicles are available for check out for staff to use in travel pertinent to their job duties. Agency vehicles are to be used for job related travel only and should not be used for personal travel, such as lunch breaks or errands. Agency vehicles should be returned to the location of check out at the end of each business day. Agency vehicles may not be taken home by a member of the UMCHS Staff. Exceptions may be made only by the Executive Director.
2. Copies of Vehicle Accident Procedures, Vehicle Incident Procedure, and Mileage Sheets will be kept in all agency vehicles at all times.
3. Any vehicle malfunctions or concerns will be reported to the Hermiston Operations Director using an Agency Vehicle Sign-In Sheet upon returning the vehicle.
4. Agency vehicles will kept with at least 3/4 tank of gas in them at all times. If you drive an agency vehicle it is your responsibility to assure that at least 3/4 tank of gas is in the vehicle when you park it. It is also the responsibility of the driver and passengers to ensure trash and materials are removed from the vehicle at the end of the day.
5. Any staff who drives their own vehicle for agency business will be covered by their insurance first, the agency's insurance will be secondary.
6. The Transportation Manager will ensure that all agency vehicles have an up-to-date maintenance log and will ensure each vehicle is maintained in accordance with the manufacturer's suggestions. The Transportation Manager will maintain a preventative maintenance schedule for each agency vehicle and will review each file monthly. The Transportation Manager, or designated individual, will also ensure that the agency vehicles are equipped with the proper emergency equipment, by completing a monthly safety equipment check.
7. Type 10 agency vehicles will have an annual safety inspection completed by a certified mechanic before September 1 of each year.
8. All drivers of agency owned vehicles will obey State driving laws.