Chapter Title	Section #		Subject #
Fiscal Resources	F		236
Subject Title **Agency Vehicles**	Adopted 6/23/80	Last Revised 11/27/06	Reviewed 11/21/05; 11/27/06; 2/23/09; 11/23/09; 11/22/10; 11/28/11; 1/28/13; 1/27/14; 1/26/15 1/25/16

POLICY

Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Intent

It is the intent of this policy to ensure that The Right Door for Hope, Recovery and Wellness business mileage expense is minimized by use of The Right Door for Hope, Recovery and Wellness vehicles and assign responsibilities for use of agency vehicles.

2.0 Policy

2.1 Use of The Right Door for Hope, Recovery and Wellness vehicles for business activity is not optional; if vehicles are available they are to be used for all agency business mileage, unless prior verbal authorization has been obtained from the employee's supervisor.

2.2 Traffic or parking citations incurred by staff on agency business are the personal liability of the driver; tickets will not be paid by The Right Door for Hope, Recovery and Wellness.

2.3 The Right Door for Hope, Recovery and Wellness vehicles are to be used only for agency business.

2.4 All agency vehicles shall be "NO SMOKING" environments.

2.5 All accidents must be promptly reported as outlined in procedures for use of agency vehicles.

References

CARF Standards Manual, Section: Health & Safety

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Melissa McKinstry, Board Chairperson	Date		