Chapter Title	Section #	Subject #
Fiscal Resources	F	236

| Subject Title
Agency Vehicles | Adopted
6/23/80 | Last Revised

10/28/19 | Reviewed
11/21/05; 11/27/06;
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1/26/151/25/16;
1/23/17; 2/26/18;
9/24/18; 10/28/19; 10/19/20 |

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 to 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/tobacco product use environments.

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

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2.6 All agency vehicles shall have an auto window punch escape tool to prevent persons served and staff from being trapped inside of a burning or submerging vehicle.

References

CARF Standards Manual, Section: Health & Safety

Melissa McKinstry, Board Chairperson		Date	