Chapter Title	Chapter #		Subject #
Fiscal Resources	F		236.1
Subject Title **Agency Vehicle Sign-Out**	Adopted 6/25/02	Last Revised 6/21/18; 11/15/19	Reviewed 3/15/05; 4/20/10; 1/29/14; 2/17/15; 4/7/17; 6/21/18; 11/15/19

PROCEDURE

Application

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

1.0 Intent

All agency vehicles available to staff will be posted on the agency Outlook System.

1.1 Staff must sign out the vehicle through “Booked”.

1.2 Vehicle availability will be prioritized by two factors:

1.2.1 Staff transporting persons served and;

1.2.2 Distance staff is traveling. Staff can be “bumped” from their vehicle.

1.3 Agency vehicles shall be available to be signed out on an overnight basis in the following situations if the staff has written approval from a Program Director designating approval for the use of the vehicle overnight, which must be submitted or emailed to clerical at the time of the vehicle being signed out:

1.3.1 The staff must be the designated Primary After Hours On-Call worker for The Right Door for Hope, Recovery and Wellness for the evening the vehicle is signed out.

1.3.2 The staff is attending a conference out of county.

1.3.3 The staff receive approval of an emergent-type from their direct supervisor due to urgent or unexpected situations beyond the control of the staff person (emergency pre-screen/hospitalization, vehicle damage, etc.)

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1.4 Agency vehicle keys will be located above staff mailboxes in the key cabinet. Keys will need to be returned to the key cabinet immediately upon return to the agency.

1.5 Agency vehicles may not be used for the purposes of a staff's normal commute to and from work.

1.6 A staff assigned to a satellite office that expects to return an agency vehicle after the closing time of the satellite office, shall use an Ionia office agency vehicle. Every effort shall be made by the staff to return on the same day the Ionia vehicle to the Ionia office prior to its closing.

Kerry L Possehn, Chief Executive Officer	Date		