

The Right Door for Hope, Recovery and Wellness

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| Chapter Title | Chapter # | | Subject # |
| Fiscal Resources | F | | 236.1 |
| Subject Title | Adopted | Last Revised | Reviewed |
| Agency Vehicle Sign-Out | 6/25/02 | 6/9/23 | 3/15/05; 4/20/10; 1/29/14; 2/17/15; 4/7/17; 6/21/18; 11/15/19; 11/6/20; 11/22/21; 12/2/22; 6/9/23; 11/12/24 |

PROCEDURE

Application

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

1. Intent

- 1.1. All agency vehicles available to staff will be listed in the agency reservation application, currently the online Booked platform.
- 1.2. Staff must sign out the vehicle through the current agency reservation application.
- 1.3. Vehicles may be reserved one week out at a time. To allow all staff the option to reserve a vehicle, reservations may not be reoccurring.
- 1.4. Staff will reserve a vehicle only for the duration of each schedule appointment to allow all staff the option to use the vehicle when it is not in use.
- 1.5. Staff must reserve a vehicle from the location that they are based out of as their primary home office. Those at the satellite offices shall use an Ionia vehicle if they plan to return after the office business hours.
- 1.6. Vehicle availability will be prioritized by two factors:
 - 1.6.1. Staff transporting persons served, and;
 - 1.6.2. Distance staff is traveling. Staff can be “bumped” from their vehicle.
- 1.7. 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:

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1.7.1. 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.

1.7.2. The staff is attending a conference out of county.

1.7.3. 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.).

1.8. 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.

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

1.10. 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.

1.11. If all agency vehicles are unavailable due to other staff transportation or time needed/distance, staff may use their personal vehicles. See F-232 Employee Expense Reimbursement for mileage reimbursement. Personal vehicles should be covered by the vehicle owner's personal auto insurance policy as The Right Door will not be held responsible for personal vehicle damage during transport.

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| Kerry L Possehn, Chief Executive Officer | Date | | |